

# **Cheyenne - Eagle Butte Schools**

## **2020-2023**

### **Continuity of Services: Pandemic Response Plan**

## **EMERGENCY PROCEDURES**

**Approved by the Cheyenne - Eagle Butte School Board 2-11-2021**

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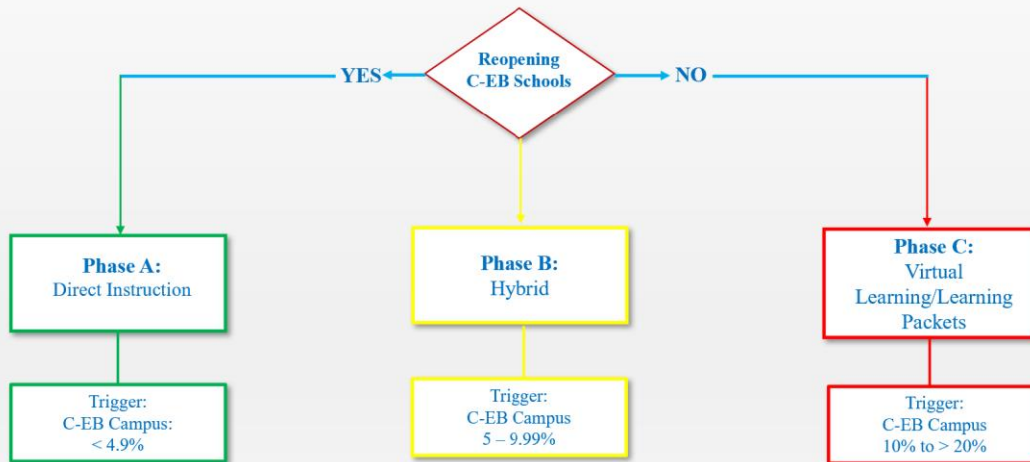
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## HOW TO USE THIS GUIDE

A copy of this guide should be placed in every classroom, gym, cafeteria, office, and other prominent locations. This guide should be a product of the school's emergency readiness and response plan. For best results, present the guide during staff training at the beginning of each year. Review the procedures with the entire school staff so that everyone in the school understands his/her role in an emergency. This guide is intended to serve as a reference for educators, administrators, students, and staff. This plan does not replace common sense, sound judgment, and prudent actions in response to emergency situations.

## C-EB FLOWCHART

**Cheyenne-Eagle Butte Schools  
Continuity of Services  
Pandemic Response Plan  
SY 2021-2022**



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# C-EB CONTINUITY OF SERVICES: PANDEMIC RESPONSE PLAN

## Purpose:

Cheyenne-Eagle Butte School (C-EB) has created this *Continuity of Services: Pandemic Response Plan* to guide the school in responding to and reopening the school after a pandemic or infectious disease outbreak. The purpose of this plan is to minimize the impact of alternative instructional delivery and reopening on students, faculty, and staff by describing the specific actions to be taken by C-EB based on the following objectives and presumptions.

## Objectives:

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at C-EB when responding to and reopening the school after a pandemic or infectious disease outbreak.
- To effectively communicate with all involved parties through the duration of a pandemic or infectious disease outbreak and to communicate alternative instructional delivery and reopening plans.
- To provide for the continuation of C-EB operations and services as long as it is safe in coordination with local, Tribal, State, and Federal emergency management partners.
- To prevent the spread of infection through health and hygiene education in coordination with local, Tribal, State, and Federal emergency management partners.

## Presumptions:

- In the event of a pandemic, the Cheyenne River Sioux Tribe (CRST) and the State of South Dakota (SD) may have limited resources available for local assistance. Local authorities will be responsible for community-based response plans.
- An infectious disease can easily and rapidly be spread from person to person resulting in substantial absenteeism at C-EB. Additionally, a closure of school facilities may result; affected buildings will be closed.
- Vaccines and antiviral medications may be in short supply or non-existent during the initial months after the onset of a pandemic or infectious disease outbreak.
- Direction to close schools, public events, restrict travel, and quarantine information may come from the CRST and its health and/or education entities contained therein, the South Dakota Department of Education (SDDoE) and/or Department of Health (SDDoH), the Bureau of Indian Education (BIE), and the Centers for Disease Control and Prevention (CDC).

## Regular Review:

District Assurance of Regular Review: The South Dakota Department of Education will collect assurances from superintendents that Safe Return plans have been reviewed *at minimum* of every 6 months during the school year:

To facilitate transparency, the department will post the link to each school district's plan on its website. It will be the responsibility of the district to ensure its link remains valid.

## **Alignment to Current Emergency Plans**

If a pandemic or infectious disease outbreak should affect the operations of C-EB schools, we will implement the existing emergency management structure in the COO Plan - Hazardous Materials to manage the response and recovery activities prior to, during, and afterward. The C-EB Pandemic & Reopening Plan will guide administration to educate students while considering measures implemented by the CDC, SDDoH, and CRST Guidelines.

C-EB Schools will regularly attend and/or review BIE quarterly health briefings; SDDoE & SDDoH health briefings; CRST Tribal Education Department; CRST Tribal Health Department; and Indian Health Services - Cheyenne River Agency briefings.

The *Continuity of Services: Pandemic Response Plan* will be an annex to the C-EB's COO Plan Hazardous Materials and the Pandemic Preparedness Plan. The Reopening Plan will incorporate C-EB's Crisis Communication Plan and Emergency Management Structure.

Information on the *Continuity of Services: Pandemic Response Plan*, and the COO Plan can be found on-site at C-EB and on the school's websites: [www.ohitika.com](http://www.ohitika.com) and <https://ceb.k12.sd.us/>

## **Authority**

C-EB's *Continuity of Services: Pandemic Response Plan* is authorized by the Cheyenne-Eagle Butte Cooperative School Board as a working document with revisions allowable as needed through the academic year.

This plan is designed to work in conjunction with plans designed by the CRST Health Department, the CRST Emergency Management Office and SD Department of Health, SD Department of Education and Bureau of Indian Education (BIE) Return to Learn! Plan.

C-EB's *Continuity of Services: Pandemic Response Plan* shall be implemented with consideration to the CRST's Pandemic Response Plan, with recommendations from the CRST's Education Department, CRST Health Department, Bureau of Indian Education, SD Department of Education, and SD Department of Health. A copy of the plan will be provided to the Cheyenne River Sioux Tribal Education Committee, Cheyenne River Sioux Tribal Education Office, Cheyenne River Sioux Tribal Health Department, Cheyenne River Sioux Tribal Emergency Management Office, and South Dakota Department of Health.

To maintain compliance with the State of South Dakota and the Bureau of Indian Education, C-EB may apply for academic waivers to meet the instructional needs of students. C-EB will adhere to processes from the SD Department of Education and from the Bureau of Indian Education; instructional waivers (if necessary) will be on file in the 20-1 Superintendent and BIE School Supervisor's Office to meet K-12 State Accreditation requirements.

## **Communication**

C-EB's *Continuity of Services: Pandemic Response Plan* will be communicated to all stakeholders. Staff will be informed of the *Continuity of Services: Pandemic Response Plan* during staff orientation. Parents/guardians will be informed through the following communication services:

- C-EB's official social media platform(s) and local media outlets
- School website
- School Messenger
- KIPI Radio (*when available*)
- Parent/Guardian Mailings
- School Board Meetings

Procedures and communication tasks are outlined in the *Continuity of Services: Pandemic Response Plan*, and templates will be drafted in advance to address both internal and external communication during a pandemic.

