

Safe Return to School In-Person Instruction and Continuity of Services Plan-updated August 2021

Includes mitigation plan for In Person Instruction for Montessori Education Centre Charter School

- A touchless hand sanitizer station will be available outside the front door, we will request that everyone sanitize their hands before entering the school
- Sign in and out book will be located outside the office front door on a stand with clean/dirty pen receptacles (We may move the Sign in and out book inside on Main Campus, North has a system in place for outside sign in)
- For parents that do not use carline:
 - Morning drop-off: Parents will sign their child in the sign-in book, open the door and let the child into the school. Staff members will then assist each student to their classroom.
 - Afternoon pick-up: Parents will open the front door and ask Administrator for their child. Administrator will bring the child to the front door and deliver the child to the parent. While the parent is waiting for the child, they will stand on marks that are 6 feet apart, thus maintaining Social Distancing on the front patio.
- Below are the carline times for all classrooms on both campuses.

Main Campus Carline schedule:

DROP OFF			PICK-UP		
Class	Time	Location	Class	Time	Location
Jenna/Bauer	8:15 – 8:30	Robin Lane	Jenna/Bauer	2:30 – 2:50	Robin Lane
Sally/Amber	8:15 – 8:30	Robin Lane	Sally/Amber	2:30 – 2:50	Robin Lane
Honore/Britt	8:15 – 8:30	Robin Lane	Honore/Britt	2:30 – 2:50	Southern Ave.
Nadine/Hollie	8:15 – 8:30	Southern	Nadine/Hollie	2:50 – 3:10	Robin Lane
Heather/Jen	8:15 – 8:30	Southern	Heather/Jen	2:50 – 3:10	Robin Lane
Bothaina/Bri	8:15 – 8:30	Southern	Bothaina/Bri	2:50 – 3:10	Robin Lane
Laurie/Brittney	8:15 – 8:30	Southern	Laurie/Brittney	2:50 – 3:10	Robin Lane
Gary/Carly	8:15 – 8:30	Southern	Gary/Carly	2:50 – 3:00	Southern Ave.
Rebecca/Patti	8:15 – 8:30	Southern	Rebecca/Patti	3:00 – 3:10	Southern Ave.
Lesley/Shelci	8:15 – 8:30	Southern	Lesley/Shelci	3:10 – 3:20	Southern Ave.

North Campus Carline schedule:

DROP OFF			PICK-UP		
Class	Time	Location	Class	Time	Location
Ann/Jessica	8:10 – 8:30 am	Gilbert Rd.	Ann/Jessica	2:30 – 2:50 pm	Gilbert Rd.

Mary/Chloe	8:10 – 8:30 am	Gilbert Rd.	Mary/Chloe	2:30 – 2:50 pm	Gilbert Rd.
Tina/Jamie	8:10 – 8:30 am	Gilbert Rd.	Tina/Jamie	2:30 – 2:50 pm	Gilbert Rd.
Shelly	8:10 – 8:30 am	Ashbrook	Shelly	2:50 – 3:05 pm	Ashbrook
Jill/Cory	8:10 – 8:30 am	Ashbrook	Jill/Cory	2:50 – 3:05 pm	Ashbrook
Cassie	8:10 – 8:30 am	Ashbrook	Cassie	2:50 – 3:05 pm	Ashbrook
Lisa/Kathy	8:10 – 8:30 am	Ashbrook	Lisa/Kathy	3:05-3:20– pm	Ashbrook
Joe/Ally	8:10 – 8:30 am	Ashbrook	Joe/Ally	3:05-3:20 – pm	Ashbrook

Visitors:

- Volunteers will be allowed on campus starting after October Break, October 11, 2021 after a review of the recommendations from the AZ Department of Health.
 - A limited number of teacher-approved visitors will be allowed on campus on October 11, 2021. These visitors will follow the health guidelines recommended by the AZ Department of Health.

Events/Field Trips:

- We will resume going on field trips, holding school wide events, conducting ‘Parent Nights’ in person and offering extracurricular activities this year

Health and Safety:

Face coverings approved as *optional* but highly suggested by the Board of Directors as of May 29, 2021

- Universal and correct usage of masks will be an emphasis. Each student and staff member will be asked to bring 2 extra masks to school daily.

We will place a high priority on the health and safety needs of our students. Teachers will give lessons during group time to help students process the pandemic and to help them maintain healthy habits.

- Children will be asked to wash hands before and after eating
- Staff will constantly encourage water breaks and will monitor the students for overheating. Staff will encourage the students to stand in the shade to cool off and will spray the students with water if needed
- Additional hand washing stations have been installed at each campus and a new restroom has been added at north campus to allow for more frequent handwashing.
- Handwashing lessons will continue to be given in each classroom
- Handwashing/sanitizing will be done before entering the classroom, after blowing nose, coughing, sneezing, after using restroom, before and after eating, after playing outside and as necessary.
- CDC handwashing procedures are posted by all of the sinks on campus.
- Hand sanitizer is available in each classroom, the staff will supervise the use of sanitizer
- All outside water fountains will be turned on and available for the students’ individual usage
- Each child will have their own individual water bottle to avoid cross-contamination

