

# Harlem School District #12

## Plan for Reopening School 2021-22



**Trustees**

Johnathan Walker, Chairperson

Kathleen Adams, Vice-Chairperson

Valerie Blackcrow

Michael King

John Young

**Administrative Team/Emergency Operations Procedures Team**

Arlene Bigby, EdD, Superintendent

Bonnie Nessler, Jr/Sr High Principal

David Murray, Jr/Sr High Assistant Principal

Evelyn Bigby, Elementary Principal

Jessica Cochran, Elementary Assistant Principal

Teresa Cornell, Business Manager/Clerk

Cassie Handran, Business Manager/Clerk

Marty Dirden, IT & Grounds

Hilary Handy, Elementary Nurse

Desi Bell, Jr/Sr High Nurse

Clayton Talks Different, Activities Director

Robert Bear, Transportation Director

As we approach the new school year and begin welcoming our students back, we plan to take all safety precautions as outlined by the Center for Disease Control (CDC), the Governor's Plan for Reopening Safe and Healthy Schools for Montana, and OPI's School Re-Entry & Recovery after a Pandemic Event.

The re-entry of our students can be conducted in three distinct models by following all guidelines and safety measures determined in collaboration with the Blaine County Public Health Department. This is a living document in that it may be updated as necessary due to the current circumstances. [Proposed changes for 21-22 are in blue.](#)

[December 2021 revisions are in red.](#)

### **Model 1: School Closure**

- [Students are not in the school buildings.](#)
- Breakfasts & lunches will be provided for all students via delivery.
- School work is delivered in packets along established bus routes and other points of contact.
- Students between 4<sup>th</sup> and 12<sup>th</sup> grades will participate in the implementation of 1:1 Chromebook initiative.
- Teachers will receive technology training in several different areas.

### **Model 2: Blended/Hybrid**

- [The number of students are limited and staggered in the school buildings.](#)
- All staff report to their buildings each day.
- Students will be screened every morning. Good hygiene will be taught and practiced.
- Breakfasts and lunches are provided for all students- -whether they are working in the buildings or working remotely.
- Students between 4<sup>th</sup> and 12<sup>th</sup> grades will participate in the implementation of 1:1 Chromebook initiative.
- Teachers will receive technology training in several different areas.

### **Model 3: Normal Schedule & Full Capacity**

- [All students are in the buildings every day.](#)
- All staff report to their buildings each day.
- All meals are provided in the buildings.
- Students between 4<sup>th</sup> and 12<sup>th</sup> grades will participate in the implementation of 1:1 Chromebook initiative.
- Teachers will receive technology training in several different areas

For the beginning of the 2021-22 school year, the tentative recommendation is **Model 3: Normal Schedule & Full Capacity.**

Blaine County has Covid-19 cases, but not at a level suggesting that schools should not be open. The CDC and education groups have recognized the need for students to be in school, while stressing the need to have safeguards in place to keep everyone safe. The District will be prepared to move to either of the other two models if necessary at any time during the school year, based on current conditions.

### Details of the Normal Schedule & Full Capacity

- Masks will be required for all students and staff at Harlem Schools.
- Distancing of 3 ft. will be used in all areas, including classrooms.
- Masks will be required while riding the buses and in the building. Masks will be available for the students or they may wear their own. It does need to be appropriate for school.
- Students and staff who do not feel well or have an elevated temperature **MUST STAY HOME.**
- The model requires frequent hand washing and sanitizing, and social distancing. Temperature monitoring will be done when students are symptomatic and before participation in practices, club meetings, and events.
- Students will be taught by family members to be socially distanced while waiting at the bus stops. Students will sanitize their hands and put on a mask when getting on the bus or arriving at the building. Students will socially distance themselves while on the bus - household members may sit together. Drivers have portable, protective barriers. Buses will be cleaned and sanitized after each and every route.
- Non-school staff, including parents/guardians will be restricted to the office areas at both schools. Anyone checking students out will wait for students at the office. Visitors should call the school to make arrangements before attempting to gain entry.
- Students will be sent to the nurse's office when a staff member suspects a student may be ill. **Students who are exhibiting possible Covid symptoms will be tested. Students who test positive will be isolated and sent home. The nurse will conduct any necessary contact tracing and make notifications.** Personal Protection Equipment (PPE) will be available for both staff and students if isolation occurs. Staff will be aware that they should assess the whole person regardless of the presence of an elevated temperature. Local health officials, staff, and families will be notified while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) **and school policy.**
- Cooperate with Blaine County Health Department and **Tribal Health Department** to provide any needed tracing information.
- Information will be shared with custodial crew to help them coordinate custodial maintenance and cleaning.
- Distancing will be followed in the lunchroom (3 feet). A salad bar option will be offered with kitchen staff serving to the students. Self-serve will not be an option at this time.