In addition, the 20-1 Superintendent and BIE School Supervisor will collaborate with all Administration and Staff to notify the school community of any updates, changes, and activities associated with the status of a potential closure or reopening. The CRST Emergency Management Team will be notified of any updates and/or changes on the pandemic status by the 20-1 Superintendent and BIE School Supervisor.

School messenger will be utilized for phone communication by C-EB to all households if the facilities are closed due to a pandemic.

- In the event that C-EB is required to close or reopen, C-EB's Leadership Team will meet at a designated location; location emailed, texted or virtually. Prearrangements will be made for the designated location for use as an "Emergency Operations Center (EOC)" for the Leadership Team. The 20-1 Superintendent and BIE School Supervisor will determine the meeting time and frequency for consultation.

## **Emergency Preparedness - Website**

C-EB's websites will have information posted regarding the situation concerning the pandemic. Links to important websites including the World Health Organization, Center for Disease Control, South Dakota Department of Health, CRST, and any other necessary website will be made available. Information about reducing the spread of infection will be available on the website.

### **Official Social Media Pages:**

C-EB's official social media page; Facebook will have information posted regarding the situation concerning the pandemic.

# **ROLES AND RESPONSIBILITY**

## **Emergency Management Team**

The Emergency Management Team (EMT) consists of the Leadership Team members: 20-1 Superintendent and BIE School Supervisor, Building Principals/Assistant Principals, Athletic Director, Transportation Supervisor, Health & Wellness Coordinator, Business Managers, Custodial Supervisors, Kitchen Supervisors, Facilities Managers, and Residential Director. At the onset of a pandemic or infectious disease outbreak, the EMT will discuss action plans for C-EB's response based on information from the state and local authorities. The meeting topic will include, but not limited to, how and when the pandemic or infectious disease outbreak is projected to affect the school's community.

## **Emergency Operations Center (EOC)**

In the event C-EB is required to close, C-EB's Leadership Team would need to utilize a designated location for conference meetings. In the event it is not recommended to meet in person, a phone conference call or virtual meeting will be utilized to continue with planning. The 20-1 Superintendent and BIE School Supervisor or designee will determine the time and frequency of meetings for the C-EB Leadership Team. All health and safety information will be posted on C-EB's websites and official social media platforms. C-EB's 20-1 Superintendent and BIE School Supervisor will be responsible for monitoring and disseminating the most updated reopening information from public health sources to keep C-EB personnel informed of the latest developments in the community.

## **Faculty and Staff**

Faculty and staff have a responsibility to stay informed about any emergency information from C-EB and to provide necessary information to their students and visitors. When reopening occurs, faculty and staff will be expected to follow the recommendations issued by C-EB, such as campus closings, social distancing policies, personal hygiene procedures, mask wearing, and to share such information with students and visitors.

## **Substitutes**

Substitutes will be designated to specific areas across the C-EB campus. The substitutes will remain in that area for the remainder of the school year.

## **Students**

C-EB is committed to providing a safe and healthy environment for students in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. When reopening, students will be expected to follow all recommendations issued by C-EB. Due to continuity of services, C-EB will adjust academic programming to meet the needs of the stakeholder. In

all phases of a reopening, student attendance practices will adhere to the Cheyenne River Educational Code; student attendance ordinances.

## **NOTIFICATION PROCEDURE FOR ABSENCES**

**Daily:** Contact parents/guardians via – phone, email, in person; regarding daily absences if the school does not receive a phone call or note.

**After the 3<sup>rd</sup>, 6<sup>th</sup>, and 8<sup>th</sup> absence:** Notification in writing to parents/guardians of their child’s absences. The Principal/Designee will make personal contact with the parents/guardians notifying him/her of the absences and explaining the possible consequences of continued absenteeism.

**After the 10<sup>th</sup> unexcused absence:** Tribal prosecutor and local social services agency will be informed if home visits and/or phone calls by the Attendance Aide and/or office are disregarded. Parents and guardians will be notified in writing when petitions are filed with the Tribal Prosecutor.

**Consecutive Absences:** Students who miss ten consecutive days (excused or unexcused) are automatically dropped (waivers are available for medical purposes). Juvenile authorities will be informed if home visits and/or phone calls by the Attendance Clerk and/or office are disregarded. Parents/Guardians will be notified in writing if affidavits are/or will be filed with the Tribal Prosecutor.

## **PROCEDURE FOR CONFIRMED PANDEMIC ILLNESS ON CAMPUS**

If there is a confirmed case within the C-EB Schools, the affected area will be disinfected according to CDC guidelines. Parents/guardians will be contacted if their child is directly impacted. The following message will be shared with parents/guardians by their child’s school administrator.

*Dear Parents/Guardians and Students of C-EB School, there has been a confirmed Positive Case of COVID-19 in our school. We will close the affected area for number of days determined by CRST Field Health for cleaning and disinfecting. While the affected area of the school is closed your student will continue with online learning. Students, please check your school email for instructions from your teacher(s) for your online instruction.*

## **Critical Functions and Essential Personnel**

Reopening C-EB from a pandemic or infectious disease outbreak is significantly different than planning for manmade and natural emergencies. Since most disasters such as tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. Rather, the focus will be on preparing for extended interruption of school activities, including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism.

## **REOPENING PHASES**

When reopening for a school year, C-EB will meet the guidelines set forth by the following: CRST Guidance, Cheyenne River Sioux Tribal Health Department, the Cheyenne River Sioux Tribal Emergency Management Office, SD Department of Health, SD Department of Education, and Bureau of Indian Education Return to Learn! Plan.

### **Goals to Reopening School:**

- Ensure the safety and wellness of students and staff
- Deliver high quality instruction regardless of instructional mode
- Provide equity for all students



- Optimize use of resources
- Engage Cheyenne River Sioux Tribe and Stakeholders in planning and implementation
- Provide guidance and resources to support teaching and learning in a COVID-19 environment
- Communication

### **Assemblies and Athletics**

Assemblies, athletics, or any other large gatherings will not be allowed unless community health guidance indicates it is safe. When C-EB students and staff can safely participate in athletics, all practices will be held outdoors or in a large area when possible. Students will participate in athletic activities by following health & safety guidelines as are provided by community and health partners.

### **Stakeholder Attendance and Pandemic Illnesses**

In the event a student and/or family reports infectious illness, C-EB will partner with CRST Field Health to communicate with those impacted. The student will be exempt from their educational duties depending on the severity of the illness on a case-by-case determination. This may include attendance and/or assignment completion times. When the student returns to meeting educational responsibilities, instructional staff will implement credit recovery measures to recover lost time and material; documentation will be on file in the student's cumulative file.

In the event C-EB personnel report illness while completing their duties, human resources departments and/or administrators will work with employees to make accommodations if necessary that are acceptable by the employee. Staff may also utilize identified leave options. If a Bureau of Indian Education (BIE) employee contracts reported illness through community negligence, the BIE exemptions will not be utilized. BIE personnel will provide medical documentation to house with the Bureau timekeeper.

### **Reopening Phases**

To meet the academic and safety needs of students, C-EB has outlined three (3) reopening or closure phases as follows:

- A. Direct Instruction with Strict Health Guidelines
- B. Hybrid Learning
- C. Virtual Learning or Individual Web-Based Programming

Best Practices will be adhered to when relaxing or enforcing restrictions to implement different phases throughout the school year, in accordance with health & safety guidance provided by health partners.