- Social distancing will be encouraged while indoors.
- Additional bathroom was installed at north campus to allow for social distancing during bathroom usage
- If a child's temperature is 100.4 or higher at any time, the child will be sent home
- Parents must check their children for symptoms before coming to school. If child has a fever, a headache, is lethargic, or has other symptoms, for example, a runny nose, cough, shortness of breath, diarrhea or vomiting, the child must not come to school

Appropriate Accommodations for children with disabilities or exceptionalities with respect to health and safety policies:

- MEC has on record, all students with 504 plans and IEPs, to ensure we are accommodating the needs of these individuals. Outreach Work with individual students and their families is on-going in order to assess individual needs and to develop plans for ensuring these students have access to strategies and supports to meet their special needs and to resolve any individual issues they may have regarding their health welfare and safety.

Cleaning and Sanitizing:

- Weather permitting, classroom windows and doors will be opened for increased air flow
- A cleaning service has been contracted to continue to sanitize every classroom, as well as door handles, telephones, computers, benches, microwaves, copy machines, etc., daily
- Classroom materials and equipment, including the playground are sanitized daily

Improving ventilation and healthy facilities:

- Classrooms each have their own HEPA air filter and HVAC units which are serviced at minimum every 6 months. Fans are provided in indoor and outdoor areas.

Protocol for sick students:

- Any student with symptoms such as a temperature 100.4 or higher, runny nose, cough, shortness of breath, vomiting or diarrhea will be taken to the office to separate the student from all other students and staff, except for the one staff member who will supervise the student. Parents will be contacted to pick the student up. If the student appears to be in medical distress, we will call 911.

Notification Steps when there has been exposure or positive test result for COVID-19

- Administration will send written communication, consistent with the AZ Department of Health and the Maricopa County Health Department guidelines, providing notice about exposure. This written communication will not contain personally identifying information and will be sent only to those who could have been exposed.

Contact tracing and isolation for infected individuals

- MEC strictly follows Arizona Department of Health guidelines for isolation and quarantine, requiring a minimum of 10 days quarantine following positive Covid-19 test results.

Diagnostic and Screening Testing:

- To prevent spread and exposure on campus, MEC strongly encourages on-going testing of staff and students and their families if they are experiencing any Covid-19 like symptoms.

Efforts to provide Vaccinations:

- Strong efforts are on-going to encourage vaccinations for all members of our school communities. Staff members are allowed paid time off to seek vaccination and are provided with local resources to pursue vaccination.

Prevention and coordination:

- MEC cooperates with guidance from all state and county health officials regarding prevention, isolation and quarantining. Covid-19 exposures, test results and quarantine dates are recorded by administration to ensure all protocols for prevention are being met.

We will place a priority on the social/emotional needs of our students. Teachers will give lessons during group time to help students process the pandemic and to help them maintain social and emotional health.

Continuity of services:

Academic needs of students and staff-

- MEC begins the year with a battery of assessments which show the students' learning needs and illustrate their retention of content taught in the previous school year. Using this data, teachers plan their instruction to meet the needs of each student by offering differentiated instruction in all content areas. Team meetings with teachers and administrators, are scheduled weekly to discuss standards, objectives and academic reflections and to ensure all learners are offered high critical thinking opportunities with each lesson. These assessments occur each quarter, at minimum.

Social emotional and mental health needs of students and staff-

- MEC strives to be a supportive community by being proactive when it comes to the social, emotional, and mental health needs of our community. We keep extensive documentation of aberrant behaviors, monitor behavioral changes in students and frequently communicate with families to ensure that each individual student's needs are being met. We have added a social-emotional curriculum to our educational repertoire which targets developing emotional literacy, self-control, and social competence that emphasizes a healthy sense of self and positive peer relations.
- Counseling support and or professional referrals are provided at each campus.
- Staff are encouraged to take the time they need to de-stress and get healthy physically and emotionally. Staff are granted personal days they may take without consequence, and full-time substitute teachers are provided to accommodate the workload of absent staff. We meet weekly to check in on each other and assess, as well address, individual needs.

Other needs of students and staff-

- MEC has a program in place for student who arrive to school without breakfast or lunch. Healthy and nutritious eating habits are taught and encouraged in each classroom daily through our curriculum and policies. Teachers eat with students daily to ensure proper food intake and etiquette.
- Lists are kept at each campus of students who have special medical needs, diets and allergies that are not part of a 504 plan or IEP, and logs are kept to cite specific accommodations that were provided whether it be snack or lunch provided, etc.
- During bi-weekly meetings, we assess other staff needs as they arise, and we work to accommodate them where possible. Team meetings and PLCs are held weekly with team levels and there we can discuss outcomes, professional development needs/strategies and offer personal support and check ins.

Public Input:

- MEC distributed parent satisfaction surveys to ensure we are meeting the needs of our community.
- MEC Board of Directors holds bi-monthly meetings, to address any significant changes to CDC guidance or local legislation, and to review and as appropriate, revise any parts of this Safe Return plan.
- In addition, at each Board meeting, there is a call to the public for any suggestions, additional input or requests for amendments to the Safe Return to School In-Person Instruction Plan.