

# 2020 SCHOOL REOPENING PLAN



July 2020

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## Outline for Implementation of School Reopening

### Choctaw Tribal Schools (CTS) SY20-21

#### Section 1: Levels of Opening for CTS

- A. Emergency Declaration Levels Outlined
- B. Rational for reopening
- C. Communication of School Reopening
- D. Decision-making process for school reopening

#### Section 2: Public Safety Considerations in School Environment

- A. Frequency of Cleaning
- B. Training Plan
- C. Sick Policies and Staffing considerations
- D. Class Sizes
- E. Social Distancing
- F. Transportation
- G. Food Services
- H. Sports and Events
- I. Accommodations

#### Section 3: Recovery Components

- A. Academic Programming
- B. Physical & Structural Environment
- C. Business Environment
- D. Social, Emotional & Behavioral Environment

#### Section 4: Considerations for Educational Staff

- A. Mandatory Health Screenings
- B. Mandatory Self reporting
- C. Recommendations to mitigate risk
- D. Flexibility in scheduling and duties

#### Section 5: Building Mitigation and Cleaning

- A. Preparing buildings for opening
- B. Cleaning routines during Level 1, 2 and 3 openings

- C. Maintaining supply stock
- D. Safely stocking supplies and equipment

#### Section 6: Health Screening and Promotion of Protocols

- A. Procedures for screening students, staff and visitors
- B. Location of screening sites
- C. Equipment utilized
- D. Barrier/Partition Controls

#### Section 7: Daily Operations and Scheduling

- A. Student schedules
- B. Student check in and check out
- C. Support staff roles and assigned duties
- D. Scheduling physical education, recess & breaks
- E. Documentation of operations

#### Section 8: Staffing Considerations and Needs

- A. Staffing expectations
- B. Supplemental pay for additional hours to maintain clean environment
- C. Supplemental pay increase to attract bus drivers
- D. Supplemental pay increase for bus monitors to handle screening
- E. Substitutes and cross training

#### Section 9: School Closure

- A. Decision making process to trigger closures
- B. Communication of closures
- C. Documentation of closures

#### Section 10: Family and Student Support

- A. Distance Learning
- B. Social and Emotional Support

Dr. Randy Grierson, Director of Schools Recommendation:

The recommendation is for staff to return to work in August to prepare for the return of students. Additionally, it is recommended that students return to school August 31, 2020. The first 9 weeks of school reopening plan is listed below.

1. A/B Hybrid (Small class sizes). Students will come to school either Monday/Thursday (Distance Learning Tuesday/Friday) OR Tuesday/Friday (Distance Learning Monday/Thursday) with **Wednesday** being a tutorial/enrichment/remediation day. We will use this day to sanitize and clean throughout the building.
  - a. Distance/Blended Learning will use identified digital resources embedded in Google Classroom with links to the digital resources.
  - b. As a last resort, we will use academic packets to provide instruction and assess students.
  - c. Depending on class sizes, there is a possibility, students with disabilities, may have the option of attending Monday – Friday.
2. Full-time Distance Learning. Students will receive their instruction via Google Classroom from their teachers. Google Classroom can be accessed from any device that has internet capabilities.
  - a. Tentatively, we will conduct parent conference via phone instead of in-person to reduce the risk of virus transmission into the schools.
  - b. Attendance will be taken each day and work will be graded.

This schedule would be followed until we are approved to move to Level 3 with all staff and students on campus or amended to Level 1 if it becomes necessary to close school for a period of time.

Teachers will report August 3, 2020, in which we will continue training teachers on how to implement Google Classroom into their lessons using the required curricula. Each school will provide the opportunity for parents to come to the school to learn about the Hybrid and Distance Learning options. Students will be given the choice to transition to whichever model is chosen only “ONE” time. For example, if a student chooses Distance Learning, he or she can choose to transition to the Hybrid method ONE time. However, if the school or classroom is forced to shut down for any reason, all students will transition to Distance Learning. Whichever option students choose, it will be documented by the parent

as to which option is chosen. In all possible cases, students will remain in one classroom, and teachers will move to the students to eliminate virus transmission. Bathroom breaks and recess will be scheduled strategically to avoid students from spreading the virus to other students. Meals will be brought to the classrooms to reduce the risk of spreading the virus.

### **Section 1: Levels of Opening/Operation**

- A. The school district expects 3 levels of student engagement for the 2020-2021 school year at any given time due to the current COVID 19 pandemic outbreak and Executive Orders issued by the Tribal Chief.

**Level 1** (Lowest Risk/no direct social interaction) – Total virtual learning implementation with lessons provided via Google Classroom and with identified digital resources embedded in Google or links to digital resources.

Students and staff, if necessary, will be provided devices and materials necessary to participate in completion of academic objective-based lessons, activities, assessments, and interactive classes while all students are at home. Designated staff will be at school for designated tasks necessary for implementation. Food services will be provided for breakfast and lunch. Attendance will be taken daily to verify student participation, either by computer log in/participation or telephone call/text (if computer access is not available). No transportation services.

**Level 2** (Risk/limited social interaction)– Blended virtual learning and in-person classes (aka Hybrid classes) utilizing determined scheduling for smaller class size and limitation in student movement. Options for Scheduling students during a Level 2 opening are listed in Appendix B.

Per determined alternate scheduling of students. Groups will alternate participating in classes via Google Classroom and in-person classes. Alternate scheduling might include alternate days and/or alternate times. Depending on quarantine status or medical homebound notifications, some students may participate virtually for extended periods of time. All staff will be at school for implementation of services and may be reassigned duties as needed to support the school plan. Food services will be provided and all students. Parents will be approved to pick up meals for students who are participating in distance learning.

Special Education services will be provided per the student's IEP. Attendance will be taken daily to verify all student participation either by computer log in/participation, telephone call/text or participation at the school site. Transportation services will be in effect. Masks required on buses and in school environment.

**Level 3** (Highest risk/increase social interaction)– In person “traditional” on campus student engagement.

School buildings will be open with safety measures in place and students expected to attend on campus classes, unless provided an approved waiver which includes a medical directive regarding excusal to not be in attendance, with reason and dates of excusal listed in the medical excuse.

