



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

LEA Information

1. LEA Name (one LEA per form)*

Cottonwood-Oak Creek School District #6

2. Entity ID Number*

4487

3. CTDS Number*

130406-000

4. Plan's Primary Contact Name*

Jocelyn Alvey

5. Plan's Primary Contact Email Address*

jalvey@cocsd.k12.az.us

6. Plan's Primary Contact Phone Number*

9286342288

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. *

Reviewed with no changes on 07.03.23

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.*

Go to website address
<https://www.cocsd.us/>
scroll down and you will see the PDF on the left side. Click on PDF and it will open up.

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.*

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.

The District will not require universal masking but facemasks are encouraged.

Students may bring their own cloth or surgical face mask to and from school. Schools will also have a supply of face masks available to provide students who do not have their own and for students who arrive without a face mask. Masks will cover the nose and mouth.

Face Coverings

Face coverings are optional.

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Employees may bring their own cloth or surgical face mask to and from school. Schools and sites will have a supply of face masks available to provide employees who do not have their own and for employees who arrive without a face mask. The District will also provide face shields as needed.

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).***ENHANCED PHYSICAL DISTANCING****Basic Physical Distancing Practices**

Staff members will educate and remind students regularly to maintain, if feasible, physical distancing between individuals outside of the classroom.

Elementary students will remain with the same groupings and the same staff for most of the day. Schedules for middle school students will be created to allow, as much as possible, the same groupings (cohorting) of students to remain with each other.

Classroom Layout

All schools will attempt to physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, if feasible.

Hallways

Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess. Because each school is unique, each school will specify playground procedures including use or non/use of playground equipment. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

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.***Hand Washing**

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

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

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.*

PROTOCOLS: CLEANING AND DISINFECTING
Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations. Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas. The playground, sports equipment, and any other shared items (if they are being used) will be cleaned between uses by teachers and/or custodial staff utilizing district-provided approved cleaning products.

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.*

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting procedures.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:

- a. If a student: School Principal
- b. If an employee: Supervisor and/or Human Resources Manager

Confidentiality must be maintained to the greatest extent possible.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a health care provider will be arranged by the site supervisor.

If the employee appears to be in medical distress, 911 will be called.

3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, etc.) and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.

4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.

5. The site supervisor will determine whether other employees or students may have been exposed to the symptomatic individual (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). If so, the site supervisor will notify the Human Resources Manager. If it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care

provider if possible, and if symptoms Educational Monitoring, Assistance & Compliance System (EMAC)

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.*

BEFORE SCHOOL ARRIVAL
 The CDC provides a "self-check" to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 At Home- Daily Health Screenings and Reporting
 Students must not come to school if they exhibit any of the following symptoms*:
 • fever of 100.4 degrees or higher, or chills;
 • shortness of breath or difficulty breathing;
 • muscle aches;
 • sore throat;
 • headache;
 • fatigue;
 • change in congestion or runny nose not related to allergies*;
 • cough;
 • vomiting;
 • diarrhea; or
 • new loss of taste or smell.
 *This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with a daily runny nose or congestion due to allergies should not be kept at home. COVID-19 Diagnostic tests are also available to students and staff.

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.*

COVID 19 Clinics were held in January & February of 2021, and two more are scheduled for December 10th, & 17th, 2021.

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.*

In-person learning will be provided for students with disabilities and online or hybrid for those who need homebound services. Students will be cohorted into groups. Normal procedures for students who qualify for homebound or chronic illness services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability. The Director for Student Support Services 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 implementation of these safety protocols.

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.*

Communicating and Consulting with Local Health Authorities
In coordination with the Human Resources Manager, the District's Lead Nurse will be the point of contact for the Yavapai County Department of Public Health and/or Arizona Department of Health Services if there are verified cases in the facility or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

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.

We are in a time that is challenging and uncertainty can bring about a number of emotions. This Phase-II v.a Return to In-Person Instruction Plan will address many of the safety concerns we all share in the midst of the COVID-19 pandemic and, as a result, brings about more certainty on how the COCSD will open and operate its schools. Cottonwood-oak Creek School District's approach to Phase #2 physical reopening of schools during the COVID-19 Pandemic has been a slow, methodical, approach to reintegrating our children into the physical buildings. Our primary focus remains on student, staff and family safety in all regards. This is our primary obligation. We will also be guided by Arizona Department of Health Services, Yavapai County, and local medical professionals. While each one of our campuses share many similar characteristics, each campus has unique considerations for safety protocols and these will be taken into account.

The Return to In-Person Instruction Plan was created with guidance from the Centers for Disease Control. However, our COCSD community is very fortunate to have members who are practicing medical physicians, RN's and other health care professionals on the front lines of fighting COVID-19. They have guided our district, through this planning. Their guidance comes from the perspective of both a medical professional and parent. COCSD will take the approach of "Growing into our Classrooms" while we work towards "Connecting Community & Classrooms" based on our capacity. This must be an equitable approach.

While many of the practices and procedures we will put into place are for the safety and well-being of all, COCSD is also committed to the physical, social and emotional well-being of our students. In this time of crisis, we care about each child, each employee and each family. We do this not only because it is our responsibility, but more importantly because we truly care! COCSD recognizes that children learn best while in school. Being physically present in the classroom is the best option for student learning.

