



Family Handbook, Part 2

August 2020

COVID-19 Policy and Procedure Updates

Plans for policies and procedures related to school operations during the pandemic are constantly evolving. In the Family Handbook distributed on July 31, 2020, we detailed both our normal operations and noted changes that would be required for operations during the pandemic. Many items noted that details of new procedures would be provided prior to the start of the school year. These updates are provided in this second part of the Handbook. As we monitor the course of the pandemic in Omaha and as we noted in the Family Handbook released in July, policies and procedures outlined in this handbook may change at any time. Updates to policies and procedures will be provided to families via email.

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➤ Student Arrival and Dismissal Procedures

8:00 a.m. to 8:10 a.m. – Student Arrival

Plan your morning to arrive at school **by 8:10 a.m.** to allow students time to put coats and bags away and get settled to start the day in a relaxed, positive way.

STUDENT ARRIVAL PROCEDURES:

1. As cars arrive for drop-off, please pull up along the sidewalk in front of Friedel.
2. Ms. Cohen will come outside to start drop-off at 8:00 a.m.
3. Student(s) in the first car in line will exit their car.
 - a. Make sure your child's face covering is in place before exiting the car
 - b. Students will hand Ms. Cohen their daily verification form
 - c. Students will use hand sanitizer before entering school
4. When the first car in line pulls away, the next car should move up in line before student(s) exit.
5. If your child is not ready to exit the car, please pull out of line.
6. Parents should stay in their vehicle.
7. For families using before care, please see procedures listed on page 7.

8:15 a.m. – Morning Meeting

We begin each morning meeting with the Pledge of Allegiance and the singing of Hatikvah (the national anthem of Israel), followed by announcements. **Routine is critically important to a child's success**, and our morning meeting is designed to give important cues to our students for what to expect during the day. Morning meetings will take place in individual classrooms, instead of in the Commons.

Students using remote learning should join their class morning meeting via Zoom by 8:10. They will participate in the meeting and get their class schedule for the day. Schedules vary daily based on specials classes.

3:45 p.m. – Dismissal

STUDENT DISMISSAL PROCEDURES:

1. As cars arrive for pick-up, please pull up along the sidewalk in front of Friedel.
2. Ms. Cohen will come outside to start pick-up by 3:45.
3. Students will be called via walkie-talkie to come from their classroom to the car line.
4. In the pick-up line, we ask that you move your vehicle as soon as your child is settled in your car to allow other parents to move through the line.
5. As part of dismissal procedures, students going to Kidz Inn will be escorted to the JCC.

6. If there are changes to your child's after school routine or if someone other than a parent is picking up your child, please notify the school office. We must have permission to release a child to anyone other than the child's parent/guardian.
7. Students not picked up by 3:55 p.m. will be escorted to Kidz Inn, with the cost of Kidz Inn being the responsibility of the parents.

➤ Daily Health Verification Form

The daily health verification form is a paper form, provided by Friedel. Forms will be distributed at the Welcome and Wave event on Monday, August 17th. If you are not attending this event, forms will be distributed on the first day of school (be prepared to fill it out before your child exits the car). Each morning, within 60 minutes before arrival at school, families must complete the form. The form must be given to Ms. Cohen at arrival. For additional details about the form, see page 9.

Random temperature checks may take place in the afternoon.

➤ Attendance

Attendance is recorded daily and is included on report cards.

Students enrolled in remote classroom learning and/or during all-school eLearning, attendance will be based on 4 points per day:

- 2-points for attendance during General Studies Zoom classes
- 1-point for attendance during Jewish Studies Zoom classes
- 1-point for completion of daily assignments

➤ Absences

If a child will be absent, please notify the school office no later than 8:30 a.m. by calling or emailing the office: 402-334-0517 or FriedelAcademy@fjaomaha.com.

Please continue to notify the school on consecutive days of absence.

If an absence is scheduled in advance, missed work will be provided when students return.

If a student will be absent for an extended time for either illness or quarantine, the student may transition to remote classroom instruction. Contact Ms. Cohen for details.

Whenever possible, medical and dental appointments should be scheduled after school. Parents requesting that a student leave school during the day for medical/dental

appointments must contact the school office. It is a HUGE help to our teachers if you inform them in advance of such appointments.