#### B. Rationale for Reopening

Choctaw Tribal School System values quality education for all students, so our students are prepared to enter their chosen higher education institute or chosen career. The impact of COVID-19 on tribal families and communities has been difficult to watch and has often left school officials at a loss as to what could best be done to have a positive impact on our student's daily lives. CTS's number one priority is safety while providing opportunities for all students to gain the skills needed to for success on their individual learning path. Through constant planning, while considering all safety protocols, CTS has provided families resources, prepared and trained for digital learning platforms, and are currently preparing technology resources for every student to be able to participate fully in quality distance learning, when we are required to operate in that manner. Our purpose has been and will continue to be to work in partnership with families and communities to educate and inspire all students to become responsible, contributing citizens of their local and global community.

#### C. Communication of School Reopening

After review and input by public health officials, the Schools Reopening plan will be approved by the Tribal Chief while MBCI is under an executive order. Families, Community members, Tribal Leadership and staff input will provide input into the school plan through survey participation and education

committee sessions. Generic questions and answers will be addressed on the district website at [www.choctawtribalschools.com](http://www.choctawtribalschools.com). The plan will be communicated to all families through postings on social media, telephone messages, text messages, and email (e.g. Shout point messenger) using contact information from the student database. In addition, a letter will be mailed to all families. Each school will assign their staff to personally contact each family by phone to discuss the plans and answer any questions.

#### D. Decision-making Process for School Reopening

School reopening and the level of opening will be considered in light of informed CDC School Decision Tools which are being utilized by the MBCI and BIE reopening templates. Opening will occur only after all staff are trained on MBCI Return to Work Protocols and have prepared their work environment to meet the safety protocol requirements, as well as the plans outlined in the school reopening document.

### **Section 2: Public Safety Considerations in School Environment**

#### A. Frequency of Cleaning

Common areas will be cleaned every two hours (e.g. 10 a.m., 12 p.m. 2 p.m. and additional times as needed). Signage will be posted to encourage frequency of cleaning. The Facilities department will prepare daily checklists that all custodial staff are required to complete and give to their supervisor daily, verifying the cleaning of public common areas. Staff will assume responsibility to do frequency cleaning in their respective areas, while custodial staff and assigned support staff will be detailed to clean public common areas, bathrooms and buses. Choctaw Health Center Environmental Department will approve all cleaning protocols, cleaning resources purchased and assist with training needs of custodial staff. After students and staff leave the building for the day, custodial staff will complete deep cleaning to prepare for the next day.

Support staff will be detailed to clean libraries, gyms, cafeteria spaces and playgrounds between groups usage. Social distancing will be required in all these areas and the local school principal can close these areas as needed.

#### B. Hygiene



Each classroom will encourage handwashing or use of hand sanitizer during each transition (e.g. entering the room, exiting the room, before meals, after meals, after bathroom breaks). Every room of the school will have hand sanitizer available and extra sanitizer stations will be located throughout the campus to encourage good hygiene. Signage will be posted throughout facilities to promote good hygiene. All classroom lessons will include at least one healthy hygiene tip per day.

#### C. Training Plan

All staff and students will participate in training which outlines CDC guidelines about disinfecting, good hygiene, social distancing, and other guidance to reduce the spread of contagions.

#### D. Sick Policies and Staffing considerations

MBCI Return to Work Protocols will be followed related to quarantine and sick leave. Staff and students must provide a health/medical excuse for time on quarantine and for approval to return to school. Personal names of staff or students will not be shared to ensure confidentiality; however, the school leadership will notify families when a positive case has occurred and closure is necessary. Based on number of cases and guidance from public health, classrooms, halls or whole schools might be closed down for a period of time if/when cases are identified. If limited staffing does not allow classes to open safely, then distance learning may be put in place.

#### E. Class Sizes

Classes will be rearranged to ensure that all individuals are seated at least 6 feet apart. Alternate scheduling may have to be in place in certain schools. Physical barriers (e.g roping off areas, flow of walking traffic, plexiglass) will be added to specific areas as determined necessary to meet safety protocols. To limit contact in halls and public spaces, principals will notify or schedule classes so they will know when they are allowed to leave their classroom to move to other locations on campus.

#### F. Social Distancing and Masks

All staff and students will wear face coverings (e.g. either masks and face shields) based on the level of operations in which we are operating, and the activity that is occurring. Staff and students can provide their own masks if they meet the established CDC guidelines. Masks and/or shields will also be provided by the school. Masks will be provided to students before they enter the bus or at the health screening location (if arriving by car). Students or staff who refuse to wear face coverings will be trained on the importance of the protocols and may be sent home if they refuse to utilize mandatory equipment. Staff will train students on the social distance requirement of 6 ft and how to honor distance between one another. Tape or signage may be added to the floor to assist in social distancing reminders. Antibacterial gloves will be made available for students who request gloves, but gloves are not required in the school setting. Research shows that gloves may discourage individuals of touching their face with their hands and may be useful for younger students in the school setting.

#### G. Transportation and Drop Off/Pick Up

Parents will be encouraged to drop off and pick up students at school when possible. Parents will assume their own transportation cost if they elect to drop off and pick up their student. Bus route changes will only be allowed by written note- signed by the guardian, when received from the student upon their arrival each morning. NO CALL IN CHANGES ON BUS ROUTES. Until social distancing protocols are lifted, seating on buses will be limited to one student per seat, on alternate sides, in order to maintain social distancing requirements. Buses will be sanitized daily. Students from the same household will be allowed to sit together on buses without social distancing. Bus Monitors will be detailed for morning and afternoon routes to ensure compliance with social distancing on the bus and to ensure that all students are screened prior to any student loading the bus each morning. If a student does not pass the health screening, they will not be allowed to load the bus. Guardians are highly encouraged to get a thermometer and check in on the health application (once it is made available) prior to sending a student to the bus stop. Parents must sign a document affirming that they will only send students to school who are not sick and have not knowingly been exposed to COVID-19.

## H. Food Services

Food services will be provided to students based on the emergency level in which the district is operating. All guidelines of the USDA will be followed to ensure healthy, reimbursable meals. See Appendix C for information regarding meal services.

## I. Sports and Events

Extracurricular activities will be limited and only approved after plans are submitted and approved which meet the CDC level of opening plans around social distancing.

## J. Accommodations

Refer to special education guidelines. (Appendix). Medical directive and quarantine orders will be followed and must be provided to the school.

