



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

LEA Information

1. LEA Name (one LEA per form)*

Western Maricopa Education Center #402

2. Entity ID Number*

80923

3. CTDS Number*

070802000

4. Plan's Primary Contact Name*

Ariel Cortez

5. Plan's Primary Contact Email Address*

ariel.cortez@west-mec.org

6. Plan's Primary Contact Phone Number*

6237380006

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. *

08/01/2023

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://www.west-mec.edu/domain/63>

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.*

- West-MEC Governing Board did not mandate wearing of a mask for employees or students. West-MEC is following state law and each individual employee and student has the option to wear a mask for their own personal safety.
- Signage is still provided on all campuses and District Office that wearing a mask is optional and how they can choose to social distance.
- West-MEC still provides masks for students and staff if they choose to wear them. Masks are available for visitors on our campuses if they choose to wear one.

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 guidelines were provided to all Campus Administrators, this still is an option for classroom teachers and instruction.
- Sharing supplies amongst students, such as pens, pencils, notepads, etc., is discouraged and congregating in the common break areas is still discouraged.
- Instructors use an assigned seating chart as an option in some of the classrooms.
- West-MEC does not provide transportation to and from the student's home schools.
- Students are encouraged to bring their own reusable water bottles to reduce the possibility of transmission.
- Water bottle filling station filters are routinely changed per industry standard guidelines.

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.*

- Frequent handwashing is still encouraged.
- Signage and education on handwashing, hand sanitizing, and proper respiratory etiquette is covered by the classroom instructor.
- Each classroom has hand sanitizer and tissues for students.

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.*

- Facilities and classrooms are cleaned and disinfected daily, and frequently touched surface areas, such as door handles, sink handles, vending machines, and drinking fountains are cleaned routinely.
 - West-MEC uses contracted custodial services, and they were requested as part of their cleaning to sanitize all high touched areas on the campuses. They are still following CDC Guidelines regarding products used while disinfecting.
 - Preventive maintenance is done for all HVAC units, especially cleaning filters more frequently.
 - HVAC units were adjusted to increase the amount of fresh air that was brought into classrooms and lab areas.
 - Disinfectant sprayers were purchased for each campus and are still being used in high needed areas.
 - Cleaning supplies and gloves are still provided to staff as requested.

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.*

- West-MEC still follows the Maricopa County Department of Public Health Services protocols, and encourage students and staff to stay home if ill, or exhibiting symptoms of respiratory infections.
 - West-MEC still has our protocols listed on their website.

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.*

- West-MEC still provides the campuses with COVID-19 tests if requested.

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.*

- Exceptional Student Services Staff coordinate with campus counselors and teachers to ensure that the needs of English language learners and students with IEPs and 504s are receiving the services required by law. They are being treated with respect to health and safety policies.

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.*

- If needed West-MEC will still coordinate any questions that come up with Maricopa County Department of Public Health. West-MEC's commitment to health and education wellbeing of our students and staff is located on the District's website for staff, parents, and community to access.
- West-MEC update all of their COVID-19 protocols for the 2023-2024 school year. These guidelines and frequently asked questions will be posted on the West-MEC website.

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.

West-MEC provides continuity of services by providing in person learning five days a week.

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

Students' academic needs are reviewed weekly by building administrators and instructors. Students needing interventions or additional tutoring are given opportunities to make up assignments on an ongoing basis. Parents have an opportunity to monitor their students' academic progress, through FOCUS (student information system), which is also accessible to parents on our Focus Community Application.

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

Exceptional Student Services Staff coordinate with campus counselors and teachers to ensure that the needs of English language learners and students with IEPs and 504s are receiving the services required by law and are being met with respect to health and safety policies. We currently have two staff members who serve students Social, Emotional, and Mental Health needs that rotate throughout our four campuses as needed.

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

This may include student health and food services.

West-MEC does not have school nurses or offer food services to students.

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

Exceptional Student Services Staff are available to visit with any social, emotional issues that staff may have. We also have six counselors throughout each of our campuses that can support employee issues, as well as an employee assistance program, EAP, that provides free counseling and other services to staff. We have a weekly wellness update that is sent out to all employees with tips and suggestions on how to improve your personal well-being.

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.*

The 2023 Return to West-MEC Plan was communicated to parents through the Superintendents message from our Communications department. Also the Administrator for Student Learning surveys parents yearly to obtain feedback on students' academic progress and any other social or emotional needs that parents feel that we should address.

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