

Ekalaka Public Schools Student Handbook -

**COVID-19 Appendix
2020-2021**

Important Notice:

- *Ekalaka Public Schools (EPS) will open up the buildings for school to begin onsite instruction on August 13th, 2020.*
- *Ekalaka Public Schools (EPS) does not require, but is recommending that students and staff wear masks.*
- *If your child is sick, please keep them home.*

The following are guidelines taken from the Governor's document. Ekalaka Public Schools will address each category to meet the needs of our students, staff, and community.

Reopening Safe and Healthy Schools Best Practices

1. Academic
2. Physical and Structural
3. Transportation
4. Extracurricular, Activities, & Athletics
5. Social, Emotional, & Behavioral

1. Academics

- **Students and/or teachers in an at-risk group or those caring for individuals in an at risk group should have additional accommodations provided to them.**
 - See Policy 1908, Form 1908 will need to be completed by the parents/legal guardians of the student.

- **Schools that reopen will need to take into consideration that some teachers and staff will fall into the at-risk category because of their age or other health risks or are caring for someone in an at-risk group. Students who are high risk or who have family members who are high risk should not be penalized for failing to attend and should continue to receive remote support.**
 - See Policy 1908 (for students) and 1910 (for staff) Forms are required for both students and staff regarding absences.
 - Students and staff on a 504 will be contacted by Miss Boyette.

- **Accommodations should also be extended to students and staff who are required to quarantine due to exposure or potential exposure.**
 - See Policy 1908 (for students) and Policy 1910 (for staff)
 - Students who were close contacts will have options to complete school work during their quarantine period.
 - Teachers who are required to quarantine, but are not sick/symptomatic, may teach from home using Google Classroom.

- If a closure happens, Verizon jet packs, devices, and material will be available for families. Material will be distributed through the school. Accommodations for pick up/ drop off will be arranged on a case to case basis.

- **Develop a plan to distribute learning materials and technology devices to students receiving offsite instruction**

- **Create sufficient communication protocols to assist parents and students with offsite learning**
 - Contact the student's teacher first.
 - If no response or the issue cannot be resolved, then contact the building administration.

- **Prepare for a seamless switch from offsite to onsite through professional development, flexible student, and staff schedules**
 - A plan will be created by administrators and staff. A distance learning committee will be formed to work on expectations for students, staff, and parents during off site instruction.

Ekalaka Public Schools
Expectations for Distance Learning: Teachers and Students

Teachers:

1. Teachers need to be checking emails periodically throughout the day (Mon.- Thurs. 8-4) for student and parent questions.
2. Teachers are responsible for having updated grades completed by Monday at 8:00 a.m. each week.
3. Teachers have the option of providing a daily update for assignments, or assigning one week at a time. For this reason, students need to be aware of expectations of their teachers and the course. Please post your classroom expectations- will you be giving them a list for the week on assignments or posting daily?
4. Keep in contact with parents as much as possible if a student is NOT turning in work or falling behind.
5. If you have a situation where a parent or student is not respecting boundaries (calling in the evening etc.) kindly remind them of ~~your~~ school hours. If it continues, please notify the Superintendent so that parents and the student can be contacted.

Students

1. Teachers will be grading assignments and continuing on as long as we are providing instruction online. These grades will go on students' transcripts just as they did before. The standards are the same as if in the regular classroom.
2. We will be documenting the hours for each class and this will go towards students completing the coursework as mandated by the state to earn credits.
3. Students are responsible for checking in on their teacher's Google Classroom site for new assignments, due dates, and other communication.
4. Students are responsible for getting work turned in on time- according to the date set by the teacher. Deductions can be made by the teacher for late work.
5. Teachers will be available between the hours of 8-4 Monday through Thursday unless they communicate to you they will be unavailable for some time (they do still have sick leave, personal days to take.) Do not contact teachers via telephone after hours. Please utilize email and the teacher will get back to you in a timely matter. **THEY ARE NOT ON CALL 24/7.**
6. Teachers and administration recommend checking sites daily.
7. Eligibility will be completed each Monday morning by administration. Parents will be notified about failing grades and eligibility will be documented each week.
8. Teachers are responsible for having updated grades completed by Monday at 8 am each week.
9. Teachers have the option of providing a daily update for assignments, or assigning one week at a time. For this reason, students need to be aware of expectations of their teachers and classes.

