



# O'Neil Junior/Senior High School Safe Return to In-Person Instruction and Continuity of Services Plan

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# Introduction to the O’Neill Junior/Senior High School Safe Return to In-Person Instruction and Continuity of Services Plan

The purpose of this document is to provide information relating to modified learning for students at O’Neill Junior and Senior High School during times when normal school operations are interrupted or altered.

This includes situations such as health pandemics, snow days, etc. While this document includes much information, it is not possible to prepare specific contingency plans for all emergency and non-emergency scenarios. The school will work to adjust the Safe Return to In-Person Instruction and Continuity of Services Plan to meet the needs of the students based on the events impeding normal school operations.

It should be understood that no modified plan can replicate learning engagement opportunities that students would experience in a regular classroom setting with their teacher. However, the teaching staff at O’Neill Junior/Senior High School will work to adjust their instruction and curriculum to the best of their abilities to meet the learning needs of their students. It should also be noted that the success of the O’Neill Junior/Senior High School Safe Return to In-Person Instruction and Continuity of Services Plan is dependent on strong collaboration between administration, teachers/staff, students and parents.

## Communication

### STAFF & STUDENTS:

Strong communication between school staff and students is essential for educational success both during times of normal school operations and when teaching and learning must be modified. All students at O’Neill Junior/Senior High School have a school Google Applications account. Through their Google accounts students have access to several Google applications including **Gmail** (school email), **Drive** and **Calendar**. Teachers are encouraged to communicate with students using school email when they are unable to communicate face-to-face. Students are continually advised to access and check their school email daily during the school week to assure they are receiving and responding to correspondence from school staff.

The school may also utilize other (non-email) tools/programs to effectively and appropriately communicate with students. These tools/programs may include using messaging platforms such as **Remind Messaging**, school managed social media (**Facebook & Twitter**) and also online video conferencing programs (**Zoom**).

### STAFF & PARENTS/GUARDIANS:

Strong communication between school staff and parents/guardians is essential for student educational success both during times of normal school operations and when teaching and learning has to be modified. School staff may utilize phone calls, text or other forms of messaging, email, school managed social media (**Facebook & Twitter**) and online video conferencing programs (**Zoom**). The school will also use its mass notification system called **SwiftReach**. SwiftReach can be used to send mass phone call messages, mass text messages, mass emails or a combination of all three.

- **It is imperative that all Parent/Guardian and Emergency Contact information be kept up to date at all times so families are kept informed. You can contact the O’Neill Public Schools Central Office to update all contact information 402-336-3775.**

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# SECTION I: MODIFIED DAILY OPERATIONS (Fall 2022)

Green --Low Risk	Yellow-- Moderate Risk	Orange-- Elevated Risk	Red-- Pandemic
<p>Low/Stable risk does not mean “no risk.” Precautions are still implemented as a means of remaining in an uninterrupted, in-person learning environment status.</p> <p>Low/Stable risk precautions would likely continue at standard operating procedure until widespread availability of a vaccine.</p>	<p>Increasing disease spread or lack of resources warrants enhanced precautions to provide uninterrupted, in-person learning.</p>	<p>Further disease spread or lack of resources warrants enhanced precautions for in-person or hybrid learning.</p>	<p>Active disease spread warrants major changes to the traditional educational delivery model to protect the health of the students, staff and community.</p>

● **GREEN:** All students will attend school using a regular eight period bell schedule. Students would move from class to class.

- **YELLOW:** All students will attend school using a regular eight period bell schedule. Increased social distancing and strict safety measures will be enforced. Masks/face coverings would be encouraged for all students and staff.
- When confirmed active cases reach 3% Yellow protocols will be implemented.
- **Temperature checks will be taken midday.**
- **Masks/face coverings should cover the nose and mouth and fit snugly against the sides of the face.**
- **MASKS MUST BE SCHOOL APPROPRIATE AND NOT VIOLATE SCHOOL DRESS CODE.**

