



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

LEA Information

1. LEA Name (one LEA per form)*

Keystone Montessori Charter School

2. Entity ID Number*

10878

3. CTDS Number*

078779000

4. Plan's Primary Contact Name*

Laura Hertzler

5. Plan's Primary Contact Email Address*

laura@keystonemontessori.com

6. Plan's Primary Contact Phone Number*

480-460-7312

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. *

07/26/2023

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.*

Our Safe Return to In-Person Instruction plan is on our website loaded under Keystone Families > COVID-19 Information and Updates

<https://www.keystonemontessori.com/updates/index>

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 is optional. The school will follow guidance from CDC and MCDPH as permitted by Arizona law.

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).*

Specials classes are taught by teachers that move from class to class.

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.*

Students and staff have been informed of daily handwashing (upon arrival, before eating, after coming in from the playground, after sneezing, etc) Tissues are provided for each student to use for sneezing.

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.*

Each classroom has at least one standalone HEPA filter air purifier. Doors are propped open for ventilation. Additional cleaning procedures are in place for regular cleaning and disinfecting of materials and high-touch areas.

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.*

All Maricopa County Health guidelines regarding contact tracing, isolation, and quarantine are followed. Current flowcharts showing procedures are posted on the school website.

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

No

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

No

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

Yes

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

Accommodations are made for students with disability with regard to masking, vaccination eligibility, etc, as indicated in their IEP or 504 plan. Students will receive support from related service employees, on-site support staff and special education teachers.

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

Yes

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

Administration participates in weekly webinars presented by MCDPH and is in direct contact with local health officials as needed.

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.

25. 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.

If a child is absent for an extended period of time due to being quarantined, 'at home learning' will be provided. If a classroom or the school is required to immediately be quarantined for an extended period of time, an "emergency work packet" will be sent home right away. Depending on the time of quarantine, the packet will be sent home with the child that day or, if quarantine happens after school, there will be a packet pick-up location at school. This will allow the child to continue working at home and maintain the number of attended school days needed. The teacher will be in contact with their class within 12 hours with further details about resuming lessons through Zoom. The SPED and resource teachers will follow their normally scheduled times with their students through Zoom. A general schedule is listed below:

Lower Elementary

a) At the beginning of each week the children will receive a list of works and activities.

b) Monday - whole class meeting

c) Monday - Friday

8:15am - 11:30am – lessons 11:30am -12:30pm - lunch break

12:30pm - 2:45pm - lessons/specials (Spanish, Art, Music & Yoga)/individual & small group meetings

Upper Elementary

a) Monday - whole class meeting

b) Monday - Friday

8:15 - 11:30am – lessons

12:00 -1:00pm - lunch break

1:00 - 2:45pm - lessons/specials (Spanish, Art, Music & Yoga)/individual & small group meetings

Adolescents

Monday morning - whole class meeting

Monday - Friday

8:15am – 2:45pm - workshops/meetings/specials (Spanish, Art, Music & Yoga)

11:00am -12:00pm - lunch break

Wednesday afternoon - student/advisory meetings

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

Students identified in need of extra academic support will received additional Tier 2 and Tier 3 ELA and math support and resources.

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

Students social, emotional, and mental health needs will be a priority. Professional development in these areas will be provided to the staff throughout the school year to help with identification of students in need. Educational opportunities will be provided to students to increase self-awareness of SEL and mental health needs. Additional counseling hours will be provided to both special and general education students in need of this support.

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

This may include student health and food services.

Administration will continue to monitor and provide resources to students in need.

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

Staff will participate in professional development opportunities to help them become more self-aware of SEL and mental health issues, they themselves may be experiencing. Strategies for self-care will be shared and resources made available.

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

Staff will reflect and share other needs and the school will attempt to provide needed support as is possible.

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

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

Our Safe Return to In-Person Instruction Plan will be posted on the school website. LEA stakeholders (board members, parents, and staff) will be contacted to review and provide public comment on the plan. It will be presented in English. The leadership team of the school (head of school, associate head of school, and office manager) will review input received and will revise the plan as appropriate. Input/approval from the school's board will be sought as necessary.

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.

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

Yes