

# Harlem School District #12

## Plan for Reopening School 2022-2023



## **Trustees**

Johnathan Walker, Chairperson

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Kathleen Adams

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## **Administrative Team/Emergency Operations Procedures Team**

Arlene Bigby, EdD, Superintendent

Corey Barron, Jr/Sr High Principal / Activities Director

Paul Condon, Jr/Sr High Assistant Principal

Evelyn Bigby, Elementary Principal

Jessica Cochran, Elementary Assistant Principal

Cassie Handran, Business Manager/Clerk

Marty Dirden, IT & Grounds

Hilary Handy, Elementary Nurse

Desi Bell, Jr/Sr High Nurse

Steven Hopkins, Interim Transportation Director

Ira Talks Different, Interim Transportation Director

As we continue through the 2022-2023 School Year, 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. This is a living document in that it may be updated as necessary due to the current circumstances.

### **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 4th and 12th grades will participate in the implementation of 1:1 Chromebook initiative.
- Teachers will receive technology training in several different areas

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 optional for all students and staff at Harlem Schools.
- Masks will be optional while riding the buses and in the building. Masks will be available for the students or they may wear their own. Masks do need to be appropriate for school.
- Students and staff who do not feel well or have an elevated temperature **SHOULD STAY HOME.**
- Frequent hand washing and sanitizing, is encouraged as good hygiene practices.
- 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-19 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. Current CDC requirements will be followed regarding quarantine and isolation.
- 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.
- **Follow** Develop a schedule for increased, routine cleaning and disinfection.
- 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-19 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 4th through 12th grades. Teachers will practice using the Chromebooks while the students are in the building so that using them at home will be seamless.
- Junior High/High School Students who are absent from school should email their teachers for current work. Parents/Guardians of Elementary Student should contact the school to make arrangements for their student's homework.
- In the event of school closure, 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.
- 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 to promote healthy physical and mental practices.
  - ◊ Elementary bus drop off will be at the east side playground with ALL students entering door #1.
  - During School hours, Junior High / High School students and visitors will enter through door #1 on the north side of the building.

### **Continuing Good Educational Practices;**

- 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.

### **Safe Hygiene Practices**

- 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.
- For care of minor injuries, have students wash their hands and apply their own BandAids.
- 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).
- Hand sanitizer may be provided in each classroom and may be used 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.

### **Human Resources Considerations**

- Consider other duties for paras/classified staff (cleaning, kitchen support, and food delivery).
- The first line of defense to prevent the spread of disease is to stay home when you are feeling ill or have a temperature.

### **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-19/Health data.

### **MHSA/Sports/Activities Guidelines**

- Currently, there are no specific sport COVID-19 requirements for the **fall year**.
- 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.

### **Other Model Options**

#### **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 4th and 12th grades will participate in the implementation of 1:1 Chromebook initiative.
- Teachers will receive technology training in several different areas.

#### **Model 3: 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 4th and 12th grades will participate in the implementation of 1:1 Chromebook initiative.
- Teachers will receive technology training in several different areas.

### **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://COVID-1919.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>

**Last reviewed by Harlem School District #12 Board of Trustees on January 17, 2023.**