

Returning To School General Protocols for Families- Fall 2020

Gretna Public Schools will follow guidelines as determined by the Sarpy/Cass Health Department. As COVID-19 implications change, these protocols are subject to change. This information is being provided to Gretna Public Schools families so they can help their students prepare for a successful transition back to school in August. Specific questions can be directed to the school principal.



Bussing	<ul style="list-style-type: none"> • Students must wear masks and sit with family members when possible. • Weather permitting, windows will be partially opened for movement of fresh air. • Drivers will wear masks and will wipe down bus surfaces between routes.
Cafeteria/Meals	<ul style="list-style-type: none"> • Social-distancing will be applied to the best of our abilities utilizing traditional and non-traditional eating spaces and staggered eating schedules. • Salad bars will be removed. • All food will be served by gloved and masked employees when physical barriers are unavailable. • Students will be allowed to bring lunches from home. • No sharing of food. • Outside food deliveries will not be allowed. • Students will sanitize their hands after entering their lunch number. • Sanitizer stations will be readily available throughout the cafeteria.
Calendar	<ul style="list-style-type: none"> • We will follow the board approved 2020-2021 calendar. • First day of school is Thursday, August 13th. Families will receive specific building information from their school principal.
Classroom	<ul style="list-style-type: none"> • Students will be social distanced as much as possible in classrooms. We understand that this may be difficult at times. • Masks will be expected to be worn during the school day but students will receive mask breaks throughout the day when appropriate.
Cleaning	<ul style="list-style-type: none"> • High-touch surface sanitization throughout the day. • Hand sanitizer dispensers available throughout school. • Desks / tables will be cleaned periodically throughout the day. • All shared materials will be wiped down between uses. (e.g. class sets of books, elementary musical mallets, art supplies, science goggles, etc.).
COVID-19 Distance Learning Plans	<ul style="list-style-type: none"> • We will be working with families of students who have a documented medical situation. Families should reach out to their building principals to inquire about these distance learning plans. • Principals will work with families to acquire proper medical documentation. • Distance learning will be fully launched by August 24th. • Families who have chosen distance learning please see the distance learning document.
Hand Sanitizing	<ul style="list-style-type: none"> • Students and staff will be asked to sanitize or wash their hands upon entering and exiting the building, classroom and cafeteria.
Locker Rooms	<ul style="list-style-type: none"> • Students will not be required to shower in the locker rooms after PE classes.
Masks	<ul style="list-style-type: none"> • Per the advisement of the health department, masks are now mandated. • Students and staff will be given mask breaks throughout the day. • When staff and students can social distance, masks may not be required. • Two cloth masks will be provided to each student. Students may use their own masks or gaiters. (Clear plastic shields are not substitutes for masks.) • Bandanas will not be allowed as masks. All masks will be subject to dress-code compliance...no offensive, vulgar, or inappropriate images/messages will be allowed.
Miscellaneous	<ul style="list-style-type: none"> • Several things that may not be able to occur in person or until further notice: • Large pep rallies, school assemblies and field trips.

