



# O'Neill Elementary School

## Safe Return to In-Person Instruction and Continuity of Services Plan

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# Introduction to O'Neill Elementary School Safe Return to In-Person Instruction and Continuity of Services Plan

The purpose of this document is to outline the learning plan for students at O'Neill Elementary School during times when normal school operations are interrupted or altered. This includes situations such as snow days, health pandemics, etc. While this document includes much information, it is not possible to plan 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 plan can replicate the learning engagement opportunities that students would experience in a regular classroom setting with their teacher. However, the teaching staff at O'Neill Elementary 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 Elementary School Safe Return to In-Person Instruction and Continuity of Services Plan is dependent on strong collaboration between teachers and staff, students, and parents.

## Communication

Schoolwide communication will come from the SwiftReach Call Program and the school Facebook page (<https://www.facebook.com/oneillelem>).

Teachers will communicate through the SeeSaw app throughout the year. Within the app, students and parents can look at and hand in schoolwork, as well as ask questions of the teacher and participate in class discussions. We encourage parents to use this app and to communicate with teachers through the app, as well.

- **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 at 402-336-3775.**

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## SECTION I: MODIFIED DAILY OPERATIONS (Fall 2023)

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 schedule. Students will be with their classroom cohort for all classes, except for walk to read, SPED services, Title I services, and ELL services.

**YELLOW:** All students will attend school using a regular schedule. Increased social distancing and strict safety measures will be enforced. Temperature checks will be taken in the middle of the day. Masks/face coverings would be encouraged for all students and staff. **Masks/face coverings should cover the nose and mouth and fit snugly against the sides of the face.** When confirmed active cases hit 3 percent, yellow protocol will be implemented.

**ORANGE:** All students will attend school using a regular schedule. Increased social distancing and strict safety measures will be enforced. Temperature checks will be taken twice a day. Masks/face coverings would be encouraged for all students and staff. **Masks/face coverings should cover the nose and mouth and fit snugly against the sides of the face.** When confirmed active cases hit 6 percent, orange protocols will be implemented.

**RED:** Students will attend school and remain in their cohort throughout the duration of the school day that may be modified. When confirmed active cases hit 10 percent, red protocols will be implemented.

- Students will attend school for a half day, with last names A-K attending from 8:00-11:15
- Students with last names L-Y attending from 12:15-3:30.
- Students will move as a cohort throughout the building. Masks/face coverings are required for all students and staff. Masks/face coverings would be required for all students and staff, no opt out. **Masks/face coverings should cover the nose and mouth and fit snugly against the sides of the face.**

## 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 circumstances force the district to no longer educate within the physical building**, students in grades P-6 would likely 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 IS SHOWING 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 Elementary Student Handbook. When normal school operations are modified, the district will expect students to attend school as scheduled. However, the district will not count student absences towards the 20-day absenteeism limit as long as the school receives communication from a parent/guardian in a timely manner.

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

**STARTING WITH THE 2022-2023 SCHOOL YEAR, O'NEILL PUBLIC SCHOOLS WILL DISMISS AT 3:30 PM EACH SCHOOL DAY.**

Some school staff will be required to be on site by 7:30. 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.** Students will enter and exit school only from the entrances listed below.

- Preschool---Enter and exit through the south preschool doors - **DOOR # 14** beginning at **7:40 a.m.** for AM preschool and **12:30 p.m.** for PM preschool

- Kindergarten---Enter & exit through the Kindergarten Hallway door - **DOOR # 2**
- 1st & 2nd Grade---Enter & exit through the Main entrance - **DOOR # 1**
- 3rd & 4th Grade--Enter & exit through east door - **DOOR # 6**
- 5th & 6th Grade---Enter & exit through the northwest door - **DOOR # 4**
- Students who arrive late will be required to report to the office.

Upon leaving the school each day:

- Students will exit through the same door they entered through.
- Students will be expected to leave campus immediately.
- Students will not be permitted to gather in the halls, commons areas, locker rooms and parking lots.
- Students attending Developing Eagles will dismiss through the main entrance.

## Breakfast and Lunch

- GREEN-- Breakfast and lunch will be served in the cafeteria, with general health precautions.
- YELLOW---Same as green, with extra cleaning procedures.
- ORANGE---Breakfast will be served in the classrooms. At lunchtime, half of the students in a lunch period will be eating in their classrooms, while the other half will be eating in the cafeteria and socially distanced.
- RED---Same as Orange OR meals will be available for pick up at the school for families to take home.

## Recess

- GREEN-- Students will play at recess following general recess procedures.
- YELLOW---Students will play at recess following general recess procedures.
- ORANGE---Students will play at recess with only students from their homeroom.
- There will be a rotation to allow students to play in each playground area.
  - Example: 3A plays on the equipment, 3B plays on the courts, 3C plays on the west pad.
- The playground will be cleaned off after each recess period.
- In the event that there is inclement weather, students will go to their homerooms for inside recess.
- RED---Same as Orange OR education will be done via distance learning.

