



Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)

LEA Information

1. LEA Name (one LEA per form)*

Benjamin Franklin Charter School - Queen Creek

2. Entity ID Number*

4355

3. CTDS Number*

078754000

4. Plan's Primary Contact Name*

Diana Dana

5. Plan's Primary Contact Email Address*

ddana@bfcsaz.com

6. Plan's Primary Contact Phone Number*

4802643710

Please submit your Safe Return to In-Person Learning Plan every six months from your prior submission date.

Revision Timeline: May 2023-September 2023

7. Since your last submission date, when did your LEA last review and/or revise your plan? Please provide the updated mm/dd/yyyy of your review/revision. This date should be updated from your last submission. *

08/23/2023

All LEAs receiving ESSER III funds must make publicly available on their website, a plan for the Safe Return to In-Person Instruction and Continuity of Services. Please list the link where the plan/template is posted on the LEA's website.

8. Insert the link below with directions on how to find your LEA's Safe Return to In-Person plan located on your LEA website (do not link directly to the PDF). The plan must be on the ADE template that will be downloaded from EMAC after completing your responses.*

https://resources.finalsite.net/images/v1693000084/bfcsazcom/ncvcgpkccgybmzn7dw1v/BFCSSafeReturntoIn-PersonInstructionPlan-09_23.pdf

How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the Centers for Disease Control and Prevention (CDC)

9. Has the LEA adopted a Governing Board policy on universal and correct wearing of masks?*

☒ Yes

10. Please describe the LEA's Governing Board policy on universal and correct wearing of masks.*

Executive Order 2021-10 provides face covering as an option to students and staff. Students and staff should bring their own face coverings if they choose to be worn. School sites will have a supply available to provide students and staff who do not have their own coverings.
Staff and students have the option to wear masks if desired but are not required to do so.

11. Has the LEA adopted a Governing Board policy on modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)?*

☒ Yes

12. Please describe the LEA's Governing Board policy on modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).***Social Distancing**

Elementary students primarily remain with the same groupings and with the same staff throughout the day.

Recess

Individual elementary grade levels are assigned specific time slots to take students outside for physical movement.

Lunch Rooms

Lunch periods may be staggered to reduce the number of students in one area. Outdoor eating areas may be offered, weather permitting.

Bathrooms

Students use bathrooms in groups no larger than the number of stalls/urinals/sinks available in the bathroom.

Posters reminding students of proper handwashing techniques are placed in all bathrooms.

Classroom Layout

Student desks may be spaced apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

Hallways

Students are educated and reminded regularly by staff members to move through hallways in an orderly and safe manner, maintaining a safe and respectful distance from others as they walk.

Transportation

School buses will maintain proper ventilation at all times including open windows, when possible due to weather, and ventilation systems will be set on non-recirculating mode.

Drop-off/Pick-Up Procedures

Schools allow sufficient time for students to arrive on campus to minimize crowds arriving all at once. Pick-up times frames may be similarly staggered if needed. School administrators will determine the prolonged start and pick-up times in a way that best meets the individual school's needs and accomplishes the goal of reducing the number of students in the common areas at the same time. Junior high and high school pick-up will take place at multiple pick up locations around the facility.

13. Has the LEA adopted a Governing Board policy on handwashing and respiratory etiquette?*

☒ Yes

14. Please describe the LEA's Governing Board policy on handwashing and respiratory etiquette.*

Reinforcement through announcements, teacher reminders, and posters reminding students and staff that hands should be washed or sanitizer used regularly. Classes sanitize hands out to recess and lunch and wash as they return to the building.

Posters reminding students of proper handwashing techniques are placed in all bathrooms.

All students and staff will be educated about washing their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- after being outside for physical activity
- before and after lunch
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

15. Has the LEA adopted a Governing Board policy on cleaning and maintaining healthy facilities, including improving ventilation?*

☒ Yes

16. Please describe the LEA's Governing Board policy on cleaning and maintaining healthy facilities, including improving ventilation.*

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools will be cleaned and disinfected regularly.

Where a school supply or piece of equipment is shared by students (for instance, a pencil sharpener or blocks/toys), the item will be wiped down with disinfectant by a staff member on a regular basis.

Playground equipment, sports equipment, music equipment, and any other shared items will be cleaned regularly.

Bus seats and windows will be cleaned regularly.

Staff members are expected to clean and disinfect their workspaces regularly.

Custodial staff will be assigned schedules for regular cleaning of surfaces and bathrooms throughout the day.

Custodial staff will wipe desks and chairs in the classrooms, sanitize all high-contact areas and surfaces such as doorknobs, light switches, handrails, elevator buttons, drinking fountains, etc.

