



Heber-Overgaard Schools

“Home of the Mustangs”

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Back to School Protocol

In partnership with our parents & community, the Heber-Overgaard USD retains our commitment in providing a quality education for **ALL** of our students in a safe and nurturing environment.

Timeline:

August 3 > Teachers report back to school

August 6 > Employee Orientation (All District Employees)

August 10 > First Day of School (Remote Learning)

August 17 > Students Report back to School

Student Responsibilities:

1. Self-Monitor – report immediately to nurse and/or teacher if at any time you do not feel well.
2. Assist in the prevention of the spreading of germs/bacteria by consistently washing hands. Wash hands upon arrival to school and throughout the day.
3. When appropriate, practice physical distancing.
4. Wear a mask where/when appropriate. Masks are required when physical distancing is not obtainable.
5. Sneeze or cough into a tissue or your elbow.
6. Practice good health & hygiene habits. (bath/shower, brush teeth, deodorant, exercise, eat right, get a good night’s sleep, daily vitamins, etc.)

Parent Responsibilities:

1. Pre-screen your child(ren) at home daily.
2. Keep child at home if not feeling well.
3. Limit school visits
4. Communicate on a regular basis with your child(ren)’s teacher(s)
5. Make sure your child has all materials required by Teacher(s) to be successful in class.

Teacher/Staff Responsibility:

1. Pre-Screen and self-report daily.
2. Practice Physical Distancing
3. Wear a mask when physical distancing is not obtainable
4. Provide Online opportunities for students.
5. Develop classroom procedures for cleaning and disinfecting.
6. Make sure each student has their own instructional materials to limit student sharing of items when feasible. (i.e., pencils, crayons, markers, books, etc.)
7. Communicate with Parents on a regular basis.

Mogollon Junior High & Mogollon High School

Start time: 8:00am

End Time: 3:50pm

- *4 full days per week
- *MHS Teachers & Curriculum
- *Social & Emotional Support
- *Accommodations & Support
- *Extra-Curricular Activities (AIA & WML)
- *Preventative Safety Measures
- *Instruction in Core Content
- *Electives
- *Breakfast & Lunch served daily
- *Re-Teach / Tutoring

Mountain Meadows & Capps Middle School

Start Time: 8:30am

End Time: 3:00pm

- *4 full days per week
- *Capps & MMP Teachers & Curriculum
- *Social & Emotional Support
- *Accommodations & Support
- *Extra-Curricular Activities (grades 4-6)
- *Preventative Safety Measures
- *Instruction in Core Content
- *Breakfast & Lunch served daily
- *Re-Teach / Tutoring
- *Choir, Band/Orchestra, Music & Art

Full-Time Digital Learning

H/O families will have the opportunity to start the 2020-2021 school year learning remotely at home due to student health conditions or parent preference. Students can transition from Flexible Remote Learning to In-Person Learning at quarterly intervals during the school year or upon admin approval.

- *Internet Connection Required
- *Available grades K-12
- *District Teachers & Curriculum
- *Instruction in Core Content
- *District device provided (if needed)
- *Quarterly Intervals then evaluate needs
- *Accommodations & Support
- *Extra-Curricular Sports (Grades 4-12)

At the District level, the district superintendent will coordinate all messages to students, parents, staff and the community regarding reopening, possible closure, and other COVID-19 related information. The superintendent will ensure that each campus site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

The principal at each campus site will coordinate with their teachers/staff the protocols for social distancing, lunch schedules, recess schedules, staff schedules, as well as facility set-up. Principals will allow time for implementation of the protocols.

At each school site, principals will work with teachers/staff to implement cleaning protocols during the school day. Custodial staff will be responsible for all cleaning and sanitizing once students have left for the day. Custodial Supervisor will be responsible to maintain cleaning supplies and make sure classrooms are stocked with the appropriate cleaning supplies used during the school day.

At each school site, principals will work closely with the school nurse to communicate the following:

- 1 - Any reported case of COVID-19 among the school population (students and/or staff).
- 2 – Inform Superintendent if absences of students and staff on any given day are above 10% or if there appears to be a cluster of respiratory related illnesses.

The Special Education Director will coordinate along with Sped Teachers from each campus to ensure that the needs of special education students and students with special needs are being met in the context of implementation of safety protocols.

In conjunction with site principal, the athletic directors along with coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) recommendations for athletic activities.