➤ Tardy Policy

School begins promptly at 8:15 a.m. Students arriving after 8:15 a.m. will be marked tardy for the day. Students who arrive more than an hour late will be considered absent for one-half day.

If Ms. Cohen is no longer outside for student drop-off, you must park your car and bring your children to the door. When you push the button for entry, Ms. Cohen or Mercedes will come to the door to collect the daily verification form. Parents must wait in the vestibule with their child(ren). **We will not allow entry of students who are tardy without parents being present in the vestibule with the daily health verification form.** Parents may not escort their children into school from the vestibule.

➤ Late Arrival/Early Departure

If a student is arriving late to school due to an appointment, please follow the same procedures as above for students who are tardy.

If a student is being picked up before dismissal time, parents must come into the school office to sign their child out of school. A staff person will get your child from class.

➤ Hand Washing and Sanitizing

Touchless hand sanitizer stations are located at the entrance to the building and outside each classroom. Each child will have an individual hand sanitizer bottle at their desk, provided by Friedel. Students will be instructed to use hand sanitizer before entering school and before entering any classroom. Individual bottles will be used as needed throughout the day. Handwashing and/or hand sanitizer will be used prior to eating.

Sanitizing wipes and spray will be available in each classroom for teacher directed usage.

Any classroom supplies that are shared between students will be sanitized between usage. Student supplies (pencils, glue, etc.) will not be shared.

➤ Face Covering Breaks

Breaks from wearing face coverings will be taken for eating and drinking, and for outside activities when social distancing can be maintained. The procedures for removing masks requires children to use hand sanitizer, remove their mask and place it in a paper bag labeled

with their name, and again use hand sanitizer. The reverse is done when face coverings are put back on.

➤ Communication

An **email is sent to parents every Friday**. The weekly email will include the schedule for the coming week, various reminders, the lunch menu for the coming weeks, and a list of upcoming school events. We do our best to send only this one email per week.

While we are learning in-person at school with some students in remote learning from home, we will still send all-school communications to all families (even if most of the information is pertinent to in-person learning).

Our expectation is that parents/guardians will watch for that weekly email in order to best prepare your student for the school day. Please understand that any additional emails sent during the week are deemed important enough to not be able to wait until the Friday email.

Our goal is for **communication to the whole school to come electronically**. Please check your child's backpack daily for any information coming from individual teachers.

In addition, we use **See-Saw**, an app that empowers students to document their learning and gives families a personalized window into their child's classroom. Watch for personalized log-in information coming at the start of the school year.

See-Saw is the main communication tool between teachers and students during eLearning and remote learning.

➤ In-Person Instruction

While we are learning in-person, the school has been organized by cohort. We have 5 cohorts:

- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd & 4th Grade
- 5th & 6th Grade

Student cohort groups will be maintained throughout the day, with small group work and whole group work begin completed within each individual cohort. Specials classes will also take place by cohort. Physical distancing guidelines are in place in all classrooms. Common areas usage will be limited. To the best extent possible, there will be no contact between cohorts.

Sufficient classroom supplies will be provided to ensure no cross-contamination. Sanitizing protocols will be followed for any supplies needing to be used by an additional student without sufficient time to quarantine materials (72 hours).

Enhanced cleaning procedures will take place each evening and throughout the school day. We will maximize fresh air in the school building by opening windows and by increasing the amount of fresh air infused through our HVAC system. This may impact the system's ability to regulate classroom temperature.

We will spend as much time as possible outside for recess, picnic lunches and in creating outdoor classroom spaces. Please check the weather daily and ensure your child is dressed appropriately to be outside. Sunscreen should be applied at home.

Until further notice, students will not participate in field trips. In addition, guest speakers and special programs will not take place in the school building.

For students learning in-person, iPads will be sent home each day, beginning the week of August 24th. iPads **must** return to school each day. We will have sufficient time to charge the iPad at school and we'd recommend keeping the iPad in your child's backpack overnight to ensure it is brought back to school each day. As we determine if we need to pivot to eLearning for all students, we will either supply all school materials, including an iPad, at the end of a school day or will make arrangements for a materials pickup day.

➤ [Weekly Schedule/Specials](#)

In addition to our rigorous academic curriculum, our students enjoy a variety of special activities built into the school day. Due to the pandemic, the following adjustments are being made to these classes:

PHYSICAL EDUCATION

We are adding physical education classes to our schedule while we are learning in-person.