● **ORANGE:**

- All students will attend school using a regular eight period bell schedule. Increased social distancing and strict safety measures will be enforced.
  - Masks/face coverings would be encouraged for all students and staff.
  - Temperature checks will be taken twice per day.
- When confirmed active cases reach 6% Orange protocols will be implemented.
- **Masks/face coverings should cover the nose and mouth and fit snugly against the sides of the face.**
- **MASKS MUST BE SCHOOL APPROPRIATE AND NOT VIOLATE SCHOOL DRESS CODE.**

● **RED:**

- When confirmed active cases reach 10% Red protocols will be implemented.
- Masks/face coverings are required for all students and staff.
- **Masks/face coverings should cover the nose and mouth and fit snugly against the sides of the face.**
- **MASKS MUST BE SCHOOL APPROPRIATE AND NOT VIOLATE SCHOOL DRESS CODE.**
- Students will attend school and remain in their cohort throughout the duration of the school day that may be modified.

OR

- Students will attend school for half days.

- Students with last names starting with A through K from 8:00 a.m. - 11:15 a.m.
- Students with last names starting with L through Z from 12:15 p.m. - 3:30 p.m.
- Students will remain in assigned small groups throughout the duration of their session. Students will NOT move throughout the building and will engage in online learning at the school.

## Contingency Plans

The district remains focused on the safety and well-being of all students and staff at O’Neill Public Schools. The district will continue to be vigilant in operating within any directed health measures as required by local and state health officials. School calendars, class schedules and other key operational variables are subject to change due to circumstances outside the control of the school. It is critical that parents maintain a plan for both short and long-term school closure. In the event that the district would limit the number of students and staff allowed in school buildings, students in grades 7-12 may engage in a remote learning scenario where students would participate in online learning. If any student does not have reliable Internet access at home, they will need to contact the school for assistance in securing access.

## Daily Precautions

During YELLOW protocols, temperatures will be taken in the middle of the day.

DURING ORANGE & RED PROTOCOLS, TEMPERATURES WILL BE TAKEN UPON ARRIVAL AND IN THE MIDDLE OF THE DAY, STUDENTS WITH TEMPERATURES OF 100.4 DEGREE (F) WILL BE ASSESSED FOR COVID-19 AND MIS-C SYMPTOMS. ANYONE WITH A TEMPERATURE OR SHOWING ANY SYMPTOMS WILL BE SENT HOME.

Any student showing symptoms will be required to wear a disposable mask and escorted to an isolated area until he/she is picked up by guardians. This should take place within 30 minutes of receiving a phone call from school.

The school will work to maintain a sanitary environment. This will include regular cleaning, disinfecting and healthy air quality.

## Absenteeism

If your child shows any symptoms of a communicable disease please keep him/her home and contact the school to excuse the absence. The district attendance policy will remain in effect and can be found in the student handbook. The district will expect students to attend and participate in school as scheduled even during modified practice.

## School Operation Hours, Beginning and End of Day Entrance/Exit

O’Neill Public Schools will dismiss at 3:30 p.m. each day. Some school staff will be required to be on-site by 7:40 a.m. each school day. **School doors will open at 7:40 a.m. each school day. Students will not be permitted into the school facilities until 7:40 a.m. unless they are enrolled in an Early Bird course or with administrative approval. Students will enter and exit school only from the entrances listed below.**

- 7th and 8th grade students only will enter through the **Main Student Entrance**.
- 9th and 10th grade students only will enter through the **Activities Entrance**.
- 11th and 12th grade students only will enter through the **Northwest Student Entrance**.

### Upon entering the school each day:

- Students will report either to the cafeteria for breakfast or Jr High will go to the Jr High Commons and the HS will go to the HS Commons Students
- Students arriving late will need to report to the office

### Upon leaving the school each day:

- Students will not be permitted to gather in the halls, commons areas, locker rooms and parking lots. Students will be expected to leave school immediately unless they are participating in activities or are working directly with a teacher.

## General Class Operations

Students will adhere to social distancing expectations for classrooms as required by directed health measures for schools.

- Students and staff **may be** required to wear face covering during class.
- Students will use hand sanitizer upon entering each classroom at **YELLOW**.
- All desks will face the same direction and students will be seated in a manner providing appropriate space at **ORANGE**.
- Staff will be required to wipe down tables, desks and chairs and other classroom equipment regularly and during planning periods each day at **YELLOW**.