Prior to students returning to campus:

- 1 - All staff will be trained on implementation of district/school protocols. Training will include proper use of cleaning and disinfecting supplies.
- 2 – Parents will be sent a copy of protocols that relate to students and visitors.
- 3 – Parents will be notified of all symptoms to which they are to pre-screen their children.
- 4 – Parents must screen each of their children every morning before school.
- 5 – School Nurse will be the district’s designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. The School Nurse will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

Daily Health Screenings:

Students & Staff must NOT come to school if they exhibit any of the following symptoms:

- Fever of 100.4 or higher
- Chills
- Shortness of breath or difficulty breathing

- Muscle/Joint Aches
- Sore Throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- Loss of taste or smell

Parents are to screen their children each morning prior to school. Keep child at home if any symptoms are present. Report to School Nurse which symptoms they are experiencing. Students will have the opportunity to make up any work missed due to symptoms of COVID-19. Parents MUST inform the school if their child has a chronic condition such as allergies, asthma, diabetes, and other health related issues.

Upon arrival at school, each student will proceed directly to their home room (1st period class). Teachers can then do a quick assessment of any symptoms prior to students eating breakfast or heading to playground. Any student(s) with visible symptoms will be taken to the Nurse's Station for a checkup.

Physical Distancing:

Teachers and Site Administrators will develop plans to organize classrooms, lunch time, recess, etc. to assist with physical distancing. Where possible, students will remain with their same group and same staff. Classrooms can accommodate most seating arrangements to ensure proper distancing and instruction.

Lunch times will be organized and staggered by grade level.

Recess times will be organized and staggered by grade level.

Staggered start times for Capps & Mountain Meadows Primary will allow for bus and transportation distancing to take place on morning routes.

Busing – students can sit as families and will be assigned seats with spacing between other students.

Parents are advised to drop off / pick up their students without getting out of their car.

School & Classroom Layout:

Classrooms and student desks will be arranged to obtain maximum usage of spacing between desks. Student desks will all face the same direction not facing each other. We will suspend the use of large tables for groups of students. Students will not be physically grouped to work together. Teachers will be encouraged to use technology to facilitate group work and group learning.

For younger grades, and where possible, student belongings will be kept in their individual locker, bin or cubbies. We will prohibit the sharing of school supplies among students. For items that must be shared (pencil sharpener, playground equipment, etc.) these will be cleaned and sanitized on a regular basis.

It will be required for all students & staff to adhere to safe practices while moving from class to class or leaving/returning from lunch and/or recess.

Lunch recess and playground supervision will be the responsibility of teachers and staff members. Principals and teachers will devise a new schedule to stagger times so that only one grade level at a time has access to playground equipment. Each class will have a specific time slot. We encourage teachers to be creative in employing techniques to maintain social distancing during unstructured time. Staff & students will wash their hands following all outdoor activities.

Cafeteria time will also be staggered and monitored. Each class will have a specific time slot for the cafeteria. Students will be encouraged NOT to share lunch items with one another. Students will be assigned certain areas in the cafeteria where they can eat. One class at a time will be designated and will line up for lunch. Students are encouraged to eat healthy and to participate in the District's food service program. Students may still bring lunches from home.

School assemblies and concerts for the first quarter of the school year may be postponed depending on current situation with COVID-19. Large gatherings for Homecoming and other events may be held outside.

Field trips will be temporarily postponed until further notice. We are hopeful that trips in the spring can still be scheduled. We encourage teachers to find "virtual" tours that they can take students on for their first semester field trips.

Some classes, such as Science Labs, Choir, Band/Orchestra, PE, and others, may require teachers to develop alternative lesson plans through the first quarter of the school year to limit contact and the sharing of supplies and to reduce the spread of respiratory droplets.

Hand Washing:

Students & Staff will be expected to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- 1- Upon arrival to school
- 2- After using the restroom
- 3- After being outside for physical activity or supervision
- 4- Before and after lunch
- 5- Prior to leaving school for home, and
- 6- After sneezing, coughing or blowing nose.

Cloth Face Coverings:

All Students and Staff are required to wear cloth face coverings when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though students may voluntarily wear a face covering at any time. Students with respiratory and/or other health challenges may be exempt from wearing a face covering. Student medical waivers are available for parents to sign at the office of each campus.

The District will provide a “custom” face mask to all students and staff members. Students may bring their own cloth face coverings to and from school. Designs and wording on face coverings must conform to school/district guidelines.

