



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

### LEA Information

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

Highland Prep

**2. Entity ID Number\***

92982

**3. CTDS Number\***

0782-44000

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

Steven Mack

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

steven.mack@madisonhighlandprep.org

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

6027453800

**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. \***

08/22/2023

**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://highlandprepaz.net/covid-19/>

Under Documents; See Safe Return to In-Person Instruction Plan

**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.\***

FACE COVERINGS Protocols are established based on CDC Guidelines along with any federal, state or local orders and laws. These practices are put in place as part of conducting learning in-person and other activities associated with school. Note that in addition to cloth face coverings, the FDA approved surgical masks may also be used. The CDC has updated their guidance. You can view the updated guidance by clicking here: [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#anchor\\_1604966572663](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#anchor_1604966572663). Madison Highland Prep's Plan Arizona House Bill 2898 (HB 2898), which was signed into law on June 30th, "prohibits a school district governing board or charter governing body from requiring the use of face coverings by students or staff during school hours and on school property." •Unvaccinated students are urged to wear cloth or surgical face mask, subject to the health condition exception stated below\*. Students who intimidate or harass any other student who does or does not wear a mask will face the appropriate disciplinary response. \*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear face coverings, and alternate methods of protection will be discussed by parents and staff. •Neck Fleece/bandanas/gaiters/handkerchiefs/scarfs should not be worn. The coverings may actually create more respiratory droplets while the wearer is speaking. If a student or staff member is in need of a mask, one will be provided. <https://advances.sciencemag.org/content/early/2020/08/07/sciadv.abd3083> Note: Cloth and surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students and staff.

**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 CDC Guidelines •Encourages but does not mandate social/physical distancing Madison Highland Prep's Plan •Have students exit left when leaving classrooms to minimize mixture of students between classes. •When feasible and when physical space permits organize student seating with 3-ft physical distancing. •Physical distancing protocols will be used outside of the classroom with limited use of common areas, when feasible. •For teachers and staff, physical distancing protocols will be used.

**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.\***

HANDWASHING & RESPIRATORY ETIQUETTE CDC Guidelines •Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). •Encourage staff and students to cover coughs and sneezes with at issue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). Madison Highland Prep's Plan All MHP students and staff will be required to 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 •After sneezing, coughing, or blowing nose Additionally, MHP will:

- Reinforce handwashing soap and water for at least 20 seconds and increase monitoring to ensure adherence among students.
- Encourage staff and students to cover coughs and sneezes with a tissue or cough/sneeze into elbow. Used tissues should be thrown in the trash and hands washed immediately with soap & water for at least 20 seconds.
- Signage will be posted in classrooms and around campus to remind and reinforce proper handwashing and covering cough/sneezes.

**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.\***

CLEANING & DISINFECTION CDC Guidelines In the classroom, daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks will be conducted. Sports equipment, and any other shared items (if they are being used) must be cleaned between uses by groups of students. Madison Highland Prep's Plan •Frequently touched surfaces will be cleaned and disinfected between use. •Student desks will be cleaned and disinfected at the beginning of each class period. •Develop a schedule for increased, routine cleaning and disinfection. •Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.

