



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

### LEA Information

**1. LEA Name (one LEA per form)\***

Heritage Academy Gateway, Inc.

**2. Entity ID Number\***

92519

**3. CTDS Number\***

078258000

**4. Plan's Primary Contact Name\***

Terrell Hoffman

**5. Plan's Primary Contact Email Address\***

thoffman@heritageacademyaz.com

**6. Plan's Primary Contact Phone Number\***

5204835828

**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. \***

6/12/23

**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.\***

<https://hagateway.com/covid-safety/>

**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.\***

Heritage Academy Schools encourages facemasks for all students, staff, and visitors when while indoors on our campuses and other school sanctioned events and activities.

**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).\***

Heritage Academy Schools encourages staff and students to maintain social distancing, when feasible, and will endeavor to employ other separation measures when maintaining three feet of distance is not feasible. These measures include cohorting of students, directional signage for passing between classes, lunch schedules that include eating outdoors, and signage within the schools to promote physical distancing.

**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.\***

Heritage Academy Schools encourages and reinforces handwashing with soap and water for at least 20 seconds, or as appropriate, use of hand sanitizer that contains at least 60% alcohol after bathroom use, before and after lunch and at other appropriate times during the day. Heritage Academy Schools support healthy hygiene behaviors by providing adequate supplies, including soap and hand sanitizer. Additional hand washing stations were installed in the lunch area and sanitizing stations have been installed in the school facilities. Heritage encourages staff and students to cover coughs and sneezes and follow hand-hygiene protocols.

**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.\***

Heritage Academy Schools cleans frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, desk tops) within the School and at least daily and between uses, when reasonably feasible. The School follows cleaning and disinfection best practices and procedures, to the extent possible. Heritage Academy Schools ensures that building ventilation systems operate properly, to ensure circulation of outdoor air as much as possible. Each Heritage Academy School has been outfitted with air purification filtration systems during the Summer of 2020. To the extent the schools provides transportation for students, the vehicles used by the schools implement reasonable ventilation strategies.

**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.\***

Schools will require employees and students to stay home for quarantine or isolation when they: (a) feel sick, (b) have tested positive for COVID-19 or are showing COVID-19 symptoms, or (c) have recently had "close contact"\* with a person with COVID-19, including any household member, (unless the K-12 exception is met-outlined below). Staff members must notify the School's designated COVID-19 Point of Contact if they have COVID-19 symptoms. A vaccinated employee or student, or one who has tested positive for COVID-19 in the last 90 days prior to the exposure ("Recent Positive"), may voluntarily provide proof of vaccination or recent positive test. Although vaccinated individuals are not required to quarantine at this time, the CDC recommends that vaccinated individuals exposed to someone who has COVID-19 should get tested 3-5 days after exposure, even without symptoms.\* "Close contact" is defined as "any individual who was within 6 feet of a person with COVID 19 for a cumulative total of at least 15 minutes over a 24-hour period or had physical contact with a person with COVID 19 starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. K-12 Exception: in the K-12 school setting, a student who was within 3-6 feet of an infected student is not considered a close contact if both students were engaged in consistent and correct use of well-fitting masks at all times. This exception does not apply to teachers, staff or other adults in the classroom setting. Heritage Academy Schools strongly encourages parents and caregivers to monitor their children for signs of infectious illness, to immediately inform the school any time their children have close contact with a person with COVID-19, and to instruct their students who are sick or have had close contact with a person with COVID-19 to not attend school. The school nonetheless will instruct employees to watch for signs of possible student illness during the school day.

**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.\***

Heritage Academy Schools partners with the local county health department agencies and private partners to provide information on COVID-19 testing. Heritage Academy Schools conducts daily visual screening practices of students and staff and any symptomatic student/staff member is referred to the front office and sent home.

**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.\***

Heritage Academy Schools shares information on local organizations to provide opportunities for staff and students to obtain vaccinations.

**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.\***

Students are not encouraged to wear a face mask if the student has a documented medical or behavioral condition or disability that makes them unable to wear a face covering (e.g., has trouble breathing, severe respiratory impairments, sensory concerns or tactile sensitivity, or is unable to remove the face covering without assistance); or if parents have filed an opt out waiver with the school. Heritage Academy Schools adheres to the IDEA and Section 504 of the Rehabilitation Act and will work to meet the needs of every learner in our schools including appropriate accommodations with respect to health and safety policies.

**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.\***

Heritage Academy Schools acts in good faith to comply with applicable law, regulation, and public health guidance.

## 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.

Heritage Academy employs a variety of strategies (described in further detail in the following section) to ensure continuity of services to students experiencing disruptions to in-person learning including: access to quality learning experiences, social/emotional supports, and availability of technology services.

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

Teachers continue to provide instruction and learning experiences for students temporarily out of school because of quarantine/close contact or when COVID positive – remotely, as appropriate. Additional measures we provide to meet the academic needs of students include:

- Increased support for students during the regular school day (including opportunities for targeted support during small group instruction).
- Frequent administering and analysis of assessments to monitor progress of students, inform instruction and identify students that need additional supports/interventions during and beyond the regular school day.
- Professional Development and onsite coaching and support to better equip teachers to use effective instructional strategies.
- Extended learning opportunities for students including tutoring services available before or after school and Summer School intervention and enrichment (including credit recovery options at grades 9-12).

Resources (including instructional materials and technology tools) are made available to students to ensure learning from home continues during short term disruptions to in-person learning.

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

Heritage Academy Schools provides the following measures to meet the social, emotional and mental health needs of students in this context:

- Teachers routinely check in with students and facilitate lessons or experiences to support students' overall social/emotional well-being. Teachers have participated in Social Emotional Learning professional development across the network over the last 20 months.
- Site leadership team members work with Gen Ed and SPED teachers to analyze trends in student data/behaviors – and secure additional supports for teachers and classified staff members.
- Additional supports or services are provided or recommended to students identified. Services include virtual counseling support available for students at home due to quarantine or illness.
- School leadership teams promote the importance of social/emotional and mental health – and provide families with resources and contact information to access additional supports for students as may be necessary.
- Mental health/crisis hotline number added to the back of all student IDs.

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

This may include student health and food services.

We do not provide food or health services, but refer families to local resources as needed.

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

Positive and supportive relationships and work environments are vital to the success and overall well-being of our teachers, leaders and classified team members. Site and Regional leaders at Heritage are committed to fully supporting our employees by:

- Creating a sense of belonging at each of our campuses-Embedding opportunities to value, recognize and celebrate the work of all teachers/stakeholders serving students.
- Promoting and practicing "self-care" and the Shared Values unique to Heritage Academy
- Providing staff with wellness resources and contact information for crisis response & free "telehealth" services.

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

Communications and actions reflected by the Heritage Human Resources Department and Governing Boards include paid sick-leave and accommodations for staff members.



**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.\***

Heritage Academy Schools publicizes, in accordance with Open Meeting Law, any board meetings that address matters within the policies identified in this document. Public comment is part of regularly scheduled board meetings, and input will be considered as modifications to the plan are made. Additionally, Heritage Academy Schools regularly host school events for parents and families which provide opportunities to share school information, including health and safety plans. Parents and families are always encouraged to provide feedback as part of these events, through annual surveys, or by meeting with their school leaders.

**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