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

Academic interventions, MTSS planning teams, Teacher/staff PLC's, Updated curriculum and interventions, increased academic support with COVID recovery teachers.

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

COCSO is also committed to the physical, social and emotional wellbeing of our students. In this time of crisis, we care about each child, each employee and each family. COCSO has exponentially expanded our services from one .7 counselor to 9.5 current counselors. We offer Focus Zones for students to decompress from stress and anxiety to reboot into a mindset of learning. We expanded our services to include a high school, additional after school tutoring, utilizing retired teachers and volunteers. Increased participation of extracurricular and afterschool programs by 500%. Staff training in responsive classrooms, collaboration local law enforcement and mental health providers.

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

This may include student health and food services.

Cafeterias and Other Areas During Lunch
 Schools will use a multiple number of spaces during lunch including eating in classrooms, in the cafeteria and outside.
 When eating in the cafeteria or other areas outside of the classroom, increased safety measures will include the following:

- Marking areas/tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 6 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class will be permitted to line up at a time, and markings will be placed on the floor to indicate where students should stand to maintain social distancing.
- Prohibit students from sharing lunch items with one another.

Bathrooms
 Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear face masks at all times. Posters reminding students of proper handwashing techniques will be displayed.

Front Offices
 Plexiglas dividers have been installed and adhesive tape placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

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

RULER Institute with Mark Brackett, COCSO is also committed to the physical, social and emotional well-being of our staff. In this time of crisis, we care about each employee and each family. COCSO has exponentially expanded our services from one .7 counselor to 9.5 current counselors through competitive grants. We offer Focus Zones for students & staff to decompress from stress and anxiety to reboot into a mindset of learning. Staff training in responsive classrooms, collaboration local law enforcement and mental health providers.

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

COCSO's Governing Board has built an inclusive culture focused on student social and emotional support. The district has layered systems of student supports and utilizes RULER, Responsive (Restorative) Practices, ACES informed staff, expanded after school activities including 21st Century Afterschool programs following the Iceland prevention model, Capturing Kids Hearts (2 National Showcase Schools), Neurosequential Models in Education, Focus Zones (mindfulness), VACTE supported career and technology programs. The district has gone from .7 counselors in 2017 to 9.5 student support specialists currently through private grant funding. COCSO has committed to expanded community partnerships that include law enforcement, The Governor's Office of Youth, Faith and Family, Yavapai County Juvenile Probation & Community Health Services as well as private and nonprofit organizations including Arizona Health Care Cost Containment (AHCCCS). Partnerships with these entities have consistently proven to remove barriers to achievement for vulnerable or underserved children, based on race, ethnicity, gender, special needs, geography, or socioeconomic status.

Background & Introduction

With recent AZ legislation and the approval of Board Policy IC, districts across Arizona can now adopt their own

Instructional Time Model (ITM). H.B. 2862 sets forth the definition of a school year as beginning July 1 and ending June 30 with a school month composed of twenty school days, or four weeks of five days each. In addition, H.B. 2862 allows school districts to adopt an Instructional Time Model (ITM) to meet the instructional hour requirements in A.R.S.

§§ 15-808 and 15-901 which provides flexibility for a school district to determine the manner in which instructional hours are provided to students, including: remote courses, projectbased learning, mastery-based learning, weekend courses, or evening courses. Before a school district adopts an ITM, the school district must hold at least two public hearings.

The school district shall describe in its ITM the criteria for being marked as present or absent for each day. If a student does not meet the criteria laid out in the ITM, they should be marked absent. Just as with in-person instruction, attendance does not impact basic state aid funding

School districts have flexibility to design attendance tracking procedures to connect their ITM to existing attendance systems. In designing attendance tracking procedures, districts should consider which activities best represent student participation/engagement in remote instruction, independent learning, mastery-based learning, or projectbased learning.

Calendars & Tracking:

- Remote
- Alternative Hours
- Project Based Learning
- Mastery Based Learning
- Other, i.e. work packets

Our Instructional Time Model will be utilized when a student, class, or school is unable to attend in-person instruction during the current calendar school year.

The following methods will be used to replace in-person learning.

- Remote Learning-Teacher will provide daily materials and lessons through Google Classroom
- Project Based Learning-Teachers will provide materials and lessons for projects to be completed at home
- Mastery Based Learning- Students will work on mastery-based learning programs such as, Edgenuity, Lexia,
- IXL, etc. for the required/assigned amount of time.
- Other- i.e., Work Packets will replace in-class assignments and completion of work will be used to

determine attendance. Educational Monitoring, Assistance & Compliance System (EMAC)

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.*

Communication

Prior to students returning to campus, parents/families will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send communication to all parents/families that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting symptoms. The District will require, as part of the registration process and on a quarterly basis, a documented acknowledgement from parents/families regarding these protocols and agreeing to screen their children daily before sending them to school.

Each school and district site have a person designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Offices: Steve King, Superintendent or respective designee

Campus principals or their respective designee

The Return to In-Person Instruction Plan was sent home directly to parents for feedback, it was shared with the Yavapai Community Health

Department for input, feedback and guidance, and shared with staffmembers. COCSD has also consulted with the local medical community for

guidance and feedback on this plan. The Plan was reviewed by the COCSD Governing Board and approved on 6-1-2021. Several revisions have been made to the plan based on changes to CDC Guidelines, in correlation with State and County guidelines. The most recent revision was on 04-11-23.

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