### **New Enrollment**

All students who are enrolling at Cheyenne-Eagle Butte Schools during a pandemic will be responsible for completing the enrollment packet utilizing the same process during a non-pandemic. Parent/Guardians will be responsible for submitting all required paperwork prior to be admitted to school.

If you have a student experiences homelessness, please inform the clerk. This information will be confidentially shared with the necessary personnel to assist in seamless and successful enrollment.

If you have any questions regarding the enrollment process during a pandemic, please contact your area office.

## Phase A: Direct Instruction with Safety Guidelines

Cheyenne-Eagle Butte Schools have implemented Phase A “May be open with precautions determined by the Governing Body or Administration. School administration must cooperate with CRST Tribal Health on contact tracing, and Tribal recommendations for temporary closure when positive cases are identified”. The percentage will be based upon specific building demographics and the prior week data trends directly regarding C-EB staff and students. We will use data provided by the CRST Field Health; the positivity rate will remain below 4.99% of the C-EB School population. We will shift to weekly onsite testing cadence when we are above the 4.99% threshold; please see Phase B.

<b>Department</b>	<b>Restriction</b>	<b>Action</b>
Health Screening	<b><u>Open</u></b>	Each area of the C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Designated staff will assist the transportation department by riding the bus to ensure safety protocols are in place. In-town staff will meet at the bus garage for departure and outside community staff will be picked up by the bus driver in each community. C-EB Schools, in partnership with community health partners, will disseminate information on opportunities to receive COVID-19 vaccinations through local health care providers.
Campus	<b><u>Open</u></b>	C-EB’s campus will open with health & safety protocols implemented for students, staff, and visitors. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Primary School – Front Lobby, Upper Elementary – designated entryways, Jr. High – Gym Lobby, High School – Upper Locker Area Doors, E.A.G.L.E Center – North Entrance and Wing B. Students and staff who present symptoms of COVID-19 will be ushered to designated isolation areas, parents contacted, etc.
School Board Meetings	<b><u>Restricted</u></b>	All meetings will be delivered in accordance with CRST Tribal Ordinance and due to the current public health pandemic. In CRST Levels 4 & 5 no more than 10 people can be gathered in person at the public participation site for those without internet access. In CRST Levels 1-3 it is recommended to use “social distancing and heightened safety precautions per CRST Meeting Guidance”.  Other accommodations can be made by contacting your school. All school board meeting requirements will remain in effect.

<p>20-1 Superintendent</p> <p>Bureau of Indian Education School Supervisor</p>	<p><b><u>On-site</u></b></p>	<p>The 20-1 Superintendent and BIE School Supervisor will complete daily operations on-site as normal. Health &amp; safety protocols apply. The 20-1 Superintendent and BIE School Supervisor will disseminate a parent/guardian student health guidance form, reminding students to stay at home if they are ill. Internal and community health &amp; safety protocols and/or situations will be closely monitored to make adjustments as necessary in partnership with community health partners and guidance as provided to ensure the safety and wellness of all stakeholders.</p>
<p>Building Principals</p>	<p><b><u>On-site</u></b></p>	<p>The Administrators will complete all duties on-site as normal. Health &amp; safety protocols apply. Building Principals will develop and coordinate staffing plans to support logistics within buildings; and closely monitor internal health &amp; safety processes daily to ensure best practices are maintained for the wellness of all stakeholders.</p>
<p>Title I Administration</p>	<p><b><u>On-site</u></b> Schedule will be posted</p>	<p>All people entering the Title I building will be required to have a health screening and wear a mask prior to entering the building; the mask cannot be removed once entering the building. The CRST Title I Program will adhere to the Cheyenne River Sioux Tribal Guidelines.</p>
<p>Instructional Staff</p>	<p><b><u>On-site</u></b></p>	<p>Teachers will utilize curriculum materials that have been approved by C-EB Schools for general instruction and Lakota subjects. Health &amp; safety protocols apply. Teachers will provide health &amp; safety education to students. Best practices include hand sanitizer use; washing hands for at least 20 seconds often with soap and water after using the bathroom, blowing their nose, after coughing or sneezing, touching frequently used surfaces, and before eating; wiping of frequently used surfaces/materials; maintaining social distancing practices; and utilizing fresh air/recess breaks to be scheduled using social distancing protocols. All shared materials will be regularly sanitized by designated individual. All students will be provided materials/supplies for individual use when possible.</p>
<p>Students</p>	<p><b><u>On-site</u></b></p>	<p>Students will be on-site for face-to-face instruction with restrictions implemented to limit the exposure and spread of a pandemic illness. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Students will be required to social distance as much as possible. Students &amp; families are encouraged to self-health check before entering the bus for transport and entering C-EB Campus.</p> <p>*Virtual learning options will be approved on a case-by-case basis.</p>

Students with IEPs	<b><u>On-site</u></b>	Students will receive direct special education services with health & safety protocols utilized to limit the exposure and spread of a pandemic illness. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Students will be required to social distance as much as possible.
Assessments	<b><u>On-site</u></b>	Student Assessments may be conducted on-site with health & safety protocols utilized to limit the spread and exposure of a pandemic illness.
Residential	<b><u>On-site</u></b>	C-EB School Dormitory will be opened according to internal data monitoring measures to eliminate additional factors that would contribute to the spread of infectious disease and to further preserve the health and safety of students and staff members.
School Grounds	<b><u>On-site</u></b>	C-EB's facilities will be limited to a schedule developed to ensure social distancing when students are in the gym. Proper cleaning will be conducted daily. C-EB playgrounds will be utilized by schedule only and this will be disseminated to all staff for communications purposes.
Athletics & Extra-Curricular Activities	<b><u>On-site</u></b>	Athletics/Extra-Curricular activities will occur under guidance/recommendation of SDHSAA, BIE Return to Learn! Plan, and CRST guidance.
Administrative Staff (Human Resources, NASIS Coord., IT, Secretaries, Business Office)	<b><u>On-site</u></b>	C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health & safety protocols apply.
Food Services	<b><u>On-site</u></b>	<p>All staff will be trained online during in-service to keep up on CDC guidelines. Health &amp; safety protocols apply. All sanitation rules will be adhered to such as washing hands and daily sanitizing of equipment after each use. Students will receive hot breakfast meals and/or have the option of choosing a breakfast bag, and hot lunches will be served in disposable containers.</p> <p>Food service schedules will vary by building. In the afternoon a snack will be offered to all students.</p> <p>If the cafeteria is closed due to COVID-19, C-EB School will revert to virtual learning; food services may be suspended during this time.</p>