Kindergarten through 2nd grade will have three PE classes a week, instead of one. Our younger students will not be able to have weekly swimming at the start of the school year. Instructional swim requires students to be too physically close to swim instructors. We hope to add swim lessons back into our schedule for our younger students in the second part of the school year.

Our 3rd through 6th graders will have one PE class per week and will have 2 swim workouts a week. PE class will be on Wednesdays, and swimming will be on Tuesdays and Fridays. See the uniform policy for details on attire for swim class. The JCC is NOT providing towel service at this time. Please send your child with a towel, bathing suit and pool shoes.

INNOVATION LEARNING

The only change to our weekly Innovation Learning class will be the location. In an effort to keep cohorts from using spaces immediately following another cohort, some of our Innovation Learning classes will take place in cohort classrooms instead of in our Innovation Lab.

LIBRARY

With the renovation of the front entrance of the JCC, including the new Learning Commons, the Friedel library is in a temporary location in the JCC. Our students will continue to have library class once a week. During class, student will have the opportunity to check out books. Please help your child return checked out materials by the due date. Returned materials will be quarantined for 72 hours before being available for check-out.

ART

Mrs. Twedt is temporarily unable to be in school with us. Art activities will be added into General Studies and Jewish Studies classes.

MUSIC

How lucky are we that our music teacher is a handbell choir director? Although our music program will be limited as we cannot including singing in our program during the pandemic, Mrs. Miller will focus our music program on small instruments including handbells, rhythm sticks, and glockenspiels.

Recess

In place of all-school recess before lunch each day, each classroom cohort will take at least a 30-minute recess on their own schedule. When the weather allows, recess will be at the JCC Playground or the MUD Field (just south of the school building). During inclement weather, the JCC gym is available for indoor recess. Face coverings will be used during indoor recess and may be used during outdoor recess if physical distancing cannot be maintained. Recess equipment will be available and will be sanitized between student usage. Individual classrooms will update parents on policy for bringing play items from home.

Lunch

Friedel's all-school lunch period, with students sitting at assigned tables, will be replaced with lunch taking place in each cohorts' classroom.

- Hot lunch will be individually boxed for delivery to classrooms for lunch, with portions appropriate for the age of students. Seconds will be not be available.

- Milk is available for all students at no charge, regardless of whether they get hot lunch or bring lunch from home. This year, milk will be served in individual cartons.
- Students will need to bring a water bottle from home each day.
 - Water bottles should be clearly labeled with the student's name.
 - A reusable water bottle needs to go home each day to be washed.
 - A disposable water bottle may be brought instead of a reusable bottle.
 - We are not able to provide cups of water at lunch.
 - Our water fountain will be closed at school, but our water bottle filler will be available.

Other lunch guidelines (same as previous years) include:

- Lunch brought from home must follow the dairy/parve policy of the school. When a student brings lunch from home, family choice is honored in a dignified way, free of monitoring and reflective of our commitment to respecting diverse family definitions of Jewish practice.
- Microwaves and refrigeration are not available for student lunches.
- Due to allergies and kashrut, we ask that our students not share any portion of their meal or snack items with other students.
- Lunches and snacks may be packed in reusable containers that get brought home each day.
- In keeping with our student nutrition and wellness guidelines, soda pop is not allowed in student lunches or snacks.

➤ Daily Snack

All Friedel students enjoy a snack with their classmates during the day. Parents are responsible for providing a daily healthy snack. Students may keep a "snack bag" in their cubbies of non-perishable, pre-portioned snacks. Students who purchase snack from Friedel will have options that include fresh fruit and individually packaged options.

➤ Breakfast/Before School Care

Students arriving for before school care should be escorted into school by a parent. Upon arrival, provide daily health verification form to the Friedel staff person serving breakfast. Students should put their belongings away in their cubby and sit at their assigned table. Breakfast will be brought to them at their table. Menu choices will continue to be available.

➤ Student Health

This year, more than ever, Friedel is in partnership with parents to ensure the health of everyone at school. We will rely heavily on family pediatricians' written instructions for return to school following illness. Guidance from the Douglas County Health Department will be followed for any necessary notifications regarding exposure and/or quarantine, and directory information will be released for contact tracing purposes.