	<ul style="list-style-type: none"> • In-person Open Houses will be cancelled. • Parent – Teacher Conferences- will occur where social distancing can be maintained. • Nurses will no longer issue cough drops, Tylenol or Ibuprofen without a medical note.
Pick Up/Drop Off and Students Exiting Building	<ul style="list-style-type: none"> • Social distancing practices should be followed. • Students will not congregate at entrance or exit areas. • Students will be encouraged to put on their masks before entering the building. • Thermal temperature checks will take place upon entering the building. • Parents are asked to stay in or by their vehicle during pick up / drop off. • Students will be dismissed at multiple exits in a staggered approach. (e.g. based on walking home, riding the bus etc.) Specific building information will be communicated by the principal.
Response to Positive Cases Response to Positive Cases (cont.)	<p>When a positive COVID-19 case is confirmed in a school, that individual will be excluded and allowed to return based upon current guidance from health officials at the time. Health Departments will work with schools to assist with “contact tracing”. The following questions, among other questions, will be considered when determining how that case will impact others in their classroom and/or school building.</p> <ul style="list-style-type: none"> • What is the level of community spread outside the school building? • Was the individual with COVID-19 wearing a mask most of the time? • Were other students and staff masked who were within 6 feet of the individual with COVID-19 for more than 15 minutes? • Was the individual with COVID-19 part of a small group or “cohort” within the building or did they interact with a large number of students and staff throughout their day? • To what extent is the school community implementing other non-pharmaceutical interventions (hand washing, hand sanitizers, etc.)? <p>The answers to the previous questions will help determine</p> <ol style="list-style-type: none"> 1) the number of close contacts. 2) if the close contacts who are not symptomatic may stay in the classroom. 3) the number of other students and staff who will need to be quarantined. <p>We will follow health officials guidance regarding notification of positive cases.</p> <p>Classroom(s) will continue to be disinfected.</p>
Screening	<ul style="list-style-type: none"> • Parents screen children at home for possible symptoms of COVID-19 such as: fever, chills, muscle aches, headache, sore throat, nausea, vomiting, diarrhea, new cough, shortness of breath, difficulty breathing, or loss of taste or smell. • If your child is sick with any of the possible symptoms of COVID-19, keep them home from school and notify the school of your child’s absence and symptoms. It is strongly recommended you contact your child’s doctor for further guidance regarding possible COVID-19 testing.
School Activities	<ul style="list-style-type: none"> • We will follow the Nebraska School Activities Association (NSAA) in regards to school activities scheduling, practices, games, etc. • Attendance for activities will be coordinated using current health department guidelines.
Visitors & Volunteers	<ul style="list-style-type: none"> • In order to limit people in the building, we will not be able to accommodate visitors like we have in the past. • Lunch guests, classroom volunteers, TeamMates and other special drop-in guests, guest speakers and/mentors will not be allowed until further notice. • Family members will be allowed for special meetings such as IEP’s and health related meetings. • Anyone entering the building during the school day will be required to wear a mask.

Distance Learning Information

Distance learning will offer essential curriculum instruction. Delivery of instruction will depend on the number of students making the request, the grade level of the student, and the subject area. Due to the challenges of creating these distance learning plans, remote may not be fully launched until August 24th. This instruction will not be the same as in-person instruction because specials, exploratory, and elective courses may be limited in availability. Students and families that choose the distance learning option will not be able to participate in extracurricular activities or some hands-on classroom activities. In addition, some classroom instruction options (i.e. one to one and small group instruction) may be limited.

Instruction will be delivered with a specific time for each course between normal school hours. Attendance will be taken and school/state attendance policies will be followed. Families will be committing to a full semester of distance learning. Exceptions to this time frame may be made if medical documentation describing a need for distance learning has been provided prior to the start of the school year. Prior to the start of second semester, parents will be contacted regarding the decision to continue distance learning or return to in-person instruction in their assigned school building.

Students who are attending school in-person that become ill or are asked to quarantine for 14 days or less will continue to work with their assigned classroom teacher following traditional illness procedures and policies. Illnesses beyond 14 days will be handled on an individual basis, starting with a conference with the building principal.

Distance learning for the 2020-21 school year, for those families who opt to stay at home, will include:

- An assigned teacher(s) will serve as the student and family's primary point of contact
 - K-5 students may be grouped together with same grade level students throughout the district and the teacher may or may not be the person your child would have had if attending school in person.
- Daily live and/or recorded lessons introducing new content
- Daily student learning activities (assignments)
- Traditional feedback and grading procedures
- Opportunities for students learning at home to learn with other students at designated, to be determined times, during the traditional school day.

Student responsibilities for distance learning:

- Log in to the Google Classroom daily to access videos, learning activities (assignments), and feedback.
- Turn in assignments according to teacher-assigned due dates.
- Connect with teachers at assigned times during the traditional school day.
- Check email daily and respond appropriately.
- Establish a space in the home to focus on and complete assignments.
- Communicate with the teacher(s) when there are questions or concerns.

Family responsibilities for distance learning:

- Establish a space in the home for your student to focus on and complete assignments.
- Ensure that your student logs in to the Google Classroom daily to access materials and assignments.
- Monitor assignment completion.
- Assist your student in organizing time and materials for at-home learning, including attending scheduled live learning events.
- Communicate with the teacher when there are questions or concerns.
- Supply own device (K-8th grade), as school devices will be used for students present in the school building.