## Breakfast and Lunch

There will be open campus for qualified seniors at **GREEN** and **YELLOW**.

The following procedures will be enforced for both breakfast and lunch periods.

- **GREEN:** Breakfast and Lunch will be served in the cafeteria with general health precautions.
- **YELLOW:** Same as Green with extra cleaning procedures
- **ORANGE:** Seating will be assigned by administration. Social distancing will be enforced.
- **RED:** Same as **Orange** **OR** Meals will be available for pick-up at the school for families to take home.

## Handwashing and Hygiene

Students will be expected and reminded to wash/sanitize their hands multiple times each day. This will include prior to breakfast and lunch. Students should not share items including laptops, calculators and other classroom materials to reduce the spread of germs. Students will be expected to use proper respiratory etiquette (ie: sneezing and/or coughing into their elbow or a facial tissue). Students will be expected to shower after PE classes.

It is also important to ensure that non-disposable masks/face coverings are washed daily. Students and staff should plan to do that at home so they can arrive at school with a clean mask/face covering each day.

## Classroom Layout

Teachers and administration will work to organize the physical layout of the classroom to assure adherence to directed health measures. It may be necessary to move larger classes to larger areas/classrooms to accommodate space requirements.

## Field Trips, School Assemblies and School Dances

**School field trips, school assemblies and/or larger gatherings of people including school dances will be evaluated by school administration throughout the school year. The level of modified daily operations in place at the time of events will guide administrative decisions.**

## Facility Use by Individuals and Outside Organizations

The district may restrict facility use by individuals and outside organizations based on the level of modified daily operations.

## Professional Development

Attendance of in-person professional development workshops that are held outside the district will be guided by the level of modified daily operations.

## Special Elective Classes

Classes that require students to leave campus throughout the day will be guided by the level of modified daily operations. In the event that students are not permitted to leave campus to participate in work study, job shadowing, internships etc., the teacher will work to provide an alternative learning opportunity to the best of their ability.

## Transportation

Guidelines for transportation using school owned transportation and First Student's Bus Service will be guided by the level of modified daily operations.

- Temperature checks may be conducted prior to departure.
- Students and staff may be required to wear masks/face covering when traveling.
- Busses and vans may be loaded from back to front and unloaded from front to back and students may be required to sit in individual seats facing the front only.
- All transportation vehicles will be thoroughly cleaned and sanitized after each trip.

## Visitors

Parents, guardians, and visitors will be guided by the level of modified daily operations. Parents, guardians and visitors who need to address business at the Junior-Senior High School shall only enter the outside waiting area and address matters with the school secretary and/or school administration.

## Water Fountains and Water Bottles

All students and staff will use their own personal water bottles throughout the 2021-2022 school year. Communal water fountains will be guided by the modified daily operations. Students and staff may use the hands free automatic water bottle filling stations to refill their water bottles. Personal water bottles shall be taken home and cleaned each day.

## Facilities

The following essential actions will be taken to ensure that school facilities are safe for students and staff to inhabit. The district will:

- Change air filters regularly.
- Distribute wastebaskets, tissues, soaps and sanitizers to appropriate classrooms and restroom facilities so that these materials can be used safely.
- Post signage reminding students and staff of frequent hand washing, cold and cough etiquette (including nose blowing).
- Follow guidance from local and state health officials when performing all cleaning related duties.

## Students and Staff with Underlying Medical Conditions

If a student has an underlying health condition, the parent(s)/guardian(s) should contact the building principal to devise an appropriate health care/learning plan for the 2021-2022 school year.

## District Plans For Dealing With Communicable Disease Like Symptoms

The administration will work with the school nurse to identify an isolation room or area to separate anyone who exhibits communicable disease like symptoms. The school nurse will use the Standard and Transmission Based precautions when caring for a sick student or staff member. A parent or guardian or

staff emergency contact will be contacted to come and transport the student or staff member home or to a healthcare facility.

