

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



LEA Information

1. LEA Name (one LEA per form)*

Mary Ellen Halvorson Education Foundation DBA Tri-City College Prep

2. Entity ID Number*

10965

3. CTDS Number*

138757000

4. Plan's Primary Contact Name*

Tamela Halvorson

5. Plan's Primary Contact Email Address*

thalvorson@tricityprep.org

6. Plan's Primary Contact Phone Number*

9287770403

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. *

08/09/2023

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://tricityprep.org/home-page/covid-19-updates/>

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.*

Students, Staff, and Visitors to TCP have the option to wear a face mask while on campus.

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 will be observed and practiced to the fullest extent possible. • Classrooms will be arranged to maximize the space between students. • Students will be reminded to avoid unnecessary physical contact

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.*

Teachers will encourage frequent handwashing at regular intervals throughout the day. • Hand sanitizer will be available at multiple locations within the school including in each classroom.

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.*

• Daily cleaning and sanitizing protocols will be followed, with regular sanitization of student desks, countertops, sinks, doorknobs, light switches, window handles, and other high-touch areas. • Water bottle filling stations are available throughout campus. • Each classroom HVAC system has been upgraded and are highly rated for virus protection. Filters are regularly inspected and replaced as needed.

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.*

• TCP must report any known outbreaks of COVID-19 to our local health department. TCP will follow any recommendations given by our local health department in case of an outbreak. Students, staff, and parents will be notified of any required quarantines or closures via our school messaging system. Currently we are testing when applicable, contacting close contacts, and following the quarantine/isolation rules for vaccinated vs non-vaccinated. • TCP will return to our school wide distance learning plan if it is required by local, state, other government officials, and/or or the school board or administration deems it necessary.

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.*

When we have received test from the county, we can that can be used for symptomatic or close contacts (after the 5 day waiting period). Test results are reported to Yavapai County Health Department.

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.*

Posting information about vaccine availability in our front office when made available to us.

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.*

Staff and students who have specific ADA accommodations are being considered and followed through their personal IEP and/or 504 plan. Considerations will be made for religious and personal concerns as well on an individual basis.

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 work directly with Yavapai County Health Department for all COVID related concerns. We work with YCESA for nursing services and vaccination support.

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.

- TCP must report any known outbreaks of COVID-19 to our local health department. TCP will follow any recommendations given by our local health department in case of an outbreak. Students, staff, and parents will be notified of any required quarantines or closures via our school messaging system. Students who have to quarantine/isolate will be provided all their academic needs via their teachers (online programs, workbooks, emails, etc)
- TCP will return to our school wide distance learning plan (online schooling inline with our current schedule where classes meet virtually each day) if it is required by local, state, other government officials, and/or or the school board or administration deems it necessary.

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

Tri-City College Prep actively promotes and supports student's academic achievement through remediation. Educators will target students individually using data to determine needs for skills and standards improvement. Data from assessments will be used to determine gaps in student knowledge. Educators will notify all stakeholders of potential improvement needs and goals. Summer credit recovery will be offered on campus in 2022/2023/2024.

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

Faculty and Staff have been trained to integrate social/emotional learning in the classroom through the CASEL methodology. Teachers and club advisors will be checking in regularly with students. Local Mental Health Resources and counselors are on-campus working with identified students for mental health needs.

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

This may include student health and food services.

SPED/504 - On-site services will continue if needed. These are targeted support services offered directly to students when the school is not open for in-person instruction. These on-site services will include Special Education services, 504 services, ELL services and family support services. There will not be direct, in-person instruction; instruction will still be given via our school wide distance learning. At-risk students may participate in summer programs in Math, English & Language Arts designed to improve assessment scores.

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

Weekly staff meetings, health care plan with a mental healthcare included, personal PTO and professional development days, and trainings.

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

Professional Training, COVID necessary PTO

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.*

The school has offered survey to stakeholders to seek input. We also have monthly school board meetings where COVID Updates and Mitigation Plan are an agenda item. Public can always request to be put on the agenda to discuss an item.

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