Special education services for distance learning:

- Special Education services will be provided in person at your child's school in a designated room for remote learners. This could be the Special Education or Speech Pathologists classroom, or a designated room assigned by the building.
- Sessions will be scheduled by the provider based on the child's needs and the provider availability.
- Sessions held at school may include other students in small group settings.

- Cleaning between service sessions will take place.
- Social Distancing to the maximum extent possible will be used.
- If families opt to not bring their child to the building for special education services, remote options will be available through the above listed remote options offered to all students.
- The Special Education Service provider may or may not be the provider your child would have had if attending school in person.

Preschool Education Services for distance learning:

- There will not be remote learning for preschool students who do not qualify for special education services.
- Special Education preschool services will be offered to students following the Special Education guidelines for distance learning

12. 2020-2021 Student/Parent One-to-One iPad Handbook Policy

- **Introduction**
 - Gretna Public Schools is proud to offer our middle school students Apple iPads for use at school and at home. The 1:1 Learning Initiative, which provides mobile computing and wireless technology to all Middle School Students, has been designed to provide students with the skills and tools needed to support lifelong learning and success.
- **iPad Specifications**
 - Each student will be issued one iPad (8th generation) iPad, one power adapter, one USB-C to Lightning cable and one plastic hard-shell cover. (Only Gretna Public School issued covers will be allowed to be used on these iPads.) The iPad and power adapter have assigned serial numbers and will be labeled.
 - The cover is included with all iPads issued by the school.
- **Receiving your iPad**
 - Students and parents must sign and return these forms and agreements and pay the fee amount in order for the iPads to be taken off school property.
 1. The Gretna Public Schools Student/Parent Handbook Policy
 2. The Insurance Form (iPad Accidental Damage Cooperative Fund)
 3. The iPad Loan Agreement
 - The iPad, plastic iPad cover, power adapter and cable will be collected at the end of the school year for maintenance and cleaning or at the time attendance at the school ceases.
- **Cost, Use & Maintenance Fee (Insurance)**
 - Each student will be required to use the iPad case/cover provided by GPS.
 - Students must participate in the iPad accidental damage cooperative insurance fund. This insurance fee is a non-refundable fee of \$25 per school year. The agreement covers all accidental damage unless the iPad is deemed unrepairable. In that case, the student may be responsible for the replacement costs, as determined by the administration.
 - The accidental damage cooperative insurance fund does not cover lost or stolen iPads. Each student is responsible for full replacement cost if lost or stolen, as determined by the administration. Students who choose not to purchase accidental damage insurance from the school will not be allowed to take their iPads home.
- **Using your iPad at School**
 - **General**
 - iPads are intended for use at school each day. Each student is responsible for bringing his/her iPad to all classes, unless specifically advised not to do so by the teacher. Failure to do so may result in consequences.
 - iPads must be brought to school each day fully charged. Only charge the iPad with the provided charger.
 - Students need to comply with each classroom teacher's rules.
 - iPads must remain in a bag or backpack in the locker rooms due to moisture.
 - **Screensavers and Backgrounds**
 - Only school appropriate backgrounds may be used on the iPads.