- School staff on lunch duty will track attendance in cafeterias in the event that information is needed for contact tracing.
- Congregation in the hallways will be limited and socially distanced (3 ft.).
- Develop a schedule for increased, routine cleaning and disinfection.
- Libraries, gyms, and playgrounds will be open with distancing requirements being followed.
- Drinking fountains will be closed. Water bottles will be provided to each student for use at each building's refill stations.
- Encourage students and families to disinfect personal belongings such as backpacks on a daily basis.
- Extracurricular activities/sports **Covid related requirements** will be determined by MHSAA guidelines and local control. Activities may or may not be cancelled.
- Teachers will check out Chromebooks to students in 4<sup>th</sup> through 12<sup>th</sup> grades. Teachers will practice using the Chromebooks while the students are in the building so that using them at home will be seamless.
- While in the school buildings, students may be asked to assist in cleaning desks, tables, educational materials, and technological devices.
- The school calendar may be updated to accommodate students and staff if needed.
- Promote culture that staff and students should be eating healthy, exercising, getting sleep, and finding time to unwind. Encourage staff and students to talk with people they trust about their concerns and how they are feeling. Administrators will check-in with staff so they feel supported and can voice concerns or seek collaborative solutions as a team.
- Health and P.E. classes are encouraged to provide instruction around disease prevention. Yoga, meditation, and walking are other activities that may be conducted while socially distanced.
- The plans for singing classes and band classes have received approval by the Blaine County Public Health Department. Singers must wear masks and remain physically distanced. Instrument players must have covering on their instruments to prohibit droplets. Both groups should have class outdoors whenever possible.
- Students who are coming to school will have their temperatures checked upon entering the building. If a student has a temperature, they will be **sent to the nurse for evaluation.**
- In the event of school closure, **or student absences**, the students will continue their education virtually using the methods they had already been using prior to the school closure. **Communication between the school and students/parents regarding assignments will primarily be done via email and Infinite Campus.**
- Elementary bus drop off will be at the east side playground with ALL students entering door #1. Staff will be available to assist with social distancing, hand sanitizing and temperature checks.
- The Elementary will have the following special events while following social distancing:
  - Student of the month lunch will be provided for students on the following schedule:
  - K-2 student of the month lunch – 2<sup>nd</sup> Thursday
  - 3-6 student of the month lunch – 3<sup>rd</sup> Thursday

## Prepare for the possibility of school closure:

- Teachers and students will use new Chromebooks together while students are in the building.
- Practice web-based education alternatives.
- Use an online interactive meeting platform to hold regular classes, take attendance, provide regular instructions, and assign homework. Teachers should use Infinite Campus to guide families around any missing assignments.
- Provide training for staff, students, and families in effective use of technology for educational purposes.
- Prepare materials for the possibility of students not able to use technology for instruction.

## Safety Priorities

- Frequent handwashing for 20 seconds and use of hand sanitizer.
- Cough in elbow, wash/sanitize hands.
- Sneeze in tissue, toss it into garbage, and wash/sanitize hands.
- Social distancing.
- Elbow bumps/foot bumps instead of handshakes.
- Avoid touching face, nose, eyes, or mouth.
- Intensive sanitizing of occupied spaces.
- Create a clear communication flow chart for staff on how to deal with sick students and what to expect if COVID19 case is identified in their classroom. (Plans created by two school nurses and training for staff during PIR Days).
- For care of minor injuries, have students wash their hands and apply their own Band-Aids.
- Staff/students are required to wear PPE when treating a student with illness.
- Additional key times to wash/sanitize hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).
- Teach and practice social distancing; three-foot separation between individuals. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 3 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- Teach and reinforce use of face coverings among all staff and students.
- Hand sanitizer will be provided in each classroom and should be used frequently when hand washing cannot occur.

## Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

## Plan for Illness

- Close areas used to isolate a sick person and do not use before cleaning and disinfection. Clean and disinfect as soon as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from young children.
- Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Provide options for virtual learning for students who are quarantined.
- COVID-19 identified contacts will need to provide a note from their health care provider with a return date and be symptom and fever free as per CDC guidelines.
- Teachers and bus drivers will need to keep seating charts and update them every time a student is reassigned a seat **to allow for contacting tracing**.