		The reopening of the cafeteria will be posted to the official Facebook page and through school messenger.
Transportation	<b><u>On-site</u></b>	The C-EB Transportation Department will conduct all duties on-site. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health & safety protocols apply. All buses/GSA Vehicles will be sanitized after each use. The C-EB Transportation Department will be in operation daily with mitigation efforts enforced. Each bus will have a staff member to assist to ensure students have personal protective equipment, hand sanitizer and are social distancing. The C-EB Transportation Department will monitor bus capacity to determine the routes that need more than one bus to ensure students safety and health while transporting to and from school.
Maintenance	<b><u>On-site</u></b>	The Maintenance Department will conduct all duties on-site. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health & safety protocols apply. All buses/GSA Vehicles will be sanitized after each use.
Custodial	<b><u>On-site</u></b>	The Custodial Department will conduct all duties on-site as normal. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health & safety protocols apply. Day custodians will sanitize areas needed during the day and night custodians will sanitize areas in the evening when staff and students are not present, in addition to regular duties.
Visitors	<b><u>Open</u></b>	Visitors will be limited to preserve the health and safety of the school environment. Visitors will adhere to normal operating procedures for on-campus. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Visitors will ring the front entrance to be admitted into the front office to complete the Visitor Log.
Isolation Room	<b><u>Open</u></b>	C-EB will have isolation rooms for students and staff that develop symptoms of illness. The isolation room will contain furniture that is easily disinfected and sanitized after each use. All stakeholders who enter the room will be required to wear masks and gloves. When transporting a stakeholder to the Isolation Room, C-EB personnel will adhere to strict guidelines of social distancing and wearing of masks and gloves when in isolation rooms. Vehicles used for transport will be immediately disinfected to limit the exposure and

		spread of a pandemic illness. Designated personnel will complete the Isolation Room Log if any stakeholder is required to use the room.
Ventilation	<b><u>Open</u></b>	Classrooms/workspaces will have a door or window open to increase outside air ventilation in enclosed spaces as much as possible; use UV air purifiers to clean the air and/or utilize operational HVAC systems.
Restrooms & Drinking Fountains	<b><u>Open</u></b>	All water fountains will be closed if they are not hands-free, disposable/refillable water bottles will be available, water bottles will be provided to students for hands free fountain use.
Student Check Out	<b><u>Restricted</u></b>	The check-out form included in the registration packet will be adhered to for the purposes of limiting exposure to a pandemic illness and community members gaining access to the C-EB campus. Students can be checked out by only those identified on the registration sheet.
Persons Positive for Pandemic Illness	<b><u>Restricted</u></b>	<p>Any person who has tested positive for a pandemic illness will not be allowed to return to the campus until completion of the designated quarantine time, have no symptoms of a pandemic illness, receiving negative tests, and/or have been deemed clear by a medical doctor.</p> <p>When a stakeholder or health care partner reports a positive test for a person within C-EB Schools, Administration will contact those impacted and the area and/or facility affected will be closed in accordance with health &amp; safety guidelines for deep cleaning, as recommended by CRST Field Health. When facilities close for deep cleaning, stakeholders impacted will shift to Phase C: Virtual Learning, to ensure that grade-level academics continue.</p>

## Phase: B Hybrid Learning

Cheyenne-Eagle Butte Schools have implemented Phase B - “May be open with precautions determined by the Governing Body or Administration. School administration must cooperate with CRST Tribal Health on contact tracing, and Tribal recommendations for temporary closure when positive cases are identified”. C-EB Schools will shift to the hybrid model to include Monday through Thursday on-campus instruction delivered in a modified schedule, with Fridays being delivered virtually. The percentage will be based upon specific building demographics and the prior week data trends directly regarding C-EB staff and students. We will use data provided by the CRST Field Health. The COVID-19 testing cadence will occur weekly due to the positivity rate 5% - 9.99% of the C-EB School population.

Department	Restriction	Action
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Health Screening	<b><u>Onsite</u></b>	C-EB’s campus will be limited and follow health & safety protocols implemented for students, staff, and visitors. C-EB Schools, in partnership with community health partners, will disseminate information on opportunities to receive COVID-19 vaccinations through local health care providers.
Campus	<b><u>Open</u></b>	C-EB’s campus will be limited and follow health & safety protocols implemented for students, staff, and visitors. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Primary School – Front Lobby, Upper Elementary – designated entryways, Jr. High – Gym Lobby, High School – Upper Locker Area Doors, E.A.G.L.E Center – North Entrance and Wing B.
School Board Meetings	<b><u>Open</u></b>	All meetings will be delivered in accordance with CRST Tribal Ordinance due to the current public health pandemic. In CRST Levels 4 & 5 no more than 10 people can be gathered in person at the public participation site for those without internet access. In CRST Levels 1-3 it is recommended to use “social distancing and heightened safety precautions per CRST Meeting Guidance”.  Other accommodations can be made by contacting your school. All school board meeting requirements will remain in effect.
20-1 Superintendent and BIE School Supervisor	<b><u>Onsite</u></b>	The 20-1 Superintendent and BIE School Supervisor will complete daily operations on-site as normal. Health & safety protocols apply. Internal and community health & safety protocols and/or situations will be closely monitored to make adjustments as necessary in partnership with community health partners and guidance as provided to ensure the safety and wellness of all stakeholders.
Building Principals	<b><u>Onsite</u></b>	The Administrators will complete all duties on-site as normal. Health & safety protocols apply. Building Principals will develop and coordinate staffing plans to support logistics and closely monitor internal health & safety processes daily to ensure best practices are maintained for the wellness of all stakeholders.
Title I Administration	<b><u>Restricted</u></b> Schedule will be posted	All people entering the Title I building will be required to wear a mask cannot be removed once entering the building. The CRST Title I Program will adhere to the Cheyenne River Sioux Tribal Guidelines.

Instructional Staff	<b><u>Onsite</u></b>	Teachers will utilize curriculum materials that have been approved by C-EB Schools for general instruction and Lakota subjects. Health & safety protocols apply.
Learning Management System	<b><u>Onsite</u></b>	The C-EB Schools will utilize the following learning management systems, but not limited to: Google Classroom and Zoom for virtual instruction and Acellus for individual web-based programming.
Students	<b><u>Onsite</u></b>	<p>Students will participate in a selected academic program; virtual instruction or individual web-based programming. All students are responsible for the maintenance and care of their devices in accordance with technology and device agreements. All students are required to follow the C-EB Schools attendance policy and adhere to the CRST’s attendance policy. In the event a student is going to be absent the parent/guardian must contact the school building office.</p> <p>Students participating in virtual instruction will be responsible for logging into their devices to attend live instructional classes daily and according to their school schedules. Students are responsible for maintaining their attendance, participating in classes, and for completing assignments as directed by teachers within their classes.</p> <p>Students and parents opting for individual web-based programming will be responsible for logging into their devices daily and according to their school schedules. A status sheet from the web-based program will be reviewed daily to verify attendance and that students are logging in. Students and parents are responsible for maintaining their attendance, participating in classes, and for completing assignments as directed by teachers within their classes.</p> <p>Please see Hybrid Schedules in Appendices.</p>
Student Devices (see Appendices)	<b><u>Onsite</u></b>	<p>All parents/guardians and students are required to sign a technology &amp; device use agreement. If a device is broken the parent/guardian will be responsible to pay a \$50 fee to be distributed an alternative device. Administrative discretion will apply. All students will be able to utilize hotspot devices when requested. Each building will provide technology support to families. Each building will provide contact information for parents and staff to call when computer troubleshooting and/or connectivity and equipment issues occur.</p> <p><a href="http://www.ohitika.mojohelpdesk.com">www.ohitika.mojohelpdesk.com</a></p>
Students with IEPs and Section 504 Services	<b><u>Onsite</u></b>	Students will participate in a selected academic program; virtual instruction or individual web-based programming. Students will receive direct special education services with health & safety protocols utilized to limit the exposure and spread of a pandemic