DAILY HEALTH VERIFICATION FORM

Copies of the daily health verification form will be distributed at the Welcome & Wave event on Monday, August 17th. Questions on the form include:

Does your child(ren) have a fever of over 100.4?

Yes No

Is your child(ren) experiencing any of the following symptoms: new cough, shortness of breath, difficulty breathing, loss of taste or smell?

Yes No

Is your child(ren) experiencing any two of the following symptoms: chills, muscle pain, headache, sore throat, nausea, vomiting, diarrhea?

Yes No

Has your child(ren) been exposed to someone with COVID-19 (positive or presumptive)?

Yes No

IF YOU ANSWER 'YES' to any of the above, your child may not attend school today. Return to school requires a note from your child's pediatrician.

Has your child(ren) taken fever-reducing medication in the last 12 hours? Yes No

If yes, for what reason: _____

RETURN TO SCHOOL FOLLOWING 'YES' ANSWER on DAILY HEALTH VERIFICATION FORM –

Return to school requires a doctor to document reasons for symptoms other than COVID-19 and provide an allowable return date, or documentation of a negative COVID-19 test.

RETURN TO SCHOOL FOLLOWING ILLNESS – All students returning to school from illness will be required to have a doctor's note confirming allowable return date.

IF YOUR CHILD BECOMES ILL AT SCHOOL

If your child becomes ill at school, it is important for their health and for the health of others for your child to return home immediately. If a student has a temperature of 100.4 degrees or

higher or exhibits any symptoms common with COVID-19, parents/guardians will be contacted to pick up the student immediately from school. Students will wait in the health room, or in an isolation room, to be picked up, and we ask that parents make arrangements to be at school as soon as possible. In addition to fever or COVID-19 symptoms, parents will be called to pick up from school for the following conditions: contagious or infectious disease, including but not limited to chicken pox, measles & mumps, pink eye, suspicious rash, vomiting, diarrhea, skin eruptions or live head lice.

CURRENT GUIDELINES FROM THE DOUGLAS COUNTY HEALTH DEPARTMENT for QUARANTINE
On the following page

Public Health Recommendations for Response to a Confirmed Case of COVID-19 in a School Setting

The following guidance is for the identification of students, faculty, and staff that may have had an exposure to a confirmed case of COVID-19 in a school setting. The more people a student or staff member interacts with, and the longer the interaction, the higher the risk of COVID-19 spread. Throughout the school year, schools should promote behaviors that reduce the spread of COVID-19, including; staying home when sick, hand hygiene and respiratory etiquette, face coverings (cloth masks or procedure masks), and social distancing.

A confirmed case of COVID-19 is identified in a school setting (student, faculty, and staff)

School administrators please call the Douglas County Health Department at 402.444.7214 to collaborate on identifying those individuals who have been exposed and may be at risk of infection.

Identify those individuals that were in close contact with the confirmed case from 48 hours before their symptoms began until the day they were sent home from school.

Individuals with Close Contact include; any individual within 6 feet of an infectious person for 15 minutes or more.

YES

Quarantine for 14 days from the last date of exposure, regardless of whether a mask or cloth face covering was worn. If symptoms develop, contact a healthcare provider.

Individuals who develop symptoms should be excluded for 10 days since symptoms first appeared. Please see the re-admittance guidance for schools.

If two or more cases are identified in a classroom, further control measures may be necessary.

NO

Continue routine monitoring for symptoms of COVID-19.

Quarantine means separating the exposed person from other people. As much as possible, the exposed individual should stay home in a specific room and away from other people in the home. Use a separate bathroom, if available. Stay home except to get urgent medical care and restrict activities outside of the home. Do not go to work, school, or public areas. Avoid using public transportation. Quarantine only applies to the exposed individual or individuals.

For questions regarding these guidelines, contact the Douglas County Health Department at 402.444.7214

➤ Remote Classroom Learning

All students participating in the remote classroom learning option will be provided with a school iPad and additional learning materials prior to the first day of school. Additional materials will be provided on Seesaw and through additional materials pick-up days.

For students in the remote learning program, daily schedules will be provided in cohort morning meetings. Attendance will be taken based on participation in Zoom sessions and with submission of completed assignments. Remote learning requires the student to have an adult available to assist them with work and technology needs, and will require students to be in Zoom classes for large portions of the day.