17. Has the LEA adopted a Governing Board policy on contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments?*

☒ Yes

18. Please describe the LEA's Governing Board policy on contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.*

Confidentiality

All student health information will be maintained confidentially. The school nurse/health aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to the Principal and staff as requested.

Individuals with Symptoms Onsite

When there is an individual with symptoms onsite, the school will send the individual to the health office immediately. The school nurse/health assistant will isolate the individual, and determine if contacting the parent for pickup is necessary.

Student or Staff Reports a Positive Test

When the school administration becomes aware that a student or staff member has tested positive for COVID-19, the following steps will be taken:

Any areas that a COVID-19 positive employee or student was in for a prolonged period will be closed off until disinfected.

Students and employees who test positive for COVID-19 must remain at home and follow school policy and recommended guidelines to return to school.

Close Contact

It will be determined as needed or requested whether employees or students may have been exposed to a positive COVID-19 case (within 6 feet and for 15 minutes or longer (cumulatively) within a 24 hour period).

Staff members who have requested close contact notifications will be notified of the possible exposure. The name of the individual who has become sick will not be disclosed.

When determining who has been a close contact, the school administration will look at the two days prior to the onset of symptoms of the positive person, as they are considered infective two days prior to symptoms. Or, if the positive person did not have symptoms, the school administration will determine close contact persons during the two days prior to the positive person's testing.

The notification will recommend that exposed individuals should monitor their health closely, contact their health care provider if possible, and self-isolate if any symptoms develop.

Students will not be notified of possible exposure to COVID-19. Parents may reach out to campus health offices to inquire about current, reported COVID numbers at each campus.

Quarantine Procedure

Staff members who have experienced a potential close contact with a positive case will be allowed to work during the quarantine as long as they remain symptom-free.

School Health Policy

Students are permitted to be in school under the following conditions:

- 1 - fever free for 24 hours without medication
- 2 - no vomiting for 24 hours without medication and able to eat 2 meals without vomiting
- 3 - no diarrhea for 24 hours without medication
- 4 - sore throat and other symptoms (nasal congestion, coughing, etc) are improved.

19. Has the LEA adopted a Governing Board policy on diagnostic and screening testing?*

☒ Yes

20. Please describe the LEA's Governing Board policy on diagnostic and screening testing.*

Daily Home Screening

It is important for families to be in full, honest communication with the school and to respect the well-being of the school community.

Students and parents will be educated on self-screening expectations. Students must not come to school if they have any of the following symptoms OR IF PENDING THE RESULTS OF A TEST:

Temperature 100.4 degrees Fahrenheit or higher when taken by mouth

Sore throat

New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)

Diarrhea, vomiting, or abdominal pain

New onset of severe headache, especially with a fever

New shortness of breath or difficulty breathing

New muscle or body aches or fatigue

New loss of taste or smell

Daily Screenings

Daily Screening at Home: Parents should screen students for the above symptoms each morning and must keep students at home and away from others if any symptoms are present.

Daily Screening At School: Upon arrival at school, staff will visually screen each student. Any student with visible symptoms will be taken to the health office for evaluation.

21. Has the LEA adopted a Governing Board policy on efforts to provide vaccinations to school communities?*

☒ Yes

22. Please describe the LEA's Governing Board policy on efforts to provide vaccinations to school communities.*

BFCs will not provide vaccinations to school communities, but will do the following to support community vaccine efforts:

The school will work with families to accommodate time away from class without penalty when students are being vaccinated and for potential time away from school due to resulting side effects. If a student misses school due to receiving a vaccine, the teacher will provide make-up work and tutoring as needed to get caught up from the absence.

The school will work to remove barriers for employees who want to get the COVID-19 vaccine.

23. Has the LEA adopted a Governing Board policy on appropriate accommodations for children with disabilities with respect to health and safety policies?*

☒ Yes

24. Please describe the LEA's Governing Board policy on appropriate accommodations for children with disabilities with respect to health and safety policies.*

The Special Education Director and 504 Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementing any safety protocols.

Standard procedures for students who qualify for homebound or chronic illness services will be followed. Similarly, routine procedures for employees requests for reasonable accommodations due to a disability will be followed.

25. Has the LEA adopted a Governing Board policy on coordination with State and local health officials?

*

☒ Yes

26. Please describe the LEA's Governing Board policy on coordination with State and local health officials.*

The BFCS mitigation plan will be in effect until the Executive Director, in consultation with the Governing, and with guidance from state, federal education and public health experts, determines that the plan should be modified.

