

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



### LEA Information

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

The PEAK School, Inc

**2. Entity ID Number\***

79866

**3. CTDS Number\***

0387020000

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

Paula Drossman

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

pdrossman@peakschool.org

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

9287790771

**Please submit your Return to In-Person Learning Plan every six months from your first submission date.**

Revision Timeline: January 2022-June 2022, July 2022-December 2022, January 2023-June 2023, and July 2023-September 2023

**7. What is your most recent revision date?\***

10/13/2021

**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 to the LEA's Safe Return to In-Person plan located on your LEA website. The plan must be on the ADE template that was provided. \***

[https://www.peakschool.org/Safe\\_Return\\_to\\_In-Person\\_Instruction\\_Plan.pdf](https://www.peakschool.org/Safe_Return_to_In-Person_Instruction_Plan.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.\***

The PEAK School will follow all state and local guidelines, and if permitted to set our own mask guidelines they will be as follows:

- All persons over the age of two, including but not limited to PEAK School students, staff, parents/guardians, family members and members of the general public are required to wear face coverings (face masks or face shields) while on the property or inside the buildings of the PEAK School.

- Cotton or medical Face Masks as recommended by the CDC or Face Shields must always be properly worn and fitted completely covering the nose and mouth. Masks should fit snugly against the sides of the face. Bandanas, ski masks, neck gaiters, scarves or other types of face coverings are not acceptable.

- Exceptions to the wearing of face coverings will be made when it is determined by school staff that students can socially distance or are outside in playground settings with appropriate distancing. Students will be allowed breaks to take off their face covering in a safe environment and while eating lunch.

- Cloth face coverings should not be worn by children under the age of two or anyone who is having trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- Students will keep their mask in a paper bag labeled with their name while they eat lunch or participate in physical activity when social/physical distancing can be maintained.

- Physician certification is required for an exemption to this policy.

**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).\***

The following protocols will be used outside of the classroom and in common areas to maintain three (3) feet of distance or physical barriers between individuals when possible including:

- Parents/families are required to drop-off/pick-up students without getting out of their vehicle unless given express permission from a site administrator or designee.
- Staggered times for drop-off/pick-up may be implemented.
- In class furniture will be spaced apart with desks facing the same direction.
- All student desks will have plexiglass shields on them.
- To the extent possible, students will remain with the same student groups (cohort) throughout the day.
- A limited number of students will attend recess during the same time by scheduling assigned areas.
- Each student group will have an assigned bathroom with only one student using it at a time.
- Physical guides, such as tape or cones on floors or sidewalks and signs on walls, will be utilized to remind individuals to follow the required social/physical distancing practices at the school.
- A plexiglass divider will be utilized in front of the school office/reception desk
- Class sizes will be decreased when possible to allow for more physical space between students in a classroom setting

**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.\***

Procedures implemented upon arrival and throughout the day will require all students and staff to wash their hands with soap and water for at least 20 seconds at the times listed below. Hand sanitizer, with at least 60% alcohol, will also be available when handwashing is not.

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom).
- After being outside for physical activity.
- After using the restroom.
- Before and after lunch.
- Prior to leaving school for home.

**Respiratory Etiquette**

All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

No touch/floor pedal trash receptacles are available in each room and common area;

If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands; and

Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

**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.\***

The PEAK School will arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, desks, and learning tools and assign schedules to staff for increased cleaning and disinfecting of surfaces and bathrooms throughout the day.

- Staff (and students) may be expected to clean and disinfect workspaces and materials when the need arises.

- Staff will be notified about items they cannot have in their classrooms or offices.

- Site administrator will be responsible for checking classrooms or offices to make sure staff follow guidelines for workplace approved items.

- Cleaning product ingredients used in the buildings will be made available for parents and staff upon request.

The PEAK School will use UV lights (as part of the HVAC), and air cleaning devices to clean air as it is circulated in the buildings.

**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.\***



The PEAK School will coordinate with Coconino County Health and Human Services in the event of any illness of staff or students and coordinate as appropriate for contact tracing. The PEAK School is bound by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) and will honor the privacy of impacted individuals. Communications and notifications pertaining to a positive case of COVID-19 will follow the direction of the Coconino Health and Human Services Department.

If a staff member becomes sick with COVID-19 symptoms or receives a positive COVID-19 test, the procedures listed below will be followed: The staff member may (but is not required by The PEAK School to) report the symptoms or test results.

The employee may report the symptoms or test results ONLY to a PEAK School Administrator (Superintendent, Program Specialist, Director or Designee) As confidentiality must be maintained to the greatest extent possible.

- Coconino County Health and Human Services will be notified of the illness. Guidance given by CCHHS will be followed.

If an employee develops COVID-19 symptoms at work, the employee will be separated from all students, staff, or visitors. The employee will wear a mask at all times and arrangements will be made to send the employee home in a safe manner. If the employee can self-transport, the employee will leave the site.

- If the employee cannot safely self-transport, a family member or designated emergency contact will be called to assist the employee.