Deliveries will not be made until all student materials are organized.

Once we have all students packed up we'll begin to organize deliveries by bus route. In town students materials will be delivered using the Suburban.

- If needed, a schedule will be created for returning items.

- **Coordinate with special education staff to ensure Individualized Education Plan teams, including parents, review and update IEPs for special education students and address educational and health services in a manner that can be implemented both offsite and onsite**
 - Special education meetings will continue to be scheduled and remain on time frames scheduled for review, reevaluations, and new evaluations. Meetings can be conducted in person on site at the school or using Google Meets.

2. Physical and Structural

- **Lunch staggering and off-campus lunch**
 - EPS Response:
 - ***Lunch is a closed campus for all students until with the exception of Juniors and Seniors.***
 - A second lunch room will be added for social distancing guidelines
 - Grade levels will enter in pods and remain in their pods going through the lunch lines
 - Plexiglass is placed in our cafeteria window creating a barrier
 - Hand washing or sanitizer will be used by all students before and after lunch
 - Students will no longer use a keypad to enter in their code for lunch.
 - ***Guests will be prohibited from either lunch rooms.*** Please check out your child/ student if you want to join them for lunch.
 - Students will be-seated as necessary.
 - High school students will have a staggered release schedule for after lunch.

Recess

- EPS Response:
- Recess will be staggered and grade levels will be separated for both morning and afternoon recesses. Grades K-3 will share recess times and grades 4-6 will share recess times.

- Indoor recess will be held in the classrooms when temperatures or wind chill is too cold to be outside
- Grades K-3 and 4-6 will take turns utilizing the gym
- **Install physical barriers and post guidelines for general hygiene in areas of high traffic where distancing cannot be implemented**
 - Hand sanitizer stations will be placed in the hallways
- Students will each have their own desk/table and will be socially distanced as appropriate.
- Handwashing signs posted in all bathrooms, classrooms, hallways
 - If teachers want to install partitions at students desks, this is up to their discretion
- **Locker arrangements**
 - Lockers will be arranged by grade level. Grade levels will be separated as much as possible.
- **Disinfect all work areas, counters, restrooms, doorknobs, and stair railings**
 - Wipes, cleaning supplies, and washing stations are in stock in our building.
 - Teachers will disinfect desks and chairs between classes.
- **Clean all hallways, common areas, and the outside of lockers**
 - Custodial staff is responsible for cleaning the building before, during, and after school hours. This includes the gyms, rooms, locker rooms, offices, teachers' lounges. Locker Rooms will be locked during the day.
 - Custodians will be cleaning common areas multiple times throughout the day
 - Extra staff will be hired to maintain the cleaning standards
- **Allow for cleaning time in classrooms**
 - It is recommended teachers clean desk tops in between class periods.
- **Ensure the school is thoroughly ventilated and cleaned—opening all doors and windows or turning the air conditioning/heating systems up;**
 - EPS Response: Maintenance will be checking fans and filters for ventilation.
- **School office staff are encouraged to continually wipe down counters, faxes, copiers, telephones keyboards and use sanitized pens in the main office**
 - Wipes will be available to use in all community areas such as the offices, teachers' lounges etc.
- **Provide masks for those present in the school building**
 - Masks are encouraged but not required daily (unless otherwise mandated by the state)
 - The office and classrooms will have masks to provide to students and staff
 - Teachers do have masks to provide to students in the classroom.