**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?\***

☐ No

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

☒ Yes

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

SCHOOL HEALTH SCREENINGS CDC Guidelines •If feasible, conduct daily health checks (e.g. temperature screening and/or symptom checking) of staff and students. •Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. Madison Highland Prep's Plan Students at home Parents should not send their child 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; •congestion or runny nose; •cough; •nausea/vomiting; •diarrhea; or •new loss of taste or smell. \*This list may not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19. The CDC provides a "self-check" to help individuals make a decision and see 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>. Parents/families are required to report a positive COVID-19 test for a student or any person residing with a student. If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal for further guidance. Students at School Upon arrival at school, each student will proceed directly to the student's first period classroom. •Prior to entering classroom, teacher will visually check each student. Any student with visible symptoms of runny nose, cough, shortness of breath, vomiting will be directed to Health Office where parent will be contacted to pick student up with the following exceptions: •If the student has a runny nose and no other observable symptoms, the Health Aide will contact parent to determine if other symptoms are present or if there is exposure to COVID-19 in the home. If not, student may return to class. •If student has health information that confirms a diagnosis of asthma or other respiratory condition, the Health Aide, will contact parent to confirm that the student has no other symptoms or exposure to COVID-19 at home. If not, student may return to class. Teachers and Staff MHP employees will not be permitted to work on-site 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; •congestion or runny nose; •cough; •nausea/vomiting; •diarrhea; or •new loss of taste or smell. \*This list may not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19. Additionally: Each MHP teacher and staff member will take his/her temperature, if feasible, at home and assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, the employee will confirm that their temperature was less than 100.4 degrees (if feasible since some employees may not have a thermometer) when they left home and that they do not have any of the symptoms listed above.

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

☒ Yes

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

COVID-19 Vaccination Clinic, 10/02/2021

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

☒ Yes

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

Highland Prep Students with disabilities are provided mainstream, inclusive instruction. All students and families, including those with disabilities, will be provided technology training for distance learning. Additionally, technology support for students and families, including those with disabilities, will be provided to address any issues encountered in relation to the academic program and use of technology throughout the school year. Students with disabilities will participate in daily classroom instruction for 4 periods of 90 minutes. Students with disabilities will be provided assistance during daily classroom instruction by special education teacher and/or special education para-professional in accordance with IEP needs and goals, for 4 periods of 90 minutes. No additional processes will be required to provide students with disabilities the students services necessary to meet their IEP needs and goals.

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

\*

☒ Yes**25. Please describe the LEA's Governing Board policy on coordination with State and local health officials.\***

The Centers for Disease Control and Prevention (CDC) have updated their guidance to safely operate schools. The CDC states: Schools are an important part of the infrastructure of communities. They provide safe and supportive learning environments for students that support social and emotional development, provide access to critical services, and improve life outcomes. They also employ people, and enable parents, guardians, and caregivers to work. Though COVID-19 outbreaks have occurred in school settings, multiple studies have shown that transmission rates within school settings, when multiple prevention strategies are in place, are typically lower than – or similar to – community transmission levels. CDC's science brief on Transmission of SARS-CoV-2 in K-12 Schools and Early Care and Education Programs summarizes evidence on COVID-19 among children and adolescents and what is known about preventing transmission in schools and Early Care and Education programs. Schools should work with local public health officials, consistent with applicable laws and regulations, including those related to privacy, to determine the prevention strategies needed in their area by monitoring levels of community transmission (i.e., low, moderate, substantial, or high) and local vaccine coverage, and use of screening testing to detect cases in K-12 schools. CDC continues to recommend masking and physical distancing as key prevention strategies. However, if school administrators decide to remove any of the prevention strategies for their school based on local conditions, they should remove them one at a time and monitor closely (with adequate testing through the school and/or community) for any increases in COVID-19 cases. Schools should communicate their strategies and any changes in plans to teachers, staff, and families, and directly to older students, using accessible materials and communication channels, in a language and at a literacy level that teachers, staff, students, and families understand. Highland Prep has developed the following protocols, based on the CDC's Operational Strategy for K-12. Because information, recommendations, and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, employees, parents, and families will be notified.

## 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.

### 26. 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.

The LEA will ensure continuity of all services provided by the school through the regular review, and as appropriate, revision of the plan with input from all families and stakeholders as described below.

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

Learning loss services in all content areas other than ELA and Math

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

SEL counseling services

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

This may include student health and food services.

None

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

None

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

None



**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**

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

School administrators provide weekly communications to all families and stakeholders that include the scope and details of the plan. The school planning team (Executive Team, Governing Board, Advisory Council) meet regularly to obtain input from all families and stakeholders regarding the scope and details of the plan.

**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.**

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

☒ Yes