# Section 3: Recovery Components

## A. Academic Programming

All courses and classes will be offered to all students with the appropriate accommodations. Teachers will prepare instructional lessons on the Google Classroom platform. All students will be benchmarked at the opening of the school year to determine if remediation is needed following the extended break in instruction.

## B. Physical & Structural Environment

All facilities will be deep cleaned to prepare for the reopening. The Facilities and Maintenance Department of the Choctaw Tribal Schools will be prepared to provide barriers to assist the school is meeting all CDC guidelines to mitigate the spread of the virus. These barriers and signage will be placed, as required, in offices, halls, classrooms, and restroom facilities to assist with flow of groups within the school. Since the virus does not move, but people do, the school will make every effort to minimize movement and group interactions. Social distancing will begin when buses are loaded and continue throughout the school day. Temperature checks will be conducted before students load buses, before staff and car rider students enter the building, and clearance

stickers, tickets or armbands will be given to staff to indicate they are cleared for the day to enter all facilities. Students will receive clearance stickers, tickets or armbands which will be taken up each day, disinfected for the next day, and reused. Bus riders will receive masks and entrance clearance as they enter the bus from a bus monitor. Each school and department will ensure that all screening entrances are clearly identified and manned with trained staff throughout the day.

#### C. Business Functions Environment

In the beginning of the COVID-19 epidemic, operating expenditures were made out of regular budget accounts. Supervisors will communicate with the school business office and verify which purchases should have been charged as COVID-19 related expenses. For previous purchase orders or employee costs, which are allowable as COVID-19 related costs, mark documents, scan the documents and send copies and backup documentation to the business office. Keep a separate account log/file of all COVID-19 related expenses. ICS 214 log forms are to be submitted weekly, as required by the MBCI during a state of emergency which outline what time and supplies are utilized in response to COVID-19.

#### D. Social, Emotional & Behavioral Environment

The social, emotional and behavioral impact of COVID-19 on students and families is uncertain. Now more than ever, it will be important for all programs to provide documented support resources to their staff and students. The Title Program will coordinate this service for both staff and students. The Choctaw Behavioral Health program will collaborate with the school district to meet needs identified for staff and students.

### Section 4: Considerations for Educational Staff

#### A. Mandatory Health Screenings

All employees are required to complete daily health screenings with a temperature check to verify that the temperature is 99.4-degree F or less. If a person's temperature is over the agreed upon temperature, the employee must immediately leave the facility, contact their supervisor of their status and be placed on leave according to MBCI policy. Supervisors may notify staff if

there is a confirmed positive case and the reason for closure or shutdown, but the name of the individual (staff or student) should not be publicly shared with others since it is an issue of confidentiality.

#### B. Mandatory Self reporting

An app will be shared that can be downloaded on a cell phone where all staff and families should self-report daily for health screening required by the MBCI. If someone does not have access to the app, they will be required to complete the paper version of the daily health screening.

#### C. Recommendations to mitigate risk

To mitigate the possibility of spreading the virus, CTS will follow all MBCI protocols, report staff that do not follow protocols and assign specific staff to monitor the implementation through quality checks of the protocols.

#### D. Flexibility in scheduling and duties

To mitigate the spread of the virus, CTS will assign essential staff to work based on the level of opening and the type of work that needs to be completed. Staff assigned to extra duties to ensure cleaning is completed and safety measures are followed may be assigned alternate work schedules to allow cleaning to be completed while the building is empty, which will include overtime pay as required. Staff may be assigned additional duties to support operations and those duties will be placed in writing with the employee and supervisors' signature and date. A copy will be sent to the Human Resources Department. Telework is not an option for most educational staff position and will only be approved after MBCI approval, for a specific time frame.

### Section 5: Building Mitigation and Cleaning

#### A. Preparing buildings for opening

CTS Facilities and Maintenance will coordinate with each school to ensure all buildings are cleaned and prepared for opening. Preparations will include evaluation of offices, classrooms and bathrooms to determine what mitigation protocols need to be put in place. Custodial and facilities staff members will be trained on daily procedures for a safe opening and produce a daily cleaning checklist that will be followed by all schools.

#### B. Cleaning routines during Level 1, 2 and 3 openings

The Choctaw Health Center Department of Environmental Health will provide training to establish the cleaning routines necessary to provide the safest school environment possible or will approve the training program provided for the custodial staff of each school.

#### C. Maintaining supply stock

CTS Facilities and Maintenance- Custodial Department will work with MBCI Procurement office to ensure that all cleaning equipment and supplies are ordered in a timely manner to have schools and departments with needed supplies.

#### E. Safely stocking supplies and equipment

Schools will work with Environmental and Facilities and Maintenance Department to have locking space for all needed supplies.

### Section 6: Health Screening and Promotion of Protocols

#### A. Procedures for screening students, staff and visitors

Everyone that is allowed to enter any CTS facility will be screened according to MBCI protocols. An app will be created to facilitate quicker screening processes and will be implemented as soon as it is approved by the MBCI. Entrances will have signage to identify the screening entrances. Security staff and designated support staff will ensure that the screening locations are properly attended throughout the day. Locked doors and remote entry will be the norm for schools and departments for those cleared for entry.

#### B. Location of screening sites

Each school and department will clearly label their mandatory screening site and point visitors to the proper location to check in.

#### C. Equipment utilized

Non touch temperature checking devices will be put in place to monitor temperatures of those entering buildings. Temperature check devices will also be on school buses. Handheld devices may be utilized on a Wi-Fi signal to

record data gathered all staff, students and visitors each day. (See Transportation section).

#### D. Barrier/Partition Controls

School and Department Offices will have plexiglass partitions to minimize exposure for office staff greeting the public. Video cameras and remote buzzers are being considered so office staff can monitor individuals needing assistance.

### Section 7: Daily Operations and Scheduling

#### A. Student schedules

Once the start day of school is provided, students will be expected to attend school. The only students excused from attendance will be those who have and approved medical waiver. No matter the level of opening, students are expected to be in attendance through logging into class and participating, or physically attending class. Assignments will have deadlines and grades issued. Schedules will be shared with families.

#### B. Student check in and check out

Due to the need to limit contact inside the building, each school will establish their check in and check out procedure and post it on the front door of the school and also share the procedure with families in writing. Families may be asked to sign in and sign out students at outside stations based on the level of opening. Office staff, support staff and security staff will work together to ensure that check in and check out of students are handled according to school policies and the safety of everyone involved.