		<p>illness. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation.</p> <p>Students will receive special education services or Section 504 supports in accordance with their individualized education plans. The monitoring of individualized plans will continue to take place and plans will be reviewed and revised by the student’s team if necessary, in accordance with Federal laws and regulations.</p>
Gifted and Talented	<b><u>Onsite</u></b>	<p>Students will participate in a selected academic program; virtual instruction or individual web-based programming. The Gifted and Talented teacher and para will send meeting invitations to their students. They will coordinate times that do not conflict with core academics to serve their students. As teachers become acclimated to this year’s students, referrals can be made to the Gifted and Talented staff for processing into the program.</p>
Assessments	<b><u>Onsite</u></b>	<p>Students will participate in a selected academic program; virtual instruction or individual web-based programming. Student Assessments may be conducted on-site with health &amp; safety protocols utilized to limit the spread and exposure of a pandemic illness.</p>
Residential	<b><u>Closed</u></b>	<p>C-EB School Dormitory will be opened according to internal data monitoring measures to eliminate additional factors that would contribute to the spread of infectious disease and to further preserve the health and safety of students and staff members.</p>
School Grounds	<b><u>Restricted</u></b>	<p>C-EB’s facilities will be limited. Proper cleaning will be conducted daily.</p>
Athletics & Extra-Curricular Activities	<b><u>Open</u></b>	<p>Athletics/Extra-Curricular activities will occur under the guidance/recommendation of SDHSAA and CRST guidance.</p>
Administrative Staff	<b><u>Onsite</u></b>	<p>C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health &amp; safety protocols apply.</p>
Food Services	<b><u>Onsite</u></b>	<p>All staff will be trained online during in-service to keep up on CDC guidelines. Health &amp; safety protocols apply. All sanitation rules will be adhered to such as washing hands and daily sanitizing of equipment after each use.</p>

		<p>Students will receive hot breakfast meals and/or have the option of choosing a breakfast bag, and hot lunches will be served in disposable containers. On all days virtual and for those who have opted for full-time virtual learning, meals may be picked up at the BIE cafeteria.</p> <p>Food service schedules will vary by building. In the afternoon a snack will be offered to all students Monday through Thursday.</p> <p>If the cafeteria is closed due to COVID-19, C-EB School will revert to virtual learning; food services may be suspended during this time. The reopening of the cafeteria will be posted to the official Facebook page and through school messenger.</p>
Transportation	<b><u>Open</u></b>	<p>The C-EB Transportation Department will conduct all duties on-site. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health &amp; safety protocols apply. All buses/GSA Vehicles will be sanitized after each use. The C-EB Transportation Department will be in operation daily with mitigation efforts enforced. Each bus will have a staff member to assist to ensure students have personal protective equipment, hand sanitizer and are social distancing. The C-EB Transportation Department will monitor bus capacity to determine the routes that need more than one bus to ensure students safety and health while transporting to and from school.</p>
Maintenance	<b><u>Onsite</u></b>	<p>The Maintenance Department will conduct all duties on-site. All buses/GSA Vehicles will be sanitized after each use.</p>
Custodial	<b><u>Onsite</u></b>	<p>The Custodial Department will conduct all duties on-site. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Day custodians will sanitize areas needed during the day and night custodians will sanitize areas in the evening when staff and students are not present, in addition to regular duties.</p>
Visitors	<b><u>Open</u></b>	<p>Visitors will adhere to normal operating procedures for on-campus. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Visitors will ring the front entrance to be admitted into the front office to complete the Visitor Log.</p>

Isolation Room	<b><u>Open</u></b>	C-EB will have isolation rooms for those that develop symptoms of illness. The isolation room will contain furniture that is easily disinfected and sanitized after each use.
Ventilation	<b><u>Open</u></b>	Classrooms/workspaces will have a door or window open to increase outside air ventilation in enclosed spaces as much as possible; use UV air purifiers to clean the air and/or utilize operational HVAC systems.
Restrooms and Drinking Fountains	<b><u>Open</u></b>	Reusable water bottles will be provided to students for hands free fountain use. All water fountains will be closed if they are not hands-free, disposable/refillable water bottles will be available.
Student Check Out	<b><u>Open</u></b>	N/A
Persons Positive for Pandemic Illness	<b><u>Open</u></b>	<p>Any person who has tested positive for a pandemic illness will not be allowed to return to the campus until completion of the designated quarantine time, have no symptoms of a pandemic illness, receiving negative tests, and/or have been deemed clear by a medical doctor.</p> <p>When a stakeholder or health care partner reports a positive test for a person within C-EB Schools, Administration will contact those impacted and the area and/or facility affected will be closed in accordance with health &amp; safety guidelines for deep cleaning, as recommended by CRST Field Health. When designated facilities close for deep cleaning, stakeholders impacted will shift to Phase C: Virtual Learning, to ensure that grade-level academics continue.</p>

## Phase C: Virtual E-Learning

Cheyenne-Eagle Butte Schools have implemented Phase C - “Distance learning. Distribution of food and educational materials is permitted with precautions”. C-EB Schools will shift to the distance learning model Monday through Friday. We will use data provided by the CRST Field Health. The C-EB School will remain in this learning platform when the C-EB demographic positivity rate is remaining 10% and higher.

Department	Restriction	Action
Health Screening	<b><u>Remote</u></b>	C-EB’s campus will be limited and follow health & safety protocols implemented for students, staff, and visitors. C-EB Schools, in partnership with community health partners, will disseminate

		information on opportunities to receive COVID-19 vaccinations through local health care providers.
Campus	<b><u>Restricted</u></b>	C-EB's campus will be limited and follow health & safety protocols implemented for students, staff, and visitors. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Primary School – Front Lobby, Upper Elementary – designated entryways, Jr. High – Gym Lobby, High School – Upper Locker Area Doors, E.A.G.L.E Center – North Entrance and Wing B.
School Board Meetings	<b><u>Restricted</u></b>	All meetings will be delivered in accordance with CRST Tribal Ordinance due to the current public health pandemic. In CRST Levels 4 & 5 only remote access is permitted.  All school board meeting requirements will remain in effect.
20-1 Superintendent and BIE School Supervisor	<b><u>Remote or Onsite</u></b>	The 20-1 Superintendent and BIE School Supervisor will complete daily operations remote or on-site. Health & safety protocols apply. Internal and community health & safety protocols and/or situations will be closely monitored to make adjustments as necessary in partnership with community health partners and guidance as provided to ensure the safety and wellness of all stakeholders.
Building Principals	<b><u>Remote or Onsite</u></b>	The Administrators will complete all duties remote or on-site. Health & safety protocols apply. Building Principals will develop and coordinate staffing plans to support logistics and closely monitor internal health & safety processes daily to ensure best practices are maintained for the wellness of all stakeholders.
Title I Administration	<b><u>Remote</u></b> Schedule will be posted	All people entering the Title I building will be required to wear a mask cannot be removed once entering the building. The CRST Title I Program will adhere to the Cheyenne River Sioux Tribal Guidelines.
Instructional Staff	<b><u>Remote</u></b>	Teachers will utilize curriculum materials that have been approved by C-EB Schools for general instruction and Lakota subjects. Health & safety protocols apply.
Learning Management System	<b><u>Remote</u></b>	The C-EB Schools will utilize the following learning management systems, but not limited to: Google Classroom and Zoom for virtual instruction and Acellus for individual web-based programming.

