



“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.

2021-22 Timeline:

August 2 > Teachers report back to school

August 3 > Employee Orientation (All District Employees)

August 4 > First Day of 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. Students may wear a mask at any time they feel it is needed, especially 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 where/when appropriate. Teachers may wear a mask at any time they feel it is needed, especially when physical distancing is not obtainable.
4. Provide learning opportunities and assess student growth on a regular basis.
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: 8:00am

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

Prior to students returning to campus:

- 1 - All staff will be trained on implementation of district/school protocols.
- 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 Health & Wellness point of contact, which will be communicated to parents prior to the first day of school.

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 illness, symptoms and being in quarantine. 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.

Face Coverings Are Recommended

In accordance with the [CDC](#) and [ADHS](#), face coverings are recommended and encouraged for individuals who are not fully vaccinated, including those aged two or older and currently ineligible for a vaccine. [Consistent and correct mask use](#) by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained.

Under the current state law, a family has the choice and agency to ask or require their child(ren) to wear a mask in school or while in other school facilities.

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.

Based on studies from 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms. When it is not possible to maintain a physical distance of at least 3 feet, other strategies include: indoor masking, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning to help reduce transmission risk. Mask use by people who are not fully vaccinated is particularly important when physical distance cannot be maintained. A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.

Lunch times will be organized and staggered by grade level.

Recess times will be organized and staggered by grade level.

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

For parents transporting their children to school, they 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. 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. 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 are encouraged to eat healthy and to participate in the District's food service program. Students may still bring lunches from home.

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.

Classroom Cleaning Procedures:

- 1 - Encourage students as they enter class to either use hand sanitizer or wash hands with soap and water.
- 2 – During the school day, clean & sanitize the classroom daily. (In-between classes, during prep period, during lunch break) Custodians will clean & sanitize classrooms after school hours.
- 3 - Prevent the spreading of germs 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 3 days from date of COVID test
 - b. If student/employee is symptom free after 3 days or receives a negative result on an authorized Covid-19 test, they may return to school/work but will continue to monitor their health for 14 days. Student/Employee must immediately notify District Nurse if symptoms arise within those 14 days.