#### C. Support staff roles and assigned duties

Staff members may be reassigned roles, duties and hours to work by their supervisor, based on the needs of the school. These assignment changes will help to ensure the learning environment is safe for students and staff. Any assignment changes will be placed in writing, signed by both the supervisor and the staff member and a copy sent to CTS HR file. The CTS HR office will update the employee job description if needed, sending copies to the supervisor, employee, and MBCI HR office.

#### D. Scheduling physical education, recess & breaks

It is important for staff and students to have fresh air and breaks from the classroom setting. Each supervisor will build a physical education, recess and break schedule that follows the social distancing requirements.

#### E. Documentation of operations

All schedules will be posted in the COVID work file so the Director of Schools can review them at any time.

### Section 8: Staffing Considerations and Needs

#### A. Staffing expectations

Employees are expected to be actively participating in their job duties while school is in session, no matter the level of opening. In addition, all staff have mandated cleaning duties to ensure a safe learning environment. See your supervisor for supplies and training. Please read and follow the MBCI Return to Work Protocols and all other written school protocols or directives.

#### B. Supplemental pay for additional hours to maintain clean environment

Staff will be hired and paid additional pay to help maintain a clean and safe environment. If you are interested in applying for these positions, please inquire with your supervisor.

#### C. Supplemental pay increase to attract bus drivers

Due to a lack of adequate number of certified bus drivers in our district (even before COVID-19) and now the need for more drivers to accommodate students due to social distancing requirements, we are recommending a supplemental pay increase for each route a driver completes. The pay will be in addition to their hourly rate and will be a flat rate based on the length of the route. Short, Medium and Long routes will get different approved amounts during the state of emergency.

#### D. Supplemental pay increase for bus monitors to handle screening

Staff will be needed on the bus to screen students before they enter the bus, provide screening clearance for the student and monitor that social distancing



is being followed on the bus route. These bus monitors will get an increased amount of pay during this level of operation.

#### E. Substitutes and cross training

The need for highly trained substitutes will be critical during a time of crisis. Substitutes will be needed for teachers, teacher assistants, custodial staff, bus drivers, bus monitors, food service staff, etc. The district will recruit and train these substitutes on the protocols prior to the employees beginning working. The need for staff to be cross trained is critical for operations to continue. Each supervisor should have a written plan that explains who is cross trained for critical operation areas.

### Section 9: School Closure

#### A. Decision making process to trigger closures

The closure of school is a decision that impacts not only students, but their families. If the school must close, that decision will be made only after every attempt has been made to mitigate closure. The decision to close a school will be made by recommendation by the Principal, to the Director of Schools and to the Tribal Chief's office. Choctaw Health Center Public Safety protocols will be followed. Cases of closing a classroom or hall will be made at the local level with approval from the Director of Schools and communication to each family impacted due to the classroom closure. If a school has positive cases in a classroom, then the class will be closed; if the school has cases in specific classes in a school, then the hall will be closed; if the school has cases in more than 50% of the classes, then the school will be closed for a 14-day period.

#### B. Communication of closures

Closures of classrooms, halls and schools will be shared with the families impacted through the calling messenger. Teachers and teacher assistants will attempt and document efforts to make personal contact by phone or email to every parent.

#### C. Documentation of closures

A spreadsheet will be maintained by each school and department to document any closure and those staff and classrooms impacted. These files will be maintained in the COVID shared document.

Review attached Appendix information that gives more detailed plans for specific programs and/or schools. Call your local school for more information.

## Section 10: Family & Student Support

### A. Distance Learning

Families who need support with any distance learning needs should email [distancelearning@choctawtribalschools.com](mailto:distancelearning@choctawtribalschools.com) or call 601-663-7777 and ask for the Distance Learning Teacher.

### B. Social and Emotional Support

If your family or student has had social or emotional trauma or anxiety during this pandemic, we ask that you notify your local school counselor for support. School counselors can assist teachers in understanding the needs of your student and assist your family with referrals for additional support if requested. We want to work together to help you and your child to have a positive school experience.

## 2020 Reopening Plan- Appendix A

### Outline for Special Education Services Implementation SY20-21

The school district expects 3 levels of student engagement for the 2020-2021 school year at any given time due to the current COVID 19 pandemic.

**Level 1** (Lowest Risk/no direct social interaction) – Total virtual learning implementation with lessons provided via Google Classroom/VizZle.

Students and staff, if necessary, will be provided devices and materials necessary to participate in completion of academic objective-based lessons, activities, assessments, and interactive classes while all students are at home. Designated staff will be at school for designated tasks necessary for implementation. Special Education Services will be provided. Food services will be provided.

**Level 2** (Risk/limited social interaction) – Blended virtual learning and in person classes utilizing determined scheduling for smaller class size and least amount of student movement.

Per determined alternate scheduling of students, groups will alternate participating in classes via google classroom/VizZle and in person classes. Depending on medical directives some students will participate virtually for extended periods of time. Special Education services will be provided. Food services will be provided

**Level 3** (Highest risk/increase social interaction) – In person “traditional” on campus student engagement.

School buildings will be open and students expected to attend on campus classes, unless provided a medical directive regarding attendance. Special Education services will be provided. Food services will be provided.

### Special Education Considerations:

**Regardless of the level of participation, all special education services will be provided to the fullest extent.**

#### Level 1

1. **Inclusion services-** During level one inclusion teachers will be a part of the general education teacher’s Google Classroom in which the IEP student is assigned. As a second teacher of that class, the inclusion teacher will be expected to provide the IEP students modified assignments based on the gen ed teacher assignments, accommodations, and support as necessary during interactive classes. The inclusion teacher may also, depending on the services listed on the student’s IEP, provide alternate lessons in VizZle to reinforce, remediate, or reteach, the lesson concepts.

