



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

LEA Information

1. LEA Name (one LEA per form)*

Liberty Traditional Charter School Inc. dba Heritage Elementary School

2. Entity ID Number*

81076

3. CTDS Number*

078985000

4. Plan's Primary Contact Name*

Jackie Trujillo

5. Plan's Primary Contact Email Address*

jtprincipal@hotmail.com

6. Plan's Primary Contact Phone Number*

5205450575

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. *

08/01/2023

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://hesarizona.org/covid/>

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.*

Wearing masks are optional by individuals who have not been vaccinated and/or are unable to physically distance as an additional layer of protection.

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).*

Modifications were made to accommodate physical distancing (purchasing, placement, spacing of desks, lunch tables)

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.*

Frequent handwashing/disinfecting upon entering rooms, offices, cafeteria.

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.*

New AC Units were purchased and installed in all classrooms, touchless drinking fountains/water bottle fillers installed and, electrostatic machines were purchased for all schools.

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.*

If a student or employee is reported/diagnosed/confirmed with COVID-19, the classroom and/or school will be immediately sanitized and disinfected. Electrostatic machines were purchased for all schools. Schools will work with health officials, and follow recommended procedures.

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.*

Binex testing available

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.*

We rely on the CDC, the Arizona Department of Health and the Superintendent of Instruction to provide us the information necessary to make informed choices for our school communities

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.*

While our committees have focused on the safety and sanitation of our facilities, our teachers have focused on the continuity of education for all students. Our distance learning plan was created with input from all stakeholders and enabled our teachers to address learners who had limited resources as well as those that had all of the necessary technological supplies. We have partnered with Arizona Online Charter School for our district to allow our families to remain at home if that is their need.

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.*

We rely on the CDC, the Arizona Department of Health and the Superintendent of Instruction to give us the information necessary to make informed choices for our school communities

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.

Our schools have had a comprehensive safety plan in place since July of 2020. We pride ourselves on our immediate response to the pandemic. We have included conversations with stakeholders as well as administration and staff to ensure that we are always doing what is in the best interest of our students, staff and stakeholders that rely on education continuing. Safety has been taken care of by committees at each site who ensured that policies were developed and implemented immediately. We rely on the CDC, the Arizona Department of Health and the Superintendent of Instruction to give us the information necessary to make informed choices for our school communities. We have policies on Mask usage and sanitizing. We spent time and money on eliminating carpets, improving the air quality of all buildings, and training our health clerks on procedures.

While our committees have focused on the safety and sanitation of our facilities, our teachers have focused on the continuity of education for all students. Our distance learning plan was created with input from all stakeholders and enabled our teachers to address learners who had limited resources as well as those that had all of the necessary technological supplies.

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

Loss of Learning will be addressed immediately and with a data based plan. Our schools use multiple assessment systems to determine the greatest student need and the academic areas that are the most affected by the lack of continuous learning faced by some students. Our schools provide Summer school for all students through both teacher recommendation and parent request. Summer school focuses on standards taught during the prior school year. We provide tutoring and a free afterschool learning program that is academically focused.

Students on grade level will be able to participate in both our targeted tutoring plan and the free academically base after school program. Our schools use a standards based scope and sequence plan with on grade level standards that will provide our students with the rigor necessary to grow at least one full grade level each year, allows for frequent tracking of the standards, and ensures all academic standards are taught prior to the state standardized test.

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

Our SEL focus will use the 12 areas of student engagement opportunities to enhance SEL skills. We have a plan for each month to focus on Project Based Learning within the classroom with an additional focus for our most vulnerable groups of students within our subgroups. Teachers are trained on these skills and the skills are incorporated in daily lessons to ensure that the social and emotional needs of our students are addressed and met in an open nonthreatening manner.

Interventions centered on our character program that include
Cognitive skills (attention control, working memory), Emotional skills
(recognizing and understanding emotions in oneself and others), Interpersonal skills (understanding social cues, conflict resolution), Additional Skills/Supports (Character—building and acting upon core ethical values, Mindset—attitudes and beliefs about oneself and others and responses to events throughout the day)

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

This may include student health and food services.

n/a

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

The following are skill sets focused on and trainings are provided for staff and students:

Emotional Skills**Emotion Knowledge and Expression**

The ability to recognize, understand, and label emotions in oneself and others (emotion knowledge) and to express one's feelings in contextually appropriate ways (emotion expression).

Emotion and Behavior Regulation

The ability to use effortful control strategies to modify the intensity or duration of emotional arousal, both positive and negative (emotion regulation) as well as the ability to learn and conform to expectations for appropriate social behavior (behavior regulation).

Empathy and Perspective Taking

The ability to understand another person's emotional state and point of view. This includes identifying, acknowledging, and acting upon the experiences, feelings, and viewpoints of others, whether by placing oneself in another's situation or through the vicarious experiencing of another's emotions.

Interpersonal Skills

Understanding Social Cues The process through which children interpret cues from their social environment and use them to understand the behaviors of others.

Conflict Resolution/Social Problem-Solving

The ability to generate and act on effective strategies or solutions for challenging interpersonal situations and conflicts.

Prosocial Skills

The skills required to organize and navigate social relationships, including the ability to interact effectively with others and develop positive relationships. Includes a broad range of skills and behaviors such as listening/communication, cooperation, helping, community building, and being a good friend.

Additional Skills

Character A set of culturally determined skills, values, and habits required to understand, care about, and act upon core ethical values (e.g., respect, justice, citizenship, responsibility for self and others) and to perform to one's highest potential in achievement or work contexts, such as perseverance, diligence, and self-control.

Mindset Attitudes and beliefs about oneself, others, and one's own circumstances that impact one's interpretation of and response to events and interactions throughout their day.

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.*

District wide surveys to parents and staff
Weekly meetings with site-level administrators, who collaborated with site teams
Emails, phone-calls

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