- Presence of inappropriate material, determined by the school administration, on the iPad or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- **Sound**
 - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- **Printing**
 - Materials printed on school printers must be school related. No personal printing is allowed.
- **Lunch Period**
 - Use of iPads during lunch is not allowed. Food and drink is not allowed near the iPads.
- **Extracurricular Activities**
 - If a student chooses to take his/her iPad to a school event, the student and his/her parents may be entirely responsible for any damage, loss or theft that may occur.
- **Taking Care of your iPad**
 - No food or drink is allowed next to your iPad.
 - Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Any computers left unattended or unsupervised are in danger of being stolen or damaged.
 - Unsupervised iPads will be confiscated and taken by staff to the Technology Help Desk.
 - Disciplinary action may be taken for leaving an iPad unsupervised.
 - Students are not permitted to write, draw or place stickers or labels on the case/cover of the iPad or the iPad itself. If the case/cover is returned damaged or unable to be adequately cleaned, as determined by staff or administration, the student will be responsible for the cost of a replacement case/cover.
 - The iPad must be kept in the school issued plastic cover at all times.
 - Students must report any damage or theft to the Technology Help Desk immediately.
 - Students should not under any circumstances repair, alter, or make changes to the iPad.
 - Students should contact the Technology Help Desk if there is a problem.
 - Loaner iPads will be issued to students whose iPad needs to be repaired by the Technology Department. The loaner iPad must be returned by the end of the school day to the Technology Department.
- **Help Desk.**
 - Students should not allow any other student to borrow or use his/her iPad or accessories.
 - Student iPads will be labeled in the manner specified by the school district. Under no circumstances are students to modify, remove or destroy these labels.
- **Display Care**
 - The iPad display can be damaged if subjected to rough treatment. The display is particularly sensitive to damage from excessive pressure.
 - Do not lean on the top of the device.
 - Do not place anything on top of the iPad that will press against the case or the screen.
 - Do not poke the screen.
- **Managing your Files**
 - Students will be responsible for backing up their files. Students are provided 200 gigabytes of cloud storage from Apple. Each student is also issued a district Google Drive account with unlimited storage space. The iPad storage capability is 128 gigabytes.
 - It is the student's responsibility to backup any data he/she would like to keep before returning the iPad at the end of the school year. ALL INFORMATION WILL BE DELETED from the iPads over the summer by the Technology Department.
 - Students will be disciplined for saving or viewing any content deemed inappropriate by the Technology Department or school administration.
- **Software**
 - Installed Software – The software installed by Gretna Public Schools must remain on the iPad in usable condition and be easily accessible at all times.
 - The Technology Department has the discretion to approve and install additional programs and files.
 - Distributing software to unauthorized machines is prohibited.
 - Additional Software – Students are NOT ALLOWED to install any software on school iPads nor remove or alter software.
- **Security**
 - Internet usage is filtered and documented at all times.

- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.
- **Inspection**
 - Students may be selected at random to provide the school-issued iPad for inspection without notice.
- **District Policies**
 - Use of the iPad by any user continues to fall under the following District Policies:
 - District Policy 5101 – Student Discipline, Section 2: Academic Integrity
 - District Policy 6800 – Technology/Internet Safety
- **Parent Computing Tips**
 - iPads are a resource tool. Gretna Public Schools strives to provide students with the skills and tools needed to support lifelong learning and success. While it is great to have your child(ren) use and learn the latest technology, spending too much time with video games and surfing the web can be unproductive.
 - Due to CIPA (Children’s Internet Protection Act) requirements GPS will filter and document internet usage at all times. It is your responsibility as a parent to supervise, manage and monitor your child while he/she is not at school.
 - Communicate with your children and set limits. Here are some examples:
 - I will not give out personal information such as my address, telephone number, parent’s work address/telephone number, or the name and location of my school without my parent’s permission.
 - I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
 - I will talk with my child so that we can set up rules for going online. We will decide on the time of day my child can be online, the length of time he/she can be online and appropriate sites to visit.
 - Limit the hours during the day that your child is on the iPad.
 - One of the District’s goals with the learning initiative is to provide equitable technology access to families. Family members of the student with a school issued iPad are permitted to use the iPad to check the school website, your child’s grades, etc. The student’s use for school work should take priority over family use. All family members are required to follow the policies and procedures listed in this handbook as well as the District’s Technology/Internet Safety Policy 6800.
- **Misbehavior and Consequences**

Gretna Public Schools has a zero-tolerance policy on technology violations. Students who are not responsible digital citizens may receive consequences as deemed by the administration.

 - To maintain the expected learning environment in the classroom, students who violate the electronic device policy will be subject to disciplinary actions. Once a referral has been sent to the office, the following consequences can be utilized to solve the problem:
 1. 1st Offense - Electronic device will be held in the office until the end of the school day.
 2. 2nd Offense - Electronic device will be held in the office until the end of the day and may be assigned one hour of detention by the administration.
 3. 3rd Offense - Electronic device will be held in the office until the end of the day and may be assigned two hours of detention by the administration.
 4. 4th Offense - Electronic device will be held in the office until the end of the day and may be assigned three hours of detention by the administration.
 5. For each additional offense, the electronic device will be held in the office until the end of the day and may be assigned three hours of detention by the administration.
 - Staff members have the right to confiscate an electronic device from a student on school property at any time.

Tech Note: The Technology Department has the right at any time to erase and/or reformat an iPad due to violation of the handbook or district policies.