2. **Resource/Tutorial Services** – During level one engagement the resource and tutorial teachers will provide lessons for IEP students through Google Classroom and VizZle. Some lessons should be assigned in VizZle, while any “teacher made” assignments or assessments are uploaded in Google Classroom and one to one assistance is provided through the interactive classes via Google Meet. LLI tutors will need to familiarize themselves with Google Classroom and Google Meet in order to setup their reading level groups and provide LLI interventions. These staff members will need to be at the school three days a week to utilize the materials for this program. Copyrights must be upheld when considering use of materials to be uploaded.
3. **Related Services (Speech, Occupational Therapy, Physical Therapy, Counseling)-**
  - a. For those students who are on palliative care and will continue to receive home bound services, additional consent must be obtained for staff to enter the home due to the possibility of transmission. When possible, these students will be brought to the local community school, regardless of school enrollment, to receive the designated services. Mileage will be paid to the parent or transportation services will be provided.
  - b. For students who normally receive related services at the school site, these students will be brought to the local community school, regardless of school enrollment, to receive the designated services. Scheduling at the local school by the appropriate service providers should maximize the student’s and provider’s time, so multiple trips or multiple days are not necessary. **Example:** speech, OT, PT services provided to all students on Monday at Bogue Chitto Elementary for students residing in the Bogue Chitto community, whether the students are enrolled at BCES, CCMS, or CCHS. The students would rotate with each provider or services provided in small groups of no more that 3 with one provider. If transported, one group could transport in the morning and a second group in the afternoon.
  - c. Staff will be provided face shields, gloves, hand sanitizer, and disinfectant wipes to provide appropriate protection, and cleaning of items between student interactions.
  - d. Students who can wear a mask will be provided one. For those students unable to wear a mask due to the nature of their disability, a face shield will be provided. Students will be provided hand sanitizer prior to therapy, during therapy as needed, and at the end of therapy.
4. **Transportation** – During level one transportation services will only be provided to those students requiring transport for related services.
5. **Assistive Technology** – During level one, those students who have specific assistive technology devices for learning will be able to check out those devices when receiving their initial learning devices. Mini iPads, iPad Airs, and Surface Go devices with combination headphones/microphone were purchased for students with IEPs so that

the touch screen technology and camera would negate the need for many other devices.

6. **Adaptive PE** – During level one, adaptive PE will be available through Google Classroom and will center around those activities which can be done at home. For example: 1. the student may be provided a walking or steps journal and asked to log each day how many steps they have made. 2. Stretching exercises 3. Toning exercises
7. **Dyslexic Therapy** – During level one dyslexia therapy will be provided via Google Classroom/Google Meet

## Level 2

1. **Inclusion services-** During level two inclusion teachers will be a part of the general education teacher's regular classroom at the school site and Google Classroom in which the IEP student is assigned. As a second teacher of that class, the inclusion teacher will be expected to provide the IEP students modified assignments based on the general teacher assignments, accommodations, and participate in both the Google classroom for those students designated for virtual learning at that time. The inclusion teacher may also, depending on the services listed on the student's IEP, provide alternate lessons in VizZle to reinforce, remediate, or reteach, the lesson concepts. *Scenario: Monday Student Group A is participating through in person classes and Student Group B is participating through distance learning. On Tuesday Group B participates through in person classes and Group A through distance learning. So both the traditional setting and distance learning setting will be engaged for the student.*
2. **Resource/Tutorial Services** – During level two the resource and tutorial teachers will provide lessons for IEP students in person in the classroom while other students will participate virtually through Google Classroom and VizZle. Some lessons should be assigned in VizZle, while any "teacher made" assignments or assessments are uploaded in Google Classroom or provided during in person class. One to one assistance is provided either through in person class or via Google Classroom. *Scenario: same as above.*
3. **Related Services (Speech, Occupational Therapy, Physical Therapy, Counseling)-**
  - a. For those students who are on palliative care and will continue to receive home bound services, additional consent must be obtained for staff to enter the home due to the possibility of transmission. When possible, these students will be brought to the local community school, regardless of school enrollment, to receive the designated services. Mileage will be paid to the parent or transportation services will be provided.
  - b. For students who normally receive related services at the school site, these students will be in attendance and receive their therapy per usual scheduling or if the student is on a medical directive and unable to attend in person classes then regardless of school enrollment, the student will come to the local community school to receive the designated services. Scheduling at the local

school by the appropriate service providers should maximize the student's and provider's time, so multiple trips or multiple days are not necessary.

- c. Staff will be provided face shields, gloves, hand sanitizer, and disinfectant wipes to provide appropriate protection, and cleaning of items between student interactions.
  - d. Students who can wear a mask will be provided one. For those students unable to wear a mask due to the nature of their disability, a face shield will be provided. Students will be provided hand sanitizer prior to therapy, during therapy as needed, and at the end of therapy.
2. **Transportation** – During level two transportation services will only be provided per the student's IEP per the day designated for attendance at the school site.
  3. **Assistive Technology** – During level two, those students designated for virtual learning time will be able to check out those devices when receiving their initial learning devices. Mini iPads, iPad Airs, and Surface Go devices with combination headphones/microphone were purchased for students with IEPs so that the touch screen technology and camera would negate the need for many other devices.
  4. **Adaptive PE** – During level two, adaptive PE will be available through in person classes.
  5. **Dyslexic Therapy** – During level two dyslexia therapy will be provided through in person classes as much as scheduling will allow and also virtually when necessary.

### Level 3

6. **Inclusion services-** During level three, inclusion teachers will be a part of the general education teacher's regular classroom at the school site and for any IEP students under a medical directive will provide access to classes and accommodations virtually.
7. **Resource/Tutorial Services** – During level three the resource and tutorial teachers will provide lessons for IEP students in person in the classroom and for any IEP students under a medical directive will provide access to classes and accommodations virtually.
8. **Related Services (Speech, Occupational Therapy, Physical Therapy, Counseling)-**
  - a. For those students who are on palliative care and will continue to receive home bound services, additional consent must be obtained for staff to enter the home due to the possibility of transmission. When possible, these students will be brought to the local community school, regardless of school enrollment, to receive the designated services. Mileage will be paid to the parent or transportation services will be provided.
  - b. For students who normally receive related services at the school site, these students will be in attendance and receive their therapy per usual scheduling or if the student is on a medical directive and unable to attend in person classes then regardless of school enrollment, the student will come to the local community school to receive the designated services. Scheduling at the local school by the appropriate service providers should maximize the student's and provider's time, so multiple trips or multiple days are not necessary.