If a family member or emergency contact cannot be reached, another method of transport will be arranged to assist the employee in getting home or to a healthcare provider. If the employee appears to be in medical distress, 911 will be called.

If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except for one staff member supervising the student.

- The supervising staff member will wear personal protective equipment (face covering, gown, and gloves) while maintaining a distance of at least six (6) feet from the student at all times, unless there is an emergency.

- A school administrator will be immediately contacted for guidance and to ensure safety precautions are initiated.

**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 PEAK School will work with Coconino County Health and Human Services to recommend appropriate diagnostic testing locations and screening services,

**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.\***

The PEAK School will work with Coconino County Health and Human Services to recommend appropriate vaccinations locations and services.

**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.\***

Objectives identified in IEPs will be addressed during remote learning classes. Progress reports shared with specific teachers delivering services and modifying and/or updating objectives/strategies. PEAK Staff have 4 credentialed and experienced Special Education Teachers and a program specialist that is credentialed and experienced as a school psychologist and special education director. Services will be coordinated by the special education teacher and process reviewed by the program specialist. Children with disabilities will be supported to follow implemented safety policies. Any needed accommodations for children will be provided on a case-by-case basis.

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

Yes

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

The PEAK School works with Coconino County Health and Human Services (CCHHS) and follows recommendations provided by the Center for Disease Control (CDC). We also follow all executive orders from the state Governor.

## **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.

**Communication**

All teachers will use the Remind App to communicate regularly.

In remote learning, Google Classroom will be sure to track written communication between students and teachers.

In remote learning, ZOOM video conferencing will allow for live video communication between teacher and student.

Phone calls and emails home will also be used by the classroom teacher and school administration to communicate with families when needed.

Facebook will be used to share information with families.

The PEAK School website will be used to upload the most up to date information for students and families.

Select information will be mailed via the US Postal Service to provide communication.

Weekly pick up of school information will be available for families.

**Staff Training**

Staff Professional Development will be provided through in person, online live training, online recorded training, and evidence of engagement assignments, in the following areas:

Overview of re-open plans

Remind App

Intro to Chrome Books

Freckle Training

Google Classroom

Overview of expectations for planning and instruction

Safe Schools overview

Cardiopulmonary Resuscitation (CPR)

First Aid

Coronavirus: Managing Stress and Anxiety

Bloodborne Pathogen Exposure Prevention

Coronavirus Awareness

Pandemic Flu

Coronavirus: Reopening Your Organization

Create your "teaching space"

Team Practice Google Classroom and remote teaching

Curriculum/Tech Programs

Spelling City

o FFW

o Taskstream

o Imagine Learn/ Galileo

o STAR Math

Freckle

o Think Central

RtI- universal screenings quick overview

EL Powerpoint and training

Core Knowledge Overview- available for your use anytime.

Team Practice day

Classroom Management/Parent involvement

Homeless

Sped/504/Confidentiality

Social Emotional Learning

Safe Return to In-Person Instruction and Continuity of Services

**Attendance Tracking**

The PEAK School will take attendance of all students twice daily for all students in all learning models. Students participating in Remote/At Home learning will be counted as present when they physically log in to ZOOM daily. Students who participate only partial days will be noted through tracking tardies and early departures through Synergy.

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

All students will participate in Tier I Universal Screening Assessment to establish a baseline of current student academic performance. The data from these assessments will be used to identify students who are academically behind and would benefit from Tier II intervention services during the school day and afterschool. Student academic data will continue to be systematically collected and used during monthly data chat meetings address the specific learning needs of each student.

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

PEAK School will develop plans for all learning models in the areas of Social and Emotional Learning relevant to the perceived needs of each class. These topics will be developed during professional development and weekly staff meetings. The following which will be provided to students to support social emotional learning:

- Teacher Check-in
- Packet of Social and Emotional Topics (Developed with Program Specialist/Director/Special Education Teacher)
- Online Social Emotional videos
- Parent Training
- Other: During Weekly meeting as needed activities will be provided and recorded by date and activity descriptions in school log.

Counseling services will be provided school wide by Ron Drossman NCSP/School Psychologist in multiple formats including phone, video and in-person. Appointment and topic of concern will be logged.

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

This may include student health and food services.

The PEAK School will participate in the Summer Food Service Program so that all students will have the benefit of free nutritional lunches daily.

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

Ron Drossman NCSP/School Psychologist will participate in staff meeting and provide SEL insights for staff. Members. He will also be available as needed for one-on one consultation and ongoing services when needed.

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

This may include student health and food services.

The PEAK School will provide leave time for COVID related absences. Ron Drossman NCSP/School Psychologist will be available as needed to support staff for one-on one consultation and ongoing services when needed.

**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 PEAK School will provide notice of our meetings on our webpage, and posted on the office door to invite the all stakeholders to provide input in this process. All input will be considered by the board when making decisions about the final plan.

**34. Did you make any revisions/changes to this plan from your last plan submission?\***

No