- Students should not come to school if they are ill or have a fever of 100.4 degrees (F) or greater.
  - Students experiencing symptoms associated with communicable diseases will be excused to obtain screening or diagnostic testing.
  - The school will work to adhere to recommendations and directives from local and state officials when making decisions about student and staff safety and welfare.
  - The school will allow local health departments to utilize their facilities to administer vaccinations with parent/guardian consent.
  - At any time, school personnel may require those entering the building to wear PPE (Personal Protective Equipment), wash/sanitize hands, and participate in building check-in procedures. Failure to comply may lead to non-admittance.
  - Parents/Guardians will be expected to immediately notify the school if students display symptoms associated with communicable disease like symptoms.
  - The school will cooperate with local and state health departments in contact tracing and enforcing isolation and quarantine orders as directed.
  - The school will report cases of communicable diseases to the North Central District Health Department following required guidelines as determined by the State of Nebraska.
  - **Parent/Guardian and Emergency Contact information must be kept up to date with the school so families are kept informed.**
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## SECTION II: ACADEMIC FOCUS

### Extended Learning Plan (Remote and/or Online Learning)

All students in grades 7-12 are assigned a school owned MacBook Air laptop at the start of each school year and are expected to take their laptops home each day. In the event of a school closure, students and staff will engage in an extended and/or online learning program. Students will utilize their school issued laptop device for most all extended/modified learning situations.

- Teachers will utilize the online Learning Management System called *Canvas*. *Canvas* allows teachers to deliver class content online and also allows students to access the content anywhere they are as long as they have Internet access.
- If any student does not have reliable Internet access at home, they will need to contact the school for assistance in securing access.

### Live Video Conferencing Expectations/Etiquette

When it is not possible for students to be in class with their teacher (in person), teachers may use live video conferencing to assist students in meeting with their class. Teachers and students will utilize live video conferencing platforms such as *Zoom*. *Zoom* is a web based platform.

- Students should plan to be in a living room, family room, dining room, or other communal area for the duration of the class meetings.. Bedrooms and bathrooms are not appropriate locations for students to participate in live video conferencing.
- It is appropriate for the parent/guardian to monitor school related video conferencing.
- Students should wear school appropriate clothing during live video meetings.
- Students should make others in the home aware that a live video conference is happening so as not to cause unnecessary distraction.
- If issues arise, the teacher or school staff member reserves the right to mute or end video for any participant.



# Roles and Responsibilities - School Personnel

Roles and Responsibilities - School Personnel	
<p>SUPERINTENDENT</p>	<ul style="list-style-type: none"> <li>• District representative and spokesperson who will maintain communications between local and state officials.</li> <li>• Communicates all school closing announcements.</li> </ul>
<p>BUILDING ADMINISTRATION</p> <p>Principals</p> <p>Special Education Director</p> <p>Activities Director</p>	<ul style="list-style-type: none"> <li>• Support teachers and teams as they design and implement best practices to assess student learning in a modified learning environment.</li> <li>• Support teachers and teams as they work to differentiate instruction.</li> <li>• Be available for any and all questions or concerns from staff, students, and parents/guardians.</li> <li>• Maintain regular communication with staff, students, and parents/guardians.</li> </ul>
<p>CAMPUS LEADERSHIP TEAM</p> <p>7-12 Curriculum</p> <p>Department Level Chairs</p>	<ul style="list-style-type: none"> <li>• Collaborate with building administration and teachers in curricular departments to develop and implement modified daily operations.</li> </ul>
<p>CLASSROOM TEACHERS</p>	<ul style="list-style-type: none"> <li>• Maintain appropriate lesson plans aligned with school content curriculum</li> <li>• Teach, model, and deliver class content in a timely manner</li> <li>• Collaborate with other members of the department to design learning experiences for all students</li> <li>• Communicate adequately with students and parents/guardians</li> <li>• Provide timely feedback to support student learning</li> <li>• Document student engagement and parent contact</li> </ul>
<p>SPECIAL EDUCATION TEACHERS</p>	<ul style="list-style-type: none"> <li>• Communicate regularly with classroom teacher(s) for students on his/her caseload</li> <li>• Provide specialized instruction on a regular basis to assure IEP goals are addressed</li> <li>• Help classroom teachers differentiate work for students on his/her caseload</li> <li>• Provide supplementary learning activities for students on his/her caseload who may benefit from additional practice to strengthen learning</li> </ul>