- c. Staff will be provided face shields, gloves, hand sanitizer, and disinfectant wipes to provide appropriate protection, and cleaning of items between student interactions.
  - d. Students who can wear a mask will be provided one. For those students unable to wear a mask due to the nature of their disability, a face shield will be provided. Students will be provided hand sanitizer prior to therapy, during therapy as needed, and at the end of therapy.
- 9. Transportation** – During level three, transportation services will be provided per the student’s IEP.
- 10. Assistive Technology** – During level three, students will attend classes at the school site and utilize their devices as usual. Students under a medical directive will be issued the necessary devices in order to provide continuation of services.
- 11. Adaptive PE** – During level three, adaptive PE will be provided through in person classes per the student’s IEP.
- 12. Dyslexic Therapy** – During level three, dyslexia therapy will be provided through in person classes per the student’s IEP, unless the student is under a medical directive and requires virtual services.

## 2020 Reopening Plan- Appendix B

Considerations for Scheduling of classes in the alternating blended learning environment:

Goal for a blended learning environment: Keep students safe but provide support to students in use of technology and consistent access to learning standards, resources and teacher expertise.

Scenario: Two groups of students – Group A and B. Group A attends school in person Monday and Thursday. Group B attends school in person Tuesday and Friday. Wednesday is a virtual day for all students while teachers have planning and are available for student conferencing as needed.

Lesson progression considerations:

1. Does the teacher present lesson 1 to Group A in person while Group B is logged in through Google Meet and participating virtually at the same time? Then Tuesday the teacher would present lesson 2 to the group in person and the virtual group. If so, the lesson progression would be one lesson per day with both groups receiving the same lesson and working self-directed on uploaded activities on Wednesday.

OR

2. Does the teacher present lesson 1 to Group A in person while Group B is completing activities uploaded in Google classroom on Monday; then Tuesday the teacher presents lesson 1 to Group B in person while Group A is completing activities uploaded in Google classroom virtually on Tuesday? Again Wednesday would be self-directed learning while teachers are planning/conferencing with students.



## 2020 Reopening Plan- Appendix C

### **Meal Recommendations**

#### **August 2020**

\*\*Meals service will begin August 6, 2020. Summer Feeding guidelines will be followed. Meals will be prepared at each school and served from 11:00-1:00 each day. Meals will be served outside with precautionary guidelines being followed. A lunch meal and breakfast meal will be provided to each student. Summer Feeding guidelines allow any child 0-18 to receive a meal.

Adult meal tickets will be sold to staff only. Breakfast \$3.00 Lunch \$4.00. Money can not be handled during meal service, so purchase your meal tickets before 10 a.m. each day.

**Level One (Virtual)** – Meals will be prepared at each school and served from 12:00-1:00. Meals will be served outside with precautionary guidelines being followed. A lunch meal and breakfast meal will be provided to each student. Only students who are enrolled in school will receive a meal. School staff will need a roster to check off student names. Families may pick up meals but must be able to provide the students name and meal number. Each school will be responsible for printing off a daily roster that includes student lunch numbers. This can be printed from Infinite Campus. Once the meals are picked up, the roster will be given to the cafeteria manager so he/she can enter lunch numbers into the cafeteria computer system.

**Level Two (Hybrid)** – Meals will be provided in two ways. For students participating in virtual learning at home, meals may be picked up at the school from 12:00 a.m. -1:00 p.m. Families may pick up meals, but must provide the students name and meal number. Each school will be responsible for printing off a daily roster that includes student lunch numbers. This can be printed from Infinite Campus.

For students in school, meals will be served in the classroom and/or a designated area designed for social distancing. Below are two options for serving students:

**Option 1:** A designated school employee will come to the cafeteria to get meals to take back to the classroom. The meals will be rolled to the classroom and the cart brought back to the cafeteria immediately. Breakfast and lunch meals will be served the same way.

*Additional carts have been purchased.*

Option 2: Meals will be stacked on a cart outside of the cafeteria entrance. Students will come one classroom at a time to pick up their meal and return to their classroom and/or designated area to eat.

For Option 1 or 2: School staff members coming to pick up meals and/or bring students to the cafeteria will need to bring a roster with student names who are receiving a meal. This is very important for reimbursement of meals.

**Level Three (All students at school)** – Meals will be served the same as Level Two for students in school. Breakfast and lunch meals will be served the same way.

For all three levels, only one meal option will be available. The most popular menu items will be served. USDA has extended a waiver for Offer versus Serve, so every student will receive a full lunch meal with 5 components (Meat, Grain, Vegetable, Fruit, and Milk). Breakfast will consist of at least 3 components (Grain, Fruit, and Milk). This will allow for quicker meal service, less confusion, and allow for social distancing by serving meals-in-the-classroom. These are the guidelines that were followed during our pandemic feeding and we had a very successful feeding program. When we return to regular school feeding with less restrictive guidelines, we will resume Offer versus Serve, where multiple menu options are available.

For all levels, Adult meal tickets will be sold to staff only. Breakfast \$3.00 Lunch \$4.00. These tickets must be purchased by 10:00 a.m. as staff can not handle money during meal service.

Barriers have been placed at CCHS and PRES where money is exchanged. Cafeteria staff will sanitize, clean, and wear protective items to prevent contamination. All meals will be served in disposable containers. (8.24.2020)

## 2020 Reopening Plan- Appendix D

### Choctaw Career Technical Center- Re-Opening Plan

1. Front door will remain locked. Security or backup staff will be at front door at all times to check temperature of students, staff or visitors.
2. Front office will remain locked- New window will be installed for students, staff, etc. to pass papers through to secretary.
3. Shield will be placed in front of secretary desk and Security desk in front hall.
4. A bus monitor will be on bus to make sure all students follow seat and distance rule-seats assigned.
5. Bus will be cleaned after each 2-hour block and at the end of the school day.
6. Staff and students will have documented safety training on wearing mask/shields, cleaning, and social distancing.
7. Mac computer- students will be assigned the same computer each day. Keyboards will be cleaned, placed in a box, and handed out to students.(same keyboard each day).
8. Back lab will be cleaned after each class use by teacher.
9. Common areas will be cleaned after each 2-hr block when students load the bus and end of day.
10. Teacher will wipe down their room after each block period and end of day.
11. Doors to classrooms will be locked at end of day to ensure no one has contaminated the room.
12. A quarantined space will be set for someone who becomes sick or has a fever until they are picked up.
13. Bathrooms will be wiped down after each 2-hour block and at 3:00pm
14. Sticker will be placed on floor to show direction of traffic and to promote distancing.

## **Standing Pine Elementary School Appendix E**

### *Additional Information Specific to SPES*

#### Section 2

##### E. Class Sizes

3<sup>rd</sup> – 6<sup>th</sup> grade students will remain in their homeroom classes. The 3<sup>rd</sup> – 6<sup>th</sup> teachers will rotate classes instead of the students.