## 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.

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.

## Class Time

- GREEN---Class will take place with peers.
- YELLOW---Class will take place with peers.
- ORANGE---Same as yellow, but with smaller groups to allow for more social distancing.
- RED---Same as Orange OR education will be done via distance learning.

## Specials Class Time

- GREEN---Class will take place with peers.
- YELLOW---Class will take place with peers.
- ORANGE---Class will take place with peers, with masks required.
- RED---Same as Orange OR education will be done via distance learning.

## Passing Periods, Dismissal

Students should not gather at their lockers for an extended period of time. If using restrooms between periods students and staff should work to adhere to social distancing as best as they can.

## 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.

## School Assemblies

School assemblies and/or larger gatherings of people will be evaluated by school administration throughout the school year. The directed health measures that are in place at the time of events throughout the school year 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.

## Field Trips

School field trips will be evaluated by school administration. The directed health measures that are in place at the time of events throughout the school year will guide administrative decisions.

## 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.

## Transportation

Guidelines for transportation using school owned transportation and First Students Transportation are as follows:

- Temperature checks may be conducted prior to departure
- Students and staff may be required to wear 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 visitor access will be guided by the level of modified learning operations. Parents, guardians and visitors who need to address business at the Elementary School shall only enter the outside waiting area and address matters with the school secretary and/or school administration.

## Water Fountains

The water fountains are communal and will be allowed to be used for the foreseeable future. Students and staff will be encouraged to use water bottles that have a lid. The water bottles must be clearly marked with the student's name.

## 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 Health 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 school year.

## District Plans For Dealing With Communicable Diseases

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 (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.
- Parent/Guardian and Emergency Contact information must be kept up to date with the school so families are kept informed.
- Parents/Guardians will be expected to immediately notify the school if students display symptoms associated with communicable diseases.
- 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)

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 **SeeSaw**. **SeeSaw** 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.
- Elementary may have a combination of paper and online learning.

## 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 meet 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 meetings. Bedrooms and bathrooms are not an appropriate location for students to participate in live video conferencing.
- It is appropriate for 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 in the Event of Remote Learning - School Personnel

Roles and Responsibilities - School Personnel	
SUPERINTENDENT	<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>
BUILDING ADMINISTRATION Principals Special Education Director Activities Director	<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>
CAMPUS LEADERSHIP TEAM	<ul style="list-style-type: none"> <li>• Collaborate with building administration to develop and implement modified daily operations.</li> </ul>

Includes teachers from multiple disciplines and grade levels.	
CLASSROOM TEACHERS	<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>
SPECIAL EDUCATION TEACHERS	<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>
<b>Roles and Responsibilities - School Personnel</b>	
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>● 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 counseling services virtually</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. 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 distance learning</li> <li>Encourage literacy through activities 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>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>Students shall establish daily routines that allow for participation in the learning expectations.</li> <li>Students shall 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>Access SeeSaw daily.</li> <li>Maintain appropriate communication: <ul style="list-style-type: none"> <li>Respond to school email and SeeSaw communication from teachers in a timely manner.</li> <li>Participate in scheduled Zoom video meetings.</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 Elementary School.</b></p>

## Roles and Responsibilities - Parents/Guardians

- Identify a space in the home for your student(s) to work that is free from distractions but also allows for parent monitoring.
- Establish routines and expectations for modified learning.
- Monitor communications (Email, PowerSchool, Swift Messages) daily from both teachers and administration regularly.
- Encourage academic honesty.
- Check-in daily with your student(s) about progress with learning and ensure that if they have questions that they know how to contact their teachers.
- Encourage physical activity and/or exercise.

Parent/Guardian Questions About...	Contact
A class assignment, task or grade	Classroom Teacher
A personal or social-emotional concern	School Counselor/Mental Health Practitioner 402-336-1400
Other issues related to learning or questions you might have	Principal/Assistant Principal 402-336-1400
A technology-related problem or issue	District Technology Coordinator 402-336-1400

## School Contact Information

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

**O'Neill Elementary School Office: 402-336-1400**

**O'Neill Elementary School Fax: 402-336-2651**

## 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 Elementary School Safe Return to In-Person Instruction and Continuity of Services 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. Nate Larsen and can be reached by email at [natelarsen@oneillschools.org](mailto:natelarsen@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.

## 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>Library</b> O’Neill Public Schools	<a href="http://oneillpublicschoolibraries.weebly.com/">http://oneillpublicschoolibraries.weebly.com/</a>
<b>Facebook</b> O’Neill Elementary School	<a href="https://www.facebook.com/oneillelementary">https://www.facebook.com/oneillelementary</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>