



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

LEA Information

1. LEA Name (one LEA per form)*

Khalsa Montessori Elementary School

2. Entity ID Number*

4360

3. CTDS Number*

07-87-59-000

4. Plan's Primary Contact Name*

Karen Paxton

5. Plan's Primary Contact Email Address*

karenpax@kmschools.org

6. Plan's Primary Contact Phone Number*

6022523759

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. *

09/09/2023

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://khalsamontessori.org/wp-content/uploads/2023/09/Safe-Return-to-In-Person-Instruction-Plan-09.09.23.pdf>

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 or masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. KMS follows CDC/AZDHS guidelines masking and community level. Currently, masks are optional indoors as well as outdoors. This new policy is modeled on the CDC's Community Level which is low in Maricopa County.

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).*

KMES cohorts are no longer separated by class during school or in the after school program. Classes have smaller sizes and students follow the 3' distance guideline as much as possible.

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.*

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival at school whether outside or inside
- Arrival to the classroom and after breaks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

After assisting children with handwashing, staff should also wash their own hands.

Use Hand Sanitizer for Adults When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

How to use hand sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
 2. Rub your hands together.
 3. Rub the gel over all the surfaces of your hands
- This should take 20 around seconds.

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.*

KMS layers of protection at school: frequent hand washing and air purifiers in each classroom, will continue. Classrooms within the school will allow children to play during outside recess time. We will no longer separate students by class before start times, during lunch/recess times, and departure times. Again, this is a strategic risk assessment where students will interact and play while outside. Our teacher to student ratio will be no greater than 1:14 in elementary, 1:10 in primary and 1:5 in toddler programs.

We will continue to model grace and courtesy lessons to navigate this new world we live in: to learn how to wash hands thoroughly, why it's important to do so, why people are wearing masks and how to put one on and take one-off; who has a greater risk of becoming sick and how we can lessen the likelihood of infection by our actions and choices.

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.*

Contact Tracing» Contact tracing is no longer recommended and is not practiced by MCPHD.

Communication» Khalsa Montessori School will communicate with all families regarding any infectious disease outbreaks including COVID-19.

Monitoring Absenteeism» Khalsa Montessori School administrative staff will monitor absenteeism among children and staff. Any unusual patterns will be considered when evaluating the need for responding to chronic absenteeism.

If COVID-19 is confirmed in a child or staff member in a classroom, the school requires they follow school procedures for any infectious illness. They may return to school if they have no symptoms, are improving and at least 24 hours have passed with no fever without the use of fever reducing medication. Wearing of masks is left to the discretion of the family. Khalsa requires that families report positive cases to the on-site coordinator. Confidentiality will be maintained.

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.*

The Concentric Pooled Testing program is no longer available and KMES does not provide any on-site testing to students or staff. Staff and parents are encouraged to test if they suspect that they have COVID-19 and to report any positives to the on-site coordinator.

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

No

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.*

All students follow the same protocols and support is provided for any student who needs help to meet those expectations.

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.*

KMES has coordinated with AZDHS for vaccination of staff, available resources for parents/caregivers regarding vaccine availability and with updates from the MCDPH SHOES webinars.

The COVID-19 Health Emergency has been declared over and KMES does not create a COVID-19 Operating Plan for the school.

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.

Khalsa Montessori School will continue instruction in the event of an extended campus closure following the plan developed School Year (SY) 2020-21. The staff at Khalsa successfully implemented this plan throughout the year. We endeavored in our Distance Learning Plan (DLP) to accomplish three K-6 goals within a flexible framework:

- Live Student-Teacher Contact Time
- Remote Content Delivery
- Remote Monitoring of Student Progress/Student Assessment

It is our intention that we continue to live our mission, vision, and strategic plan, which together assert that, in order to prepare our students to respond to an ever-changing world, learning remains responsive, adaptive, personalized, and relationship-based. The School Director will periodically send email updates to parents and faculty/staff apprising them of any pertinent information about when Khalsa might reopen for regular classes. As with the decision to close campus, the decision to reopen school for regular classes will be made through close consultation with the school's Board of Directors.

Khalsa's approach to distance learning will be based on the methods and strategies from SY 2020-21, which defined the channels we used for communication, the online platforms we employed, the roles, responsibilities, and expectations Khalsa had for faculty, parents, and students, guidelines for how parents/guardians can support their children's learning, and a host of other priorities and considerations tailored to make the best of challenging circumstances.

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

Any student who exhibited academic needs/challenges has early intervention tutoring this fall. Their progress is evaluated at intervals to ascertain the need for additional services. Those students who were identified in need of additional support are provided with tutoring, reading intervention instruction, and math intervention instruction before, during or after school.

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

KMES has Montessori trained staff who provide staff workshops, teacher observation and support for each level as well as individual consultation for challenging student behavior. They have supported teachers with observations in class and staff discussions by levels. They offer feedback or make a plan with individual teachers to address identified issues.

Positive Discipline is a school wide endeavor to address students' social, emotional and mental health needs through a lens that is compatible with the Montessori philosophy. Faculty completed a book study of the newly published "Positive Discipline in a Montessori Classroom" by Dr. Jane Nelson and Chip De Lorenzo. Administrative and support staff have also taken on-line Positive Discipline training, on-site training with a Montessori trained teacher with interactive staff workshops.

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

This may include student health and food services.

Students learn through the gardening program the importance of nutritious food as well as serving others by donating produce to St. Mary's Food Bank. KMES provides time outdoors for students to learn skills and provide an alternative environment when needed.

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

KMES has an Employee Assistance Program to give staff the option of counseling and other wellness services.

31. 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

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

KMES provides all families the opportunity to inquire about school policies, plans and procedures at the All Parent Evening August 24, 2023. Any parent concern is addressed in open discussion when the plan is reviewed. Also, any written concerns are addressed individually. KMS Board of Directors has open meetings where the proposed plan is reviewed. Discussion is open to the public before the Board votes on changes. This process has been followed nine times: Fall 2020, Spring 2021, Fall 2021, Spring 2022, Summer 2022 and Fall 2022, Spring 2023, Summer 2023 and Fall 2023.

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