##### F. Social Distancing and Masks

Lockers: To ensure social distancing at lockers, only a few students at a time will be allowed at the lockers. Mask and students with breathing illnesses (Ex. asthma): Battery operated desk fans may be provided by parents for students with asthma and other breathing illnesses. Students will be allowed to use the outside exit door to step outside of the classroom for fresh air as needed.

##### K. Nurse

Training: The nurse will train staff and students about social distancing, disinfecting, good hygiene and other guidance to reduce the spread of contagions. Informational flyers will be sent home to parents as well. Daily Medicine: The nurse will utilize a cart to take daily medicine to students' homerooms each day after meals. Each student will go to the hallway door to take his/her prescribed daily medicine. The nurse will remain with the medicine cart at all times while administering medicine. Minor Illnesses and Minor Injuries: Minor illnesses and injuries (Band-Aids, cough drops) will be taken care of in the classroom by the teacher and/or teacher assistant. Student/Staff with Suspected COVID-19

Symptoms: Call the nurse if possible COVID-19 symptoms are suspected. The nurse or school security officer will escort the student/staff member to the nurse's office for check-up. If the student/staff has COVID-19 symptoms, he/she will be isolated until the student can be checked out by a parent or the staff member is able to go home. The isolation area and classroom(s)/office(s) will be

deep cleaned. If COVID-19 symptoms are present, shut down of class/school may be put in place. This will be determined case by case with guidance from public health. Confidentiality of students'/staff's names is required at all times.

## **Conehatta Elementary School Appendix F**

### *Additional Information Specific to CES*

Conehatta Elementary School (CES) is committed to our Mission Statement of striving daily to prepare our students for the work they have to do, in an environment that is safe. In our statement we declare that regardless of whatever our students will face next, we will prepare them for it. This effort to educate our students, while preventing the spread of Covid-19 will take a shared commitment and effort from our entire community. Our commitment is unwavering.

CES will follow the CTS guidelines for its daily operations. Regardless, whether we are operating in Level 1, level 2, or level 3 status we will take every precaution and utilize every resource to accomplish our mission.

During Level 2 and Level 3 operation CES will run our bus routes, however, we ask that parents/guardians who have the ability to provide transportation for their students to please drop off and pick up their children each day or as much as possible. This will reduce the number of students on our buses and allow for more social distancing. Thank you for considering to provide transportation for your children. In an effort to accommodate parents who have to be at work, car riders will be allowed to be dropped off at school at 7:15. There will be staff members on duty to supervise students during this time. In the afternoon, car riders will be dismissed at 2:50 and may be picked up on the side of the building by the gym where teachers will be monitoring them. More detailed, specific information will be provided to parents at a later date.

Students who are not car riders will dismiss from their class from the outside doors to incorporate social distancing practices. Teachers will lead students to the bus loading area. In the case of inclement weather classes will be dismissed one at a time to prevent large numbers of students from being in the hallways at the same time.

The faculty and staff of CES will maintain constant communication with parents/guardians to ensure that our students are safe and that our school continues to fulfill its mission.

The Nurse will train the staff and students about social distancing, proper disinfecting, and hygiene. We will also offer educational material to parents and guardians.

If a teacher or other staff member suspects that a student has COVID-19, they need to call the Nurse. The student will be checked by the Nurse, if determined that they do have COVID- 19 symptoms, students will be placed in isolation until they can be picked up by parents. Isolation room is B122. Once student has left the room, it will be deep cleaned.

## **2020 Reopening Plan Appendix G**

### **Plan for PreK, Kindergarten, and First Grade While On a Hybrid Schedule –**

1. Alternate hybrid schedule instructional plan for PreK, kindergarten, and first grade students:

The implementation of primary education necessitates student and teacher in-person interaction. Learning to hold a pencil, learning to write, learning sounds, learning to blend those sounds, and learning to read requires the expertise and immediate feedback from the classroom teacher.

While the district is operating on a hybrid schedule (students coming to school two days per week):

PreK, kindergarten, and first grade students will come to school on an additional third day on alternating weeks when approved by the principal.

Example:

Week 1:	Group A	Monday, Wednesday, and Thursday
Week 2:	Group B	Tuesday, Wednesday, and Friday

This additional day is vital for these primary elementary students.

2. A supply toolkit will be provided for the primary students to have at home that includes items such as a pencil, crayons, scissors, glue, Play-Doh, math manipulates, etc. that the students will need to complete at-home assignments.
3. In addition to teachers making regular contact with parents and students, a designated time each afternoon will be established for parents to call the classroom teacher to ask questions, receive help or encouragement related to their child's schoolwork.
4. Google Classroom assignments will be made each week for the students to participate in and complete virtually.



## **Choctaw Central Middle School – Appendix H**

### **Additional Information Specific to CCMS**

Choctaw Central Middle School has embraced the plans designed by the Choctaw Tribal Schools Leadership to provide ultimate safety precautions during the Covid-19 crisis for our school population while ensuring exemplary instruction for our students.

We will follow the outlined guidelines as we implement level 1, level 2 or level 3 of the operational designs.

In addition, the following considerations are being suggested for the specific needs of Choctaw Central Middle School.

### **Section 2: Public Safety Considerations:**

#### **E. Frequency of Cleaning:**

During this time, our students will not be moving from their classroom unless they are involved in athletics. They will be escorted to and from such activity. As students move from one assigned instructional area to another throughout the school day, assigned instructional staff will be responsible for providing appropriate and approved cleaning protocol as given by CTS.

#### **G. Transportation and Drop Off/Pick Up:**

All students (bus and car riders) will enter the building using the doors at the north end of the CCMS main building, where temperature checks will be completed. Students will report to their first period rotation at this time.

Car riders will be dropped off in the front circle of the bus area of the CCHS campus.

Instructional staff will direct students exiting the building each day as they move to the bus loading area. Social distancing will be implemented as our students travel between the CCHS two story building and the football field to their assigned buses or vehicles if they are being picked up by parents.

#### **K. Nurse**

Training: The CCMS nurse will train students and instructional staff of the proper protocol to follow for hygiene, social distancing and steps to follow for minor and major health needs within instructional and school settings.