Students	<b><u>Remote</u></b>	<p>Students will participate in a selected academic program; virtual instruction or individual web-based programming. All students are responsible for the maintenance and care of their devices in accordance with technology and device agreements. All students are required to follow the C-EB Schools attendance policy and adhere to the CRST’s attendance policy. In the event a student is going to be absent the parent/guardian must contact the school building office.</p> <p>Students participating in virtual instruction will be responsible for logging into their devices to attend live instructional classes daily and according to their school schedules. Students are responsible for maintaining their attendance, participating in classes, and for completing assignments as directed by teachers within their classes.</p> <p>Students and parents opting for individual web-based programming will be responsible for logging into their devices daily and according to their school schedules. A status sheet from the web-based program will be reviewed daily to verify attendance and that students are logging in. Students and parents are responsible for maintaining their attendance, participating in classes, and for completing assignments as directed by teachers within their classes.</p>
Student Devices (see Appendices)	<b><u>Remote</u></b>	<p>All parents/guardians and students are required to sign a technology &amp; device use agreement. If a device is broken the parent/guardian will be responsible to pay a \$50 fee to be distributed an alternative device. Administrative discretion will apply. All students will be able to utilize hotspot devices when requested. Each building will provide technology support to families. Each building will provide contact information for parents and staff to call when computer troubleshooting and/or connectivity and equipment issues occur. <a href="http://www.ohitika.mojohelpdesk.com">www.ohitika.mojohelpdesk.com</a></p>
Students with IEPs and Section 504 Services	<b><u>On-site or Remote</u></b>	<p>Students will participate in a selected academic program; virtual instruction or individual web-based programming. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Students will receive direct special education services with health &amp; safety protocols utilized to limit the exposure and spread of a pandemic illness.</p> <p>Students will receive special education services or Section 504 supports in accordance with their individualized education plans. The monitoring of individualized plans will continue to take place and plans will be reviewed and revised by the student’s team if necessary, in accordance with Federal laws and regulations.</p>

Gifted and Talented	<b><u>Remote</u></b>	Students will participate in a selected academic program; virtual instruction or individual web-based programming. The Gifted and Talented teacher and para will send meeting invitations to their students. They will coordinate times that do not conflict with core academics to serve their students. As teachers become acclimated to this year's students, referrals can be made to the Gifted and Talented staff for processing into the program.
Assessments	<b><u>Onsite or Remote</u></b>	Students will participate in a selected academic program; virtual instruction or individual web-based programming. Student Assessments may be conducted on-site with health & safety protocols utilized to limit the spread and exposure of a pandemic illness. All students will be provided a modified schedule for entry to the facility in accordance with established health and safety protocols. According to the SD Department of Education, the SD State Assessment requires on-site delivery of the annual assessment for school accountability purposes.
Residential	<b><u>Closed</u></b>	C-EB School Dormitory will be opened according to internal data monitoring measures to eliminate additional factors that would contribute to the spread of infectious disease and to further preserve the health and safety of students and staff members.
School Grounds	<b><u>Restricted</u></b>	C-EB's facilities will be limited. Proper cleaning will be conducted daily.
Athletics & Extra-Curricular Activities	<b><u>Restricted</u></b>	Athletics/Extra-Curricular activities will continue with daily COVID-19 testing, with parent/guardian permission, to ensure the health and safety of students participating.  Athletics/Extra-Curricular activities will occur under the guidance/recommendation of SDHSAA and CRST guidance.
Administrative Staff	<b><u>Remote or On-site</u></b>	C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Health & safety protocols apply.
Food Services	<b><u>Remote</u></b>	All staff will be trained online during in-service to stay current with CDC guidelines. Health & safety protocols apply. All sanitation rules will be adhered to such as washing hands and daily sanitizing of equipment after each use. All students may pick up breakfast bags and lunch meals daily from the BIE cafeteria between the hours of 11:00 am -1:00 pm. Bus drivers will be transporting meals daily to each district area.

		If the cafeteria is closed due to COVID-19, C-EB food services may be suspended during this time. The reopening of the cafeteria will be posted to the official Facebook page and through school messenger.
Transportation	<b><u>Restricted</u></b>	The transportation department will be transporting meals only.
Maintenance	<b><u>Restricted</u></b>	The Maintenance Department will conduct all duties on-site. All buses/GSA Vehicles will be sanitized after each use.
Custodial	<b><u>Restricted</u></b>	The Custodial Department will conduct all duties on-site. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Day custodians will sanitize areas needed during the day and night custodians will sanitize areas in the evening when staff and students are not present, in addition to regular duties.
Visitors	<b><u>Restricted</u></b>	Visitors will adhere to normal operating procedures for on-campus. C-EB School will provide hand sanitizer and will provide masks in alignment with CRST Resolutions, upon entering the buildings and/or school transportation. Visitors will ring the front entrance to be admitted into the front office to complete the Visitor Log.
Isolation Room	<b><u>Closed</u></b>	C-EB will have isolation rooms for those that develop symptoms of illness. The isolation room will contain furniture that is easily disinfected and sanitized after each use.
Ventilation	<b><u>Open</u></b>	Classrooms/workspaces will have a door or window open to increase outside air ventilation in enclosed spaces as much as possible; use UV air purifiers to clean the air and/or utilize operational HVAC systems.
Restrooms and Drinking Fountains	<b><u>Restricted</u></b>	Reusable water bottles will be provided to students for hands free fountain use. All water fountains will be closed if they are not hands-free, disposable/refillable water bottles will be available.
Student Check Out	<b><u>Closed</u></b>	N/A
Persons Positive for Pandemic Illness	<b><u>Closed</u></b>	Any person who has tested positive for a pandemic illness will not be allowed to return to the campus until completion of the designated

		<p>quarantine time, have no symptoms of a pandemic illness, receiving negative tests, and/or have been deemed clear by a medical doctor.</p> <p>When a stakeholder or health care partner reports a positive test for a person within C-EB Schools, Administration will contact those impacted and the area and/or facility affected will be closed in accordance with health &amp; safety guidelines for deep cleaning, as recommended by CRST Field Health.</p>
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**Safe Return to In-Person Instruction and Continuity of Services Plan**

**Primary School:**

The Cheyenne-Eagle Butte Primary School will implement strategies address academic needs; including learning loss, social/emotional and mental health needs for students and social/emotional and mental health needs for staff through the following:

**Services to address students’ academic needs, including learning loss:**

- Summer school: Targeted students, bridge achievement loss
- Increase student seat time: Direct instruction daily
- K-1 Language for Learning, Thinking and Writing Program
- After-School Programming: Begin in Spring of 2022 - critical thinking activities, intervention, Lakota Language & Culture activities, and tutoring
- Intervention Services: Foundational Skills, Saturday School

**Students’ social, emotional, and mental health needs:**

- Daily Instruction: Target mental health, social/emotional needs
- Daily Positive Messages: Staff will provide a daily message for students over intercom
- Mental Health Student Activities: After school – Kickball and other physical activities organized are through the C-EB Mental Health & Wellness Committee which students and their families may participate in. Positive Behavior Intervention Service activities, and Conscious Discipline

**Staff members’ social, emotional, and mental health needs:**

Staff are provided access to regularly scheduled talking circles as a support of the social-emotional and mental health needs. Also, staff will be invited to participate in walking clubs, our gymnasium workout facilities, and utilizing the gymnasium for health and wellness activities through a coordinated plan created by the Health & Wellness Coordinator; student activities will take precedence. Scheduled activities will be provided.



## **Upper Elementary School:**

### **Services to address students' academic needs, including learning loss:**

We will target students during summer school that have severe learning loss with a morning summer school program. Staff have been added to maintain small classroom sizes to increase the amount of one-to-one instruction a student receives, to increase student achievement, and to maintain social distancing as recommended by public health resources. Intervention teachers and paraprofessionals will be utilized to fully implement interventions in reading and math to remediate learning loss for students who are below grade level proficiency. After-school programming will be implemented for remediation and enrichment for the duration of the school year. We have created positions for Math and Reading Instructional Coaches and an additional Intervention Teacher to work with students and help teachers to improve instructional strategies for increasing student achievement and remediating learning loss. As an additional support, Saturday School is provided for students.