- **Monitor and screen any non-school staff, including parents, when entering school buildings.**
 - For the 2020-2021 school year, we will limit guests allowed in the building while school is in session. Parents/ guests must report to the main office and complete business in the office if possible. If they need to speak to a student, the student will have to come to the office. Guests will not be allowed into the classrooms.
 - Guest speakers will be limited- teachers must give administration a week's notice before having a guest. This visit must be approved by administration or else the guest will not be permitted into the classroom.
 - A temperature check and symptoms check may be asked to guest before entering any buildings.
 - See Symptoms Chart Below
- **Monitoring student health**
 - EPS Response: Thermometers are available when entering each classroom for the teacher to take a temperature if a suspected student is ill. An isolation room has been set up at the school for students who are not feeling well. Parents will be contacted. The superintendent will follow established protocols.

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if someone has
Emergency Warning Signs of COVID-19**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

The following checklist is meant to serve as a resource that parents can use if their child is not feeling well.

- Does your child have a fever of 100.0 or greater?
- Does your child have a sore throat?
- Does your child have an uncontrolled cough that causes difficulty breathing?
- Does your child have diarrhea, vomiting, or abdominal pain?
- Does your child have a severe headache, especially with a fever?
- Does your child have a new loss of taste or smell?

If you answer YES to any of these questions, please **Do Not** send your child to school.

If you answer YES to any of the above questions and your child has had close contact with a person with a confirmed case of COVID-19 OR if the student has traveled to an area reporting large numbers of positive cases of COVID-19, please consult the Carter County Health Department immediately.

3. Transportation

- Utilize the flexibility in the transportation fund to provide instructional services to students;
- Masks are highly recommended but not mandated- the district will provide masks for students to wear on the bus
- Clean buses after each bus route;

4. Extracurricular, Activities, & Athletics:

- Frequently disinfect all equipment before physical education classes, band, choir, CTE, robotics, etc.
EPS Response: Teachers will be provided with sanitizing options.
- Frequently disinfect all equipment before and after events of any school teams.
EPS Response: Disinfectant options will be provided by the district.
- Identify whether travel is appropriate given the current stage of the pandemic
EPS Response: **According to Policy 1903**

Other Issues Related to Covid 19

- If a student tests positive for COVID-19, the student must stay home.
- Students who were close contacts will have options for completing their school work during their quarantine period.
- Teachers who are required to quarantine, but are not sick/symptomatic, teach from home using Google Classroom.
- Virtual classroom same time as regular schedule is an option for students who were in close contact during quarantine for grades 7-12, grade school will have materials sent home.
- If your child is sick, please keep them home.

Below is a list of Mental Health Professionals. Many health professionals are now offering telemedicine options for distance consultations.