At the school level, the Director of Education will coordinate all messages to the public regarding possible closure and other COVID-19 related information.

Continuity of Services

Including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.

27. How will the LEA ensure Continuity of Services?*

Briefly describe an overview of the continuity of services and in the following questions you will provide more detailed information.

BFCS will ensure the recommended health and safety actions are in place before the first day of school return date on July 25, 2023. BFCS will be prepared for a safe and healthy school environment for our learners and staff through preparation, training, and continuous monitoring. Standard procedures for students who qualify for homebound or chronic illness services will be followed. Similarly, routine procedures for employee requests for reasonable accommodations due to a disability will be followed.

The school mitigation plan will be in effect until the Executive Director, in consultation with the Governing Board and in compliance with guidance from state and federal education and public health experts, determines that the plan should be modified.

28. How will the LEA ensure continuity of services for students' academic needs?*

Elementary:

Benjamin Franklin Charter School is committed to providing quality instruction aligned to state standards to Arizona students in the basic skills of reading, writing, mathematics, history, science, and research.

Benjamin Franklin Charter School, in concert with parents, regards the development of children's academic abilities and knowledge as its primary focus and fundamental to its success. Enhancement areas of music, art, physical education, clubs and sports support the overall goal of a well-rounded education. The philosophy of Benjamin Franklin Charter School is to emphasize the teaching of basic skills and information. Its purposes are to:

Train the intellect

Teach skills

Instill a sense of pride in and respect for self, others, and country

Motivate students to strive toward standards of excellence in all fields of endeavor

Equip students with the necessary skills to become decision makers and problem solvers

Prepare students for the world outside by challenging them to compete for achievement of standards in the classroom

Develop an atmosphere of tolerance and acceptance of all students regardless of physical appearance and culture

Secondary:

The mission of Benjamin Franklin High School is to encourage students to be intellectually curious - akin to the namesake of our school. Through intensive study of the true, the good, and the beautiful, students develop to their academic and personal potential. Additionally, the school will train the heart of students according to universally accepted and eternal virtues – understanding that the best education is only valuable upon a moral foundation. Thus, our students walk with integrity and character, knowing what it is to be a thoughtful citizen in a democratic-republic and a positive force in their community.

Benjamin Franklin High School will provide to our students and for our parents rigorous, classical, college preparatory education delivered in a safe, nurturing environment. Students, teachers and staff will be held to the highest standards of professionalism, personal conduct and character, understanding that what we teach implicitly is as important as what we teach explicitly. Our students will receive a comprehensive, content-rich, integrated 7th-12th grade education whereby each grade builds upon previous learning, culminating in students that excel academically, artistically and philosophically and thus are prepared to enter a four-year university and life. Academic excellence and personal character are developed and refined through the creation of sound habits and the perseverance to complete difficult tasks. Problem-solving opportunities and responsibility will be given to students in order that graduates may reflect on their experiences and learn from their successes as well as failures. Parents should understand that a charter school specializes in one pedagogy or methodology and does not provide, by design, all that a district school offers.

BFCS Learning Remediation Plan

Benjamin Franklin Charter Schools will implement programs and practices that improve Math and English & Language Arts assessment scores where needed and as described below:

Elementary Program (K-6th) Remediation Plan**Teacher Responsibility**

The teacher is responsible for the mastery of each concept by all students. Teachers have minimal outside-of-classroom duties. Great effort is made to free up teachers to provide them with pre-teaching and re-teaching time for students with additional needs. Before school, during recess, and after school times should be utilized for tutoring and interventions aligned to meet student needs.

iSTEOP Testing

All students participate in regular iSTEOP screenings and diagnostics to evaluate growth and progress. During the first week of school, students will participate in a baseline screening in basic reading and math skills. Students in grades who are found to be at-risk will then be further assessed to determine specific needs.

Intervention Groups

Intervention groups targeted to specific skills may then be provided in the school's intervention program. Students are screened and progress checks conducted once again at mid-year and at the end of the school year. Parents will be provided with the screening results and any plans for targeted skills practice and interventions.

State Testing

Students in grades 3-6 participate in state mandated testing (English Language Arts and Math) that takes place each spring. Students in grade 5 participate in AzSCI (science) testing as well. Parents will be notified when testing is to take place and will receive information regarding their child's performance when test scores are released.

Using Data to Promote Growth

Students also participate in monthly testing of basic skills that correlate to progress and success in the BFCS curriculum. Teachers monitor student progress each month and work collaboratively to assess data and tailor instruction to ensure the continued growth and success of each student across every subject area.