### **Students' social, emotional, and mental health needs:**

All teachers will continue to utilize the Positive Action Curriculum lessons and the class meeting to address social-emotional learning needs at each grade level. In addition, both counselors will utilize the Lakota Circles of Hope to address social-emotional learning that is culturally relevant and to provide increased SEL support, small group, and individual support for students. We also provide after-school SEL/Mental Health activities for students to receive therapeutic supports. The social worker will continue to support families in the effort to ensure attendance is maintained to promote learning and to remediate learning loss. We will implement school-wide SEL support practices as they are developed through the year. Kickball and other physical activities organized are through the C-EB Mental Health & Wellness Committee which students and their families may participate in.

### **Staff members' social, emotional, and mental health needs:**

Staff are provided access to regularly scheduled talking circles as a support of the social-emotional and mental health needs. Also, staff will be invited to participate in walking clubs, our gymnasium workout facilities, and utilizing the gymnasium for health and wellness activities through a coordinated plan created by the Health & Wellness Coordinator; student activities will take precedence. Scheduled activities will be provided. Staff are also provided support through our school counselors as needed.

## **Junior High School:**

### **Services to address students' academic needs, including learning loss:**

We are targeting students during summer school that have severe learning loss with a morning summer school program. Summer school will specifically focus on interventions in mathematics and language

arts. In the fall, we will create an intervention class to continue our support of this student group and others identified as needing the intervention support to remediate learning loss. An after school program will be implemented beginning in the Fall of 2021; critical thinking activities, intervention, tutoring, beading, sporting activities and much more. As an additional support, Saturday School is provided for students.

### **Students' social, emotional, and mental health needs:**

We will continue with our Positive Behavior Program to address students' social-emotional and mental health needs. Staff will receive additional training in "Reclaiming Youth-at-Risk" to support learners who may be considered at-risk or in need of more intensive support. We will implement school-wide SEL support practices as they are developed through the year. Kickball and other physical activities organized are through the C-EB Mental Health & Wellness Committee which students and their families may participate in.

### **Staff members' social, emotional, and mental health needs:**

Staff are provided access to regularly scheduled talking circles as a support of the social-emotional and mental health needs. Also, staff will be invited to participate in walking clubs, our gymnasium workout facilities, and utilizing the gymnasium for health and wellness activities through a coordinated plan created by the Health & Wellness Coordinator; student activities will take precedence. Scheduled activities will be provided.

### **High School:**

#### **Services to address students' academic needs, including learning loss:**

- Summer school: Targeted students; credit recovery
- Increase student seat time: Direct instruction daily
- After-School Programming: critical thinking activities, intervention, tutoring, credit recovery, beading, sporting activities and much more
- Intervention Services: Foundational Skills, Saturday School

### **Students' social, emotional, and mental health needs:**

We will continue with our Positive Action Program to address students' social-emotional and mental health needs. Staff will receive additional training in "Reclaiming Youth-at-Risk" to support learners who may be considered at-risk or in need of more intensive support. We will implement school-wide SEL support practices as they are developed through the year. Kickball and other physical activities organized are through the C-EB Mental Health & Wellness Committee which students and their families may participate in.

### **Staff members' social, emotional, and mental health needs:**

Staff are provided access to regularly scheduled talking circles as a support of the social-emotional and mental health needs. Also, staff will be invited to participate in walking clubs, our gymnasium workout facilities, and utilizing the gymnasium for health and wellness activities through a coordinated plan created by the Health & Wellness Coordinator; student activities will take precedence. Scheduled activities will be provided.

### **E.A.G.L.E. Center:**

#### **Services to address students' academic needs, including learning loss:**

Learning Management System: Achieve 3000 and Acellus Academy; used for creating, delivering, tracking, and reporting educational outcomes.

Acellus Academy is a web based program that offers individual instruction to students and addresses student's individual and unique learning styles. The interactive system delivers quality video based instruction, supplemental reading material, special writing assignments to implement a blended learning curriculum. It empowers students to go on to be college and career prepared.

Achieve 3000 is a web based literacy program that builds vocabulary and comprehension skills specific to informational text, and can be used to build writing skills across the curriculum. This program distributes assignments and assessments to the entire class but tailors them to each student's Lexile level. This ensures skill mastery, study growth, and improved test scores for all students.

#### **Students' social, emotional, and mental health needs:**

Suite 360; preventative, social/emotional lessons - covers vaping, bullying, digital citizenship and 100's of other topics. These lessons will be integrated into the unity circle, topical interactive presentations. The focus will be the whole child concept. Kickball and other physical activities organized are through the C-EB Mental Health & Wellness Committee which students and their families may participate in.

### **Staff members' social, emotional, and mental health needs:**

Staff are provided access to regularly scheduled talking circles as a support of the social-emotional and mental health needs. Also, staff will be invited to participate in walking clubs, our gymnasium workout facilities, and utilizing the gymnasium for health and wellness activities through a coordinated plan created by the Health & Wellness Coordinator; student activities will take precedence. Scheduled activities will be provided.

## **Parent/Guardian Communication:**

### **Primary:**

Classroom teachers are expected to be contacting their student's family on a regular basis. A contact log is expected to be kept and updated each time contact is made with a family. Para-professionals will also be required to keep in contact with the student's family of the assigned classrooms they are in. The overall expectation is to have each student and their family be contacted by either their teacher or an assigned para-professional at least once a day.

### **Upper Elementary:**

Each classroom teacher is assigned 15 or less students for the year. Those students will have one-to-one time with their teacher at least once per week. Students will also have opportunities to work or visit with the grade level paraprofessional, as well as counselors, and others as needed. Virtual students will also have help with homework and tutoring assistance.

### **Junior High:**

Junior High staff and para's will be assigned 10-15 students. They will be called the "Home Room Coach". They are responsible for contacting those students at least once a week with a phone call and the remainder can be by email or text. They also need to touch base with the parent to make sure everything is running smoothly online. Teachers and para's will have logs that are due every Friday.

### **High School:**

Each teacher will be expected to check in with each student, make referrals to RtI, Counselor, or Social Worker as needed. SPED paraprofessionals will be required to keep a log documenting contact with IEP students; Counselor(s) will contact students on 504 Plans to ensure accommodations are provided and are working.

### **Eagle Center:**

All parents/guardians can continuously monitor their student's progress and/or reach out to teachers on a daily basis via the Acellus Parent Interface and the Achieve 3000 Parent Account. Other forms of contact will also be made to parents upon concerns of attendance, grades, wellness, behavior, etc. Each student at least once per week.

Through Google platform: A communication grid on google drive created for EC staff to complete individually and a master grid will be completed at the end of each week.

## **Grading:**

### **Primary & Upper Elem. (K-6):**

Student grades will be monitored and graded by the work that is completed through direction instruction and/or virtual learning when applicable. Teachers will also take into consideration attendance. When in Level C,

students will be tracked for virtual learning through the various online learning trackers, feedback providers, progress monitoring, etc. NWEA will be used to track student learning growth progress.

### **Junior High:**

Student grades will be monitored and graded by the work that is completed through direct instruction and/or virtual learning when applicable. Teachers will also take into consideration attendance. When in Level C, students will be tracked for virtual learning through the various online learning trackers, feedback providers, progress monitoring, etc.