ADMINISTRATIVE ASSISTANTS	<ul style="list-style-type: none"> <li>• Regularly check school voicemail and email</li> <li>• Communicate with staff</li> </ul>
COUNSELORS	<ul style="list-style-type: none"> <li>• Monitor academic performance and progress</li> <li>• Serve as liaison for communication with students/families in crisis</li> <li>• Maintain, deliver, and/or share social-emotional lessons and provide support</li> <li>• Host office hours for students to access academic and emotional support</li> </ul>
MENTAL HEALTH PRACTITIONER	<ul style="list-style-type: none"> <li>• Maintain contact with regularly scheduled students.</li> <li>• Collaborate with Guidance Counselors and Administration to address emotional needs for identified students.</li> </ul>
SCHOOL NURSE	<ul style="list-style-type: none"> <li>• Collaborate with school staff regarding proper health practices as guided by local and state health officials.</li> <li>• Supervise medical requirements for all students.</li> </ul>
LIBRARY STAFF	<ul style="list-style-type: none"> <li>• Regularly check in with classroom teachers to identify ways to support student learning</li> <li>• Encourage literacy through activities and information designed to engage students.</li> </ul>
TECHNOLOGY STAFF	<ul style="list-style-type: none"> <li>• Be available to support and answer technology-related questions remotely.</li> </ul>
PARA PROFESSIONALS	<ul style="list-style-type: none"> <li>• Communicate regularly with classroom teachers to identify ways to support students and contribute to this OPS Safe Return to In-Person Instruction and Continuity of Services Plan</li> <li>• During school closure, participate in weekly professional development</li> <li>• Check regularly on the Para sign up doc for additional areas of need</li> </ul>
CUSTODIANS	<ul style="list-style-type: none"> <li>• Sanitize and clean all school facilities.</li> <li>• Keep in contact with building administrators about any additional needs.</li> </ul>

## Roles and Responsibilities - Students and Parents

Roles and Responsibilities - Students	
<ul style="list-style-type: none"> <li>● Establish daily routines that allow for participation in the learning expectations.</li> <li>● Identify a comfortable, quiet space that will allow them to learn away from school.</li> <li>● Complete assigned work with integrity and academic honesty. (Don't cheat)</li> <li>● Complete and submit assigned work on time.</li> <li>● Participate in scheduled Zoom video meetings.                             <ul style="list-style-type: none"> <li>○ Join video Zoom sessions on time</li> <li>○ Actively participate in Zoom sessions</li> <li>○ Remain online until the video meeting/class has ended</li> </ul> </li> <li>● Access school email, Canvas, and PowerSchool daily.</li> <li>● Maintain appropriate communication:                             <ul style="list-style-type: none"> <li>○ Respond to school email from teachers in a timely manner.</li> <li>○ Maintain good digital citizenship.</li> </ul> </li> </ul> <p><b>*Under NO circumstances may students record, create memes or images, or in any way represent on social media or any other platforms, any online lessons, parts of lessons, teachers, students, or anything else associated with O'Neill High School.</b></p>	
Student Questions About...	Contact
A class assignment, task or grade	Classroom Teacher
A personal or social-emotional concern	School Counselor 402-336-1544
Other issues related to learning or questions you might have	Principal/Assistant Principal 402-336-1544
A technology-related problem or issue	District Technology Coordinator 402-336-1544

Roles and Responsibilities - Parents/Guardians
<ul style="list-style-type: none"> <li>● Identify a space in the home for your student(s) to work that is the least distracting but also allows for parent monitoring.</li> <li>● Establish routines and expectations for modified learning.</li> <li>● Monitor communications (Email, PowerSchool, Swift Messages) daily from both teachers and administration.</li> <li>● Encourage academic honesty.</li> <li>● A daily check-in with your student(s) about progress with learning and assure them that if they have questions that they know how to contact their teachers.</li> <li>● Encourage physical activity and/or exercise.</li> </ul>