Classroom Face Coverings Procedures:

1. Separate student’s desks (utilize seating chart & assigned seats) so that physical distancing can take place. Realizing that with some classes (depending on size) this may not be possible every class period. Face Coverings are only required when physical distancing is not possible. However, Staff along with students may choose to wear a face covering at any time regardless of physical distancing.
 2. Begin class as normal with daily bell work. AS students enter the classroom bell work should be posted in the same location everyday so as students enter the classroom they may immediately begin class.
 3. If you are not able to physical distance the students in your class then while you take roll, Etc. please notice any student not wearing a face covering.
 4. Check your health waiver list that has been provided by the office. If you see a student not wearing a mask that is not on that list, then provide that student with a mask. Document student name, date, class period. If the student chooses not to wear the mask, send an email to your site administrator notifying him of the offender. You may also choose to write up a referral that can be brought to the office at your convenience.
 5. You may also choose to have the offending student sit in an area in your classroom where he/she can be physically distanced from others in the class.
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Classroom Cleaning Procedures:

- 1 - Encourage students as they enter class to either use hand sanitizer or wash hands with soap and water.
- 2 - Clean & sanitize the classroom at least twice a day. (In-between classes, during prep period, during lunch break)
- 3 - Promote the prevention of COVID-19 by encouraging students to:
 - A. Practice Physical Distancing
 - B. Washing Hands often with soap & water for 20 seconds
 - C. Covering their cough or sneeze with a tissue
 - D. Avoid touching eyes, nose and mouth
 - E. Help clean & disinfect frequently touched objects & surfaces

PROCEDURES FOR COVID-19 SYMPTOMS OR A COVID POSITIVE TEST

If a student or staff member becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the following procedures listed below will be followed:

- 1- Immediately report the situation to school nurse, site administrator and superintendent only. Confidentiality must be maintained to the greatest extent possible.
- 2- IF an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff or visitors. Make arrangements to send employee home in a safe manner. Preferably the employee is able to self-transport themselves home. IF in distress call 911
- 3- IF a student develops COVID-19 symptoms while at school, separate the student from all other students and staff, except one staff member to supervise if needed. Staff member should wear a face covering and gloves and practice social distancing. Immediately notify parent(s) and have them come and take student home and seek medical attention from their family medical provider.
- 4- Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area per CDC Guidelines.

- 5- Determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, notify those individuals (or, in case of students, their parents) of the potential exposure. Do not disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms begin to develop.

- 6- Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to school until either of the following criteria have been met:
 - a. At least 10 days have passed since the first symptoms emerged.
 - b. At least 3 days (72 hours) have passed since recovery
 - i. Resolution of fever without the use of fever-reducing medications
 - ii. Improvement in respiratory symptoms (e.g., cough, shortness of breath)

 - c. The student or staff member has received negative results in an authorized COVID-19 test.

- 7- If a student and/or employee of the Heber-Overgaard USD has a household family member test positive for COVID-19 that student/employee would need adhere to the following guidelines:
 - a. Isolate for 10 days from date of COVID test
 - b. If symptoms continue after 10 days student/employee would need to continue to isolate until student/employee is symptom free for 72 hours.
 - c. Continue to monitor your health for 14 days

In order to comply with Executive Order 2020-51 the Heber-Overgaard USD is implementing the following guidelines for the start of the 2020-21 school year. Guidelines are for students in grades K-12.

1 – Masks/face coverings or shields will be worn by students and staff when they are unable to comply with physical distancing guidelines (6ft).

2 – Masks/face coverings need to cover the mouth and nose. Ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to be laundered regularly or disposed of appropriately.

3 – Students & Staff would not need to wear face coverings where physical distancing can be accomplished, on the playground and/or during participation in activities where a mask/shield might be unsafe or impractical such as: welding, PE, weights, etc.

4 – Students would not need to wear face coverings when teachers are able to place physical barriers between students.

5 – Students would be required to wear face coverings on buses, classrooms, group or partner activities and other times when physical distancing cannot take place.

6 – Teachers may provide classroom instruction and lectures without face coverings as long as they maintain the physical distancing (6ft) requirements. While working in close proximity to students the teacher would need to wear a face covering.

7 – Cloth face coverings should not be worn by:

A – Children under the age of 5

B – Anyone who has trouble breathing

C – Anyone who is unable to put on or remove their own mask without assistance

8 - Student medical waivers are available for parents to sign at the office of each campus. Medical waivers would exempt students from wearing a face covering due to medical conditions. A doctor's note is not required for documentation purposes.

9 – A cloth face covering does not replace the need for frequent handwashing, covering coughs/sneezes and practicing physical distancing (6ft) to the extent possible. Staff & Students are to be reminded to avoid touching their cloth face coverings, and to wash hand frequently for 20 seconds. Staff & Students are to be educated in the proper use, cleaning and wearing of face coverings.

10 – All vendors, visitors, parents and volunteers shall wear a cloth face covering while visiting Heber-Overgaard District school sites.