Organize an at-home student workstation:

- Have a designated desk or table available, in an area of the house that will have minimal distractions
- Keep all school materials in one place (a storage cube, the Friedel canvas bag, or some other way to make sure all materials are kept together)
- Keep a pencil box with all necessary school supplies
- 5 minutes before a Zoom session, make sure student has access to all materials that will be needed for the class along with pencil, eraser, etc.
- Encourage your child as a learner to work independently
- If schoolwork is stressful for your child because of the circumstances, please communicate that with your child's teacher

Follow Zoom guidelines:

- Be ready with all of the needed supplies BEFORE the Zoom session begins
- Take a bathroom break BEFORE the Zoom session begin
- Students should be dressed with a uniform shirt and boys should be wearing a kippah
- Be seated at a desk or table (not on a bed)
- Keep your camera on and look into the camera
- Keep muted unless directed by a teacher to unmute
- Follow classroom behavior expectations
- Do not use a Zoom background
- Students should not be eating during a Zoom class unless it is snack time in the classroom
- Wait until a teacher ends the meeting to log off

➤ eLearning

When and if the decision is made to make a change to learning in-person, all students (including those in our remote classroom learning program) will pivot to our eLearning program. Our eLearning program provides for the meaningful continuation of learning in the event that the school building would need to close for in-person instruction for an extended period of time. Implementation of this plan will require collaboration and communication among teachers, students and families.

The eLearning plan would be implemented as soon as possible following the announcement of a change from in-person learning. The goal would be to begin using our daily list of prioritized learning activities and then add a schedule of Zoom classes with General Studies and Jewish Studies teachers as soon as possible.

- eLearning instruction will prioritize math, reading, writing and Hebrew.
- Students will receive training on using technology tools and accessing electronic instructional materials.
- Daily prioritized list of learning activities to complete will be communicated and collected through Seesaw:
 - Parents can sign up for email alerts for new Seesaw posts (teachers will not email assignments in addition to posting on Seesaw)
 - Assignments that aren't uploaded to Seesaw as directed will be considered incomplete.
 - All students will have ONE seesaw account (instead of the two – one for General Studies and one for Jewish Studies – as we have done in past years). All teachers will interact through the one seesaw account.
 - We understand that each family will have different scheduling needs when eLearning. Try to establish a regular schedule for waking up, playing, doing schoolwork, reading, enjoying time with family, and bedtime.
 - Each teacher will have a Zoom address they will include in the daily schedule of Zoom classes, posted on Seesaw:
 - Zoom classes may be done with a whole class or a small group.
 - Zoom will allow for social interactions along with instructional time.
 - Waiting Rooms will be used for security.
 - Students' iPads are named for security of entry into Zoom classrooms.
 - If you arrive late to a Zoom lesson, wait in the waiting room until you are let in.
 - If your child cannot attend a scheduled Zoom class, please contact the teacher in advance.
 - Every Friday is a Fri-YAY! Day:
 - Teachers will provide a list of enrichment activities

- Weekly Art and Innovation Learning activities will be sent out on Friday (via Seesaw)
- Students can use the time to fix and finish any work from the past week.

Organize an at-home student workstation:

- Have a designated desk or table available, in an area of the house that will have minimal distractions
- Keep all school materials in one place (a storage cube, the Friedel canvas bag, or some other way to make sure all materials are kept together)
- Keep a pencil box with all necessary school supplies
- 5 minutes before a Zoom session, make sure student has access to all materials that will be needed for the class along with pencil, eraser, etc.
- Encourage your child as a learner to work independently
- If schoolwork is stressful for your child because of the circumstances, please communicate that with your child's teacher

Follow Zoom guidelines:

- Be ready with all of the needed supplies BEFORE the Zoom session begins
- Take a bathroom break BEFORE the Zoom session begin
- Students should be dressed appropriately (uniform not required)
- Be seated at a desk or table (not on a bed)
- Keep your camera on and look into the camera
- Keep muted unless directed by a teacher to unmute
- Follow classroom behavior expectations
- Do not use a Zoom background
- Students should not be eating during a Zoom class
- Wait until a teacher ends the meeting to log off

School communication during eLearning:

- Teachers will still be working a full school day, from 8am to 4pm
- They will check in on seesaw and email throughout the day
- If you are messaging a teacher with a question about schoolwork, you only need to use one communication method. We'd prefer a student reaching out via seesaw using voice