## Human Resources Considerations

- Procedures for staffing during high staff absences due to illness will be developed. Substitutes may be difficult to find.
- Consider other duties for paras/classified staff (cleaning, kitchen support, and food delivery).
- Additional custodial staff and/or kitchen staff needed (or assign classified staff to other duties).
- The first line of defense to prevent the spread of disease is to stay home when you are feeling ill or have a temperature. This approach may cause increased use of sick days for staff, requiring dipping into the sick pool days. This may become problematic if the district does not have enough subs on hand to cover staff absences. Many of our subs are older, which means they may not be willing to come in to cover classes. **For parents, it means they will have to stay home with a sick child and not try to mask temperatures by giving the student aspirin, Tylenol, etc.**

## Business

- Continue to review information from MTSBA, MT-PEC, and other organizations to select and adopt appropriate policies and options that will enhance and support school district options.
- Continue to review existing district policies to ensure all necessary policies are in place and workable during a public health emergency.
- Continue to work with the Blaine County Public Health Office and Tribal Public Health Department to have the most current local Covid data.

## MHSA/Sports/Activities Guidelines

- Currently, there are no specific sport COVID requirements for the fall.
- However, all schools should follow the CDC, state/local health department guidelines and strategies to protect students, coaches, school personnel and communities.
- If no MHSA guidelines are in place Harlem School District rules will be followed regarding masks and distancing.
- If an athlete/participant has been diagnosed with COVID 19, they cannot return to their activity until they have been evaluated by a health care professional and have written clearance from the health care official and the local health department.

## References

CDC: Considerations for Schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Governor's Plan for Reopening Safe and Healthy Schools for Montana <https://covid19.mt.gov/Portals/223/Documents/Education%20Final.pdf>

OPI's School Re-entry & Recovery After a Pandemic Event <file:///C:/Users/doreenw.HARLEM/Desktop/Reopening%20MT%20Schools%20Guidance%207.2.20.pdf>

## Deleted Items to reduce repetitions

Temperatures will be taken prior to students getting on an activity bus.

## **ELEMENTARY COVID 19 GUIDANCE**

- Students who do not feel well or have an elevated temperature **MUST STAY HOME.**
- Students will be sent to the nurse's office when a staff member suspects a student may be ill. Students with a fever of 100.4 will be isolated and families must pick them up. Each building has isolation tents and dedicated isolation rooms. Personal Protection Equipment (PPE) will be available for both staff and students if isolation occurs. Staff will be aware that they should assess the whole person regardless of the presence of an elevated

temperature. Local health officials, staff, and families will be notified while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

- Students will be socially distanced in the cafeteria. Meals will be staggered throughout the day. Congregation in the hallways will be limited and socially distanced.
- Drinking fountains will be closed. Water bottles will be provided to each student for use at each building's refill stations.
- Additional key times to wash/sanitize hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).
- Teach and practice social distancing; Three-foot separation between individuals. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- If you are ill or have a temperature, **YOU MUST STAY HOME**. Do not mask the symptoms by taking Tylenol, etc.
- Frequent handwashing, sanitizing and social distancing is required.
- Students should be taught to socially distance while waiting for the bus.
- If a staff member suspects a student may be ill, they will be sent to the nurse's office to be checked. If the student has a fever of 100.4 or higher or displaying other symptoms, they will be isolated and a parent will need to come pick them up.
- Students will be socially distanced during breakfast and lunch.
- Students will be social distancing in the hallways during passing time between classes.
- Drinking fountains will be shut off. Students will need water bottles to use at the fill stations, which will be available.
- The model requires temperature monitoring, frequent hand washing and sanitizing, and social distancing.
- Students will be taught by family members to be socially distanced while waiting at the bus stops. Students will sanitize their hands and put on a mask when getting on the bus or arriving at the building. Students will socially distance themselves while on the bus - household members may sit together. Buses will be cleaned and sanitized after each and every route.

The playground equipment will be off limits for breakfast recess. When children arrive to the school, they will either go to breakfast in the cafeteria or go to their homeroom classroom. Students will not be allowed to congregate in the hallway. Social distance will be taught and expected upon arrival.

- The first line of defense to prevent the spread of disease is to stay home when you are feeling ill or have a temperature. For parents, it means they will have to stay home with a sick child and not try to mask temperatures by giving the student aspirin, Tylenol, etc.

Extra-curricular activities will be following the MHSA guidelines.

### JR/SR HIGH COVID 19 PROTOCOL

#### FOLLOWING ARE SOME GUIDELINES THAT THE SCHOOL WILL BE ADHERING TO:

- The elementary school building will not be open for entry until 7:45 am. The doors will be locked.
- Masks will be provided to each student daily. Masks will be collected at the end of the day for washing by school staff. A clean mask will be available to every child daily. Students may bring their own mask, however it must be appropriate for school (dress code guidelines).
- The high school building **will not** be open for entrance until **7:45 a.m.** Doors will be locked, please do not come before that time and keep socially distanced while waiting for the doors to open.
- Students who are coming to school will have their temperatures checked upon entering the building. If the student has a temperature they will be isolated and parents will need to come pick them up.

The Elementary will collect and wash cloth masks each day.