29. How will the LEA ensure continuity of services for students' social, emotional, and mental health needs?*

The social emotional needs of the students are met through the implementation of the BFCS Core and Roman Virtues program. The program is implemented through the use of daily presentations in a whole school format, quote memorization and discussion books, videos, interactive classroom displays, and curriculum connections, and other activities. The Virtues align with SEL competencies in the following ways:

Benjamin Franklin Charter School Virtue Development Program and SEL Alignment

Benjamin Franklin Charter School holds five Core Values for Teachers; Practice and Emulate Virtue, Be Intellectually Curious, Growth Mindset, Be Intentionally Positive, and Promote Civility. Part of the core value of Promote Civility is Virtue Development. This entails developing the students' vision of virtue, character, and citizenship through the implementation of the Core Virtues/Roman Virtues programs. The daily promotion of character is an integral part of the BFCS program.

Core Virtue and SEL Correlation (Grades K-6)

Character Trait

Virtue

SEL Competency

Charity - act of helping others in need

Civic

Relationship skills

Citizenship/Responsibility - doing your part for the groups that make us whole

Civic

Responsible

decision-making

Compassion/Empathy - feeling what others are feeling

Moral

Social awareness

Confidence – believing in one's ability

Performance

Self-awareness

Courage - doing what is right when afraid

Moral

Responsible

decision-making

Courtesy - showing respect through kindness

Moral

Social awareness

Creativity – turning new and imaginative ideas into reality

Intellectual

Responsible

decision-making

Curiosity/Wonder - first steps to knowledge

Intellectual

Responsible

decision-making

Determination – a fixed intention to achieve a desired end

Performance

Self-management

Diligence - working your hardest and doing your best

Performance

Self-management

Faithfulness - standing by those we love and serve

Moral

Relationship skills

Forgiveness - forget wrongs done to us

Moral

Relationship skills

Gratitude - thankfulness for gifts of life

Moral

Social awareness

Heroism - taking noble action for a good cause

Civic

Social awareness

Honesty - telling the truth

Moral

Responsible

decision-making

Hope - trusting in right endings

30. How will the LEA ensure continuity of services for students' other needs?*

This may include student health and food services.

A trained health assistant is present on campus and available during school hours. Parents are responsible for providing food for their children when they are at school. If a student does not have food for the day, a meal can be provided by the school.

31. How will the LEA ensure continuity of services for staff's social, emotional, and mental health needs?*

Principals and other administrators, including junior high and high school advisors will assess needs and determine the appropriate avenues for support.
Instructional coaches provide monthly newsletters with guidance on self-care and SEL needs for staff members. Professional Development classes geared towards self-care and the social emotional support of self and others are regularly provided.
Human resources provides a connection to pursue support, FMLA, PTO, insurance supports, referrals, and direction in seeking help and support from a variety of resources.
Social committees on each campus provide interaction and activities designed to build school culture and sense of community.
Prior to students returning to campus, all staff will be trained to consistently implement the COVID protocols with fidelity.
Staff members have avenues to express concerns and request supports for needs via campus administrators and the human resources department.

32. How will the LEA ensure continuity of services for staff's other needs?*

n/a

The LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services through September 30, 2023

33. Describe the process used to seek public input, and how that input was taken into account in the revision of the plan.*

Surveys:

Parent Experience Surveys:

Sent out in the Fall and Spring.

Staff Experience Surveys:

Sent out in the Fall and Spring.

Student Surveys:

Sent out in the Fall.

Governing Board Meetings:

Regular, public school governing board meetings are held with a call to public agenda item for any member of the public who wishes to comment before the board.

Clarity Email:

This email is provided to all stakeholders as a way to voice concerns, ask questions, and give feedback regarding all aspects of school operations. Emails are answered primarily by the Director of Education and other upper-administrative leadership team members.

Examples of revisions based on public input that prompted a revision of the mitigation plan:

PikMyKid: Parents rated pick up system Pik My Kid on a recent survey. PikMyKid was implemented to enforce distancing during pick up after school. Comments indicated that on two campuses, this was not a program that they wanted to continue. Two campuses did not renew PikMyKid while the third campus continued on with it the following school year.

Face Covering Policy: When the Governor lifted the mask mandate in schools, we responded with communication to our stakeholders that same day based on the urgency expressed by many parents to make a change to the face coverings policy.

After completing all responses in EMAC, save your information. Then, use the red download button to create a copy of your completed form to be uploaded to your LEA website. Once your form is uploaded to your LEA website, log back into EMAC to click the blue submit button and submit your form to be reviewed by your specialist. Your EMAC submission will not be approved unless this updated form is on your LEA website.

34. Did you upload the completed EMAC form to your LEA website?*

☒ Yes