A room is assigned for the need of placing a student who may develop the need

to be quarantined until an emergency contact person can get to the school for pick-up.

The nurse will deliver and administer regular daily medications for students to the instructional area where the students are located to provide extra safety of movement on campus.

## **Tucker Elementary School Appendix I**

### **E. Class Sizes**

Pre-K through 4<sup>th</sup> grade are self-contained and will not change rooms for academic instruction. 5<sup>th</sup> – 8<sup>th</sup> grade students will remain in their homeroom classes. The 5<sup>th</sup> – 8<sup>th</sup> teachers will rotate classes instead of the students.

### **F. Social Distancing and Masks**

Mask and students with breathing illnesses (Ex. asthma): Battery operated desk fans may be provided by parents for students with asthma and other breathing illnesses. Students will be allowed to use the outside exit door to step outside of the classroom for fresh air as needed.

### **G. Transportation and Drop Off/Pick Up**

Car Riders being picked up will be brought out to load after the buses have departed. Parents picking up students will be held on the right side of the road leading to the school but will not be allowed to pull into the circle until the buses leave. Traffic will be directed by the school safety officer.

### **K. Nurse**

Training: The nurse will train staff and students about social distancing, disinfecting, good hygiene and other guidance to reduce the spread of contagions. Informational flyers will be sent home to parents as well. Daily Medicine: The nurse will utilize a cart to take daily medicine to students' homerooms each day after meals. Each student will go to the hallway door to take his/her prescribed daily medicine. The nurse will remain with the medicine cart at all times while administering medicine. Minor Illnesses and Minor Injuries: Minor illnesses and injuries (Band-Aids, cough drops) will be taken care of in the classroom by the teacher and/or teacher assistant. Student/Staff with Suspected COVID-19

Symptoms: Call the nurse if possible COVID-19 symptoms are suspected. The nurse or school security officer will escort the student/staff member to the nurse's office for check-up. If the student/staff has COVID-19 symptoms, he/she will be isolated until the student can be checked out by a parent or the staff member is able to go home. The isolation area and classroom(s)/office(s) will be deep cleaned. If COVID-19 symptoms are present, shut down of class/school may be put in place. This will be determined case by case with guidance from public health. Confidentiality of students'/staff's names is required at all times.

## Appendix J

### Red Water Elementary

#### Additional Information Specific to RWES

Red Water Elementary is committed to the safety of our students no matter what level of school opening we are operating under. All safety guidelines will be followed in our daily operations.

When students are to be physically present in our building for instruction, the following guidelines will be followed.

#### **Class sizes**

Grades Pre-K through 2<sup>nd</sup> grade are all self-contained and will remain in their classrooms throughout the day. P.E./Music, and Choctaw language staff will go to the classrooms where the students are for those classes to meet.

Grades 3-8 will remain in homerooms and teachers will rotate instead of students rotating.

#### **Social Distancing and Masks**

Classrooms will be arranged so that social distancing integrity will be maintained. Seating charts will be required for each class.

Students will be required to wear a mask to and from school while on the bus or once they have exited a vehicle. At school, students are to wear a face mask or face shield. Red Water will provide face shields for students that will be taken up, sanitized, and kept at the school. Red Water does have face masks to give a student one if needed, but we encourage parents to get their children a personal mask that the student can wear to and from home.

#### **Transportation**

Red Water will be running bus routes, but we encourage parents to drop off and pick up their children when possible.

#### **Bus procedures;**

1. Monitors will be on buses to check student's temperatures and to make sure that social distancing integrity is maintained.
2. Any student with a temperature of 99.5 or above will not be allowed on the bus. We ask that parents check their child's temperature before sending them out to meet the bus.
3. Students will sit on every other seat and alternating seats.
4. Family members will sit together on the bus.
5. All buses will unload by the cafeteria in the morning.
6. Buses will load in front of the school in the afternoons.
7. In the afternoon, classes will exit classrooms through their outside doorway at staggered times to maintain social distancing.

8. In case of bad weather, classes will be dismissed one at a time through the hallways to maintain social distancing.
9. Due to the need to maintain proper safety for all students, NO CALL IN CHANGES WILL BE ACCEPTED FOR BUS CHANGES. BUS CHANGES WILL ONLY BE ALLOWED BY A WRITTEN NOTE SIGNED BY THE GUARDIAN AND RECEIVED FROM THE STUDENT WHEN THEY ARRIVE AT SCHOOL IN THE MORNING.

#### **Car Rider Procedures:**

1. Car riders will unload each morning at the front door of the school. We ask that parents do not drop off students before 7:30 a.m.
2. Duty personnel will check the temperature of car riders before they enter the building. Parents, please **do not drive off until all your children's temperatures have been checked** and they have been cleared to enter the building.
3. Any student with a temperature of 99.5 or above will not be allowed to enter the building. We ask that parents check their child's temperature before they leave home.
4. Parents be aware that any student arriving after 8:00 a.m. must be signed in by the parent.
5. Car riders will be picked up each afternoon at the west side of the school at the cafeteria doors.
6. Due to the need to maintain proper safety for all students, NO CALL IN CHANGES WILL BE ACCEPTED FOR CAR RIDERS. CAR RIDER CHANGES WILL ONLY BE ALLOWED BY A WRITTEN NOTE SIGNED BY THE GUARDIAN AND RECEIVED FROM THE STUDENT WHEN THEY ARRIVE AT SCHOOL IN THE MORNING.

**Daily Medicine:** The nurse will deliver daily medicine to students' classrooms each day according to prescription guidelines. Each student will go to the hallway door to take his/her prescribed daily medicine. The nurse will remain with the medicine cart at all times while administering medicine.

**Minor Illnesses and Minor Injuries:** Minor illnesses and injuries (Band-Aids, cough drops) will be taken care of in the classroom by the teacher and/or teacher assistant. Nurse will be called to the classroom if needed.

**Student/Staff with Suspected COVID-19 Symptoms:** The school nurse will be called if possible COVID-19 symptoms are suspected. The nurse or school security officer will escort the student/staff member to the nurse's office for check-up. If the student/staff has COVID-19 symptoms, he/she will be isolated until the student can be checked out by a parent or the staff member is able to go home. All Tribal guidelines will be following concerning sanitizing/cleaning of classrooms and building.

**Training** will be provided to staff and students about social distancing, disinfecting, good hygiene and other guidance to reduce the spread of contagions.