<b>Parent/Guardian Questions About...</b>	<b>Contact</b>
A class assignment, task or grade	Classroom Teacher
A personal or social emotional concern	School Counselor/Mental Health Practitioner 402-336-1544
A question regarding a student's IEP or accommodations/modifications for learning	Special Education Director 402-336-1948
Other issues related to learning or general questions you might have	Principal/Assistant Principal 402-336-1544
A technology-related problem or issue	District Technology Coordinator 402-336-1544

## School Contact Information

**O’Neill Public School Central Office (Superintendent’s Office): 402-336-3775**

**O’Neill Junior-Senior High School Office: 402-336-1544**

**O’Neill Junior-Senior High School Activities Director Office: 402-336-1415**

**O’Neill Junior-Senior High School Fax: 402-336-1105**

## Grading

Students are expected to complete assigned work and/or learning activities and work in a timely manner. If grading practices are adjusted during times of modified learning, teachers will be expected to inform students of the adjusted grading practice. School administration will also be expected to communicate adjusted grading practices to parents.

## Activities/Athletics

School activities/athletics are an extension of the classroom in that they provide teaching and learning for all who participate. When the O’Neill Junior-Senior High School Safe Return Plan is in effect, school activities and athletics will likely be impacted. The school will always work to follow guidance and adhere to directives from state officials that include the Nebraska School Activities Association (NSAA). The school administration will work to collaborate with activities and athletics coaches and sponsors to assure guidance and directives are followed. Coaches and administration will communicate all pertinent information to students, parents and the public using school appropriate communication (SwiftReach and Social Media) and also KBRX Radio. O’Neill Junior-Senior High School Activities/Athletic Director is Mr. Nick Hostert and can be reached by email at [nickolashostert@oneillschools.org](mailto:nickolashostert@oneillschools.org) or by phone at 402-336-1415.

- Students 6th grade and younger must be accompanied by a parent or guardian at ALL school activities/events.
- Students are expected to remain with their parents in the stands during the duration of the event. This includes during home football games.

## Online Resources & Communications

<b>District Website</b> O’Neill Public Schools	<a href="http://www.oneillpublicschools.org/">www.oneillpublicschools.org/</a>
<b>District Calendar</b> O’Neill Public Schools	<a href="https://bit.ly/37dxUcW">https://bit.ly/37dxUcW</a>
<b>Staff Directory</b> O’Neill Public Schools	<a href="https://bit.ly/2YfXgCV">https://bit.ly/2YfXgCV</a>
<b>PowerSchool</b> Student/Parent Login Link	<a href="http://oneill.nebps.org/public/">oneill.nebps.org/public/</a>
<b>Canvas</b> Student Login Link	<a href="http://oneillpublicschools.instructure.com/">oneillpublicschools.instructure.com/</a>
<b>Eagle Eye Broadcasting</b> Website	<a href="http://www.eagleeyebroadcasting.com/">www.eagleeyebroadcasting.com/</a>

<b>Library</b> O'Neill Public Schools	<a href="http://oneillpublicschoolibraries.weebly.com/">http://oneillpublicschoolibraries.weebly.com/</a>
<b>Facebook</b> O'Neill High School	<a href="https://www.facebook.com/oneillhighschool">https://www.facebook.com/oneillhighschool</a>
<b>Twitter</b> O'Neill High School <a href="#">@ONEillEagles</a>	<a href="https://twitter.com/OneillEagles">https://twitter.com/OneillEagles</a>
<b>Instagram</b> O'Neill High School <a href="#">@oneillhighschol</a>	<a href="https://www.instagram.com/oneillhighschool">https://www.instagram.com/oneillhighschool</a>
<b>KBRX Radio</b> Website	<a href="http://www.kbrx.com/">http://www.kbrx.com/</a>
<b>North Central District Health Department</b>	<a href="https://ncdhdne.wordpress.com/">https://ncdhdne.wordpress.com/</a>