### **High School:**

The grading scale may be found in the C-EB Unified Student Handbook:

- A – Outstanding
- B - Above Average
- C – Average
- D - Below Average
- F - Failure to meet minimum requirements
- I - Incomplete (for prolonged excused absences only)
- NC - No Credit due to Credit Loss for Excessive Absences (due to COVID, per administrative discretion)
- P - Passing: Given under certain conditions

Growth is demonstrated by students earning credits for graduation by passing classes required for graduation.

Mid-Term Progress Reports for all HS students will be sent in the middle of each quarter to parents/guardians. These reports will list all classes and simply indicate if satisfactory progress is being made in each course. If there is a concern with academic progress of any student, a meeting will be held if requested by the student, teacher, parent or guardian or HS principal.

When in Level C, the achievement of students will be tracked during virtual learning through the various online learning markers, feedback providers, progress monitoring, etc.

### **Eagle Center:**

Students are graded in all subjects and will be graded on the basis of A, B, C, or IP (In Progress) as follows:

- A – Superior
- B – Excellent
- C – Average
- IP- In Progress
- NS- Not started
- WEE- Work Experience Ended
- (School-to-work)

All EC students show academic progress by earning credits towards graduation requirements each semester, as stated on the student's plan. Mid-Term Progress Reports for all EC students will be sent in the middle of each quarter to parents/guardians. These reports will list all classes and simply indicate if satisfactory progress is being made in each course. If there is a concern with academic progress of any student, an in-person or a virtual meeting on Google Meet will be held if requested by the student, teacher, parent or guardian or EC principal. When in Level B, the achievement of students will be tracked during virtual learning through the various online learning markers, feedback providers, progress monitoring, etc.

Planning and preparation practices are occurring and will continue through training for the different platforms.

## **MISCELLANEOUS ITEMS**

### **Special Considerations: School-Wide Concerns**

- Certain topics of concern may be identified that are school-wide in scope and need further consideration for future planning efforts. The Cheyenne-Eagle Butte School Administration has developed a School Board approved Continuation of Operations Plan (COOP) and a supplementary Cheyenne-Eagle Butte Continuity of Services Plan.

### **Faculty and Student Support**

- Consideration should be given to developing policies and procedures for emergency actions such as regulation waivers to continue operations within the scope of the South Dakota Department of Education and Bureau of Indian Education.
- Provide a list of courses that could be offered completely online with no need for students or faculty to attend any campus.
- Provide policy or guidelines to address academic concerns of students absent from classes due to illness or quarantine.
- Consideration should be made for providing counseling and crisis debriefing to individuals affected by the pandemic. Effects may include loss of loved ones, health issues related to the disease, or financial hardship due to interruption of work.

### **Students/Faculty/Staff Traveling**

As the pandemic spreads from country to country, C-EB will review updated global, national, and local travel from the CRST and disseminate recommendations to stakeholders. Advisories might include:

- Travel Health Precautions that describe steps that can be taken to reduce the risk of infection (e.g., avoiding travel to high-risk settings and communities where transmission is occurring).
- Travel Health Warnings that recommend postponement of nonessential travel.
- Extra-curricular and sports activities travel will be taken into consideration.

All departments at C-EB should be aware of students, faculty and staff traveling on school business and following recommendations from federal, state and local public health officials. C-EB will follow recommended travel protocols in alignment with BIE and SDDoE guidelines.

## **Public Health/Infection Control Measures**

- Educate C-EB Community on ways to limit the spread of disease by initiating a “Practice Safe Hygiene” campaign from public health officials.
- Establish a social distancing policy to further reduce the risk of spreading disease.
- Enhance housekeeping to provide infection prevention supplies such as soap, alcohol-based hand sanitizers, tissues and disposal receptacles.

## **Practice Safe Hygiene Campaign**

1. Wash your hands before touching your face.
2. Wash your hands for at least 20 seconds using soap and warm water.
3. Sneeze/cough into your elbow or sneeze into a tissue; wash your hands immediately after.
4. Please stay home if you have a fever, are vomiting, or have diarrhea.
5. Schedule a visit with your health provider if your symptoms last for longer than a day.
6. Social distancing - always remember to keep a 6-foot distance from people who are coughing and sneezing or appearing to be sick.

# **APPENDICES**

## Appendix Item A: Self-Health Check Inventory

In the last 14 days have you experienced any of the following:	Yes	No
Fever of 100 degrees F		
Unexplained body aches or pain		
Sore throat		
Coughing		
Shortness of Breath		
Chills with or without body aches		
Recent loss of sense of smell or taste		
Unexplained sores on the soles of feet		
Unusual fatigue		
Non-Allergy related runny nose		
Have you been exposed to the pandemic illness		



## Appendix Item B: Bathroom Sanitizing Schedule

To decrease the spread and exposure of a pandemic illness, C-EB has developed a Bathroom Sanitization Schedule. Any emergency sanitization will be completed by the Custodian and/or Maintenance Department.

### Example Documentation Log:

<b>BATHROOM SANITIZATION LOG</b>		
<b>Date</b>	<b>Time</b>	<b>Initials</b>

## Appendix Item C: Phase B & C: Hybrid and Virtual Learning Student Schedule

The C-EB Schools will utilize the following learning management systems, but not limited to: Google Classroom and Zoom for virtual instruction and Acellus for individual web-based programming.

### K-8 Virtual Abbreviated Schedule

- 7:45-8:30 Teacher planning period
- 8:30 Virtual start with class periods, breaks, and a 30 min. lunch
- 2:15 Virtual Day ends for students
- 2:15-3:45 Meetings with individual students or small groups for one-to-one support

**\*High School & EC will follow their regular daily schedule, but in the virtual format. They will maintain period hours/times and are required to attend classes as they regularly would, including a lunch period.**

## Appendix Item D: Student Devices

**All C-EB Students:** All parents/guardians and students are required to sign a technology & device use agreement. If a device is broken the parent/guardian will be responsible to pay a \$50 fee to be distributed an alternative device. Administrative discretion will apply. All students will be able to utilize hotspot devices when requested.

### BIE Student Devices:

Prior to distributing technology to students the following forms will be completed:

1. DI-105: Property will be logged for receipt and forwarded to the regional custodial property Officer and entered into FBMS. Justification and cost code of the school will be on lines 15-20.
2. BIE IT equipment check-out form: Appropriate boxes will be checked and the form will be filled out completely prior to review. Form will be reviewed with parents and students and signed before equipment will be released.
3. BIE's Internet Safe and Responsible Use document: This document explains proper and improper use of equipment. Parents and students must read and sign to agree to the rules in the policy.

### 20-1 Student Devices:

The following guidelines will be followed:

1. The equipment listed on this form remains the property of Cheyenne Eagle Butte Schools.
2. While the school's intent is to loan this device during the duration of the school closure related to COVID-19, the district maintains the right to request the return of the equipment at any point during and at the conclusion of this school closure.

3. The student is responsible for using the equipment in the manner in which it was intended and in alignment with the C-EB Misuse and/or Abuse of the Internet and Technology Equipment policy.
4. By signing below, you agree to review the Internet & Technology Equipment policy located in the parent/student handbook. The equipment is only to be used by the student listed below.
5. Care should be given to maintain the equipment in the same condition in which it was received. If damage does occur, it should be reported to the district as soon as possible.
6. The parent will be responsible for the replacement cost of the technology in the event of loss or excessive damage.
7. Basic tech support for this device related to school use can be received by calling your school's building.