Counseling & Mental Health Services				
Location	Business Name	Practitioners	Contact information	Additional Info
Miles City	Eastern Montana Mental Health	Aliceann Carlton, LCPC	Phone:	Chemical Dependency Practitioners
		Asta Paulson, PCLC, PIT	406-234-0234	Elain Vera, LAC
		Rachel Grafton, LCPC	Fax: 406-234-1698	Carl Autin, ELAC
			Crisis Line: 406-234-1688	Website:
			2508 Wilson Street	https://www.emcmhc.com/
	Southeast Consulting Services	Anna Rapson, LLC, LCSW, LMFT	Phone: 406-853-4812	Adults Only
			11 South 7th Street, Suite 160	
	Ethos	Tabitha Williams, MSW, LCSW	Phone: 406-852-0909	Children Only
			600 Woddbury	
	David Counseling	Carrie David, LCPC	Phone: 406-852-0056	Children of all ages and adults
			14 North 8th Street	
	Counseling Solutions	Dr. Paula Ehrmantraut-Kiosse PsyD	Phone: 406-853-6020	Commercial Insurance & Tricare
			519 Main Street	Children and Adults
	Choices	Dee Ann McLellan-Sams, LCPC, LAC	Phone: 406-951-0308	Children 8 and older, and Adults
			10 North 9th Street	
	Tessa Huggs, LCPC	Phone: 406-951-3568	Children and Adults	
		14 North 8th Street #2		
Essence Counseling Service	Ashley Meidinger, LCSW	Phone: 406-234-3772 or	Children and Adults	
		575-693-0167	Telemed Option	
		519 Main Street		
	Alice Hougardy, LCPC, LAC	Phone: 406-853-5822	Children and Adults	
		519 Main Street		
Big Sky Mental Health Services	Pamela Columbik, LCPC	Phone: 406-234-7890	Children and Adults	
	Patty Lavin, PMHCNS-BC	2000 Clark Street, Suite 10		
	Darcy Glade, LCPC	Phone: 406-951-0695	Victim advocate and	
		18 North 8th Street	Youth Court Services	
Eastern Montana Counseling	Bob Zadow, LPCP	Phone: 406-234-2592	14 years old - Elderly	
		2000 Clark Street		
Youth Dynamics		Phone: 406-232-4233	Children mental & Behaviorl health	
oneHealth		Phone: 406-874-8700		
Peterson Psychological Services	Dr. F. Tom Peterson	Phone: 406-232-1595		
	Clinicl Psychologist	18 North 8th Street		
Broadus	Eastern Montana Mental Health		Phone: 406-234-1687	https://www.emcmhc.com/broadus
			507 S Lincoln Ave	

Counseling & Mental Health Services

Location	Business Name	Practitioners	Contact information	Additional Info
Glendive	Eastern Montana Mental Health		Phone: 406-377-6075	Also offers chemical dependency
	Abundant Life Christian Counseling Services	Christina Miller, LCPC	Phone: 406-282-0344 313 W. Valentine St, Ste 107	Children and Adults
	Hope Counseling & Consulting	Deborah Robart, MA, LCPC	Phone: 406-377-3370 204 N Kendrick, Ste 201	Children and Adults
	Gabert Clinic Behavioral Health	Carolyn Johnson, NP Christopher Henderson, PMHNP Calvin Weise, LICSW Jacqueline Salisbury, SWLC Paulette Lassiter, MD	Phone: 406-345-8901 107 Dilworth Street https://www.gmc.org/services/behavioral-health/	
	Glendive Counseling Center	Linda Farber, LCPC Sarah Gubbels, LCSW Joanne Hynes, LCSW	Phone: 406-377-6217 Fax: 406-377-3367 115 W. Valentine Street	
	Belle Fourche	Belle Fourche Counseling, LLC	Kayla Grams, LPC Linnea Grosz, LPC Karen Griffith, LPC Allison Bensen, LPC	Phone: 605-722-8090 515 National Street, Ste 103
Spearfish	Spearfish Counseling	Susan Terveen, LPC Carolyn Short, MSW, CSW-PIP, QMHP	Phone: 605-644-7494 1320 North Ave	https://www.spearfishcounselingservices.com/
	Black Hills Psychology	One Psychiatrist and Multiple Counselors	Phone: 605-645-0100 115 North 7th Street, Ste 6	http://www.blackhillspychology.com/
	Northern Hills Counseling		Phone: 605-559-2006 211 N Main Street	
	Funk Counseling	Becky Funk, LPC	Phone: 605-722-0795 526 Main Street Lower Level	http://funkcounseling.com/
	Northern Hills Psychological Services		Phone: 605-641-8880 211 N Main Street	
	Enso Mental Health, LLC	JoAnna Prewitt, MS, LPC-MH, QMHP, NCC	Phone: 605-519-5850 211 Main Street, Suite 104	https://ensomh.com/
	Behavior Management System		Phone: 605-642-2777 623 Dahl Road	
		Judith Neighbours, PHD Psychologist	Phone: 605-642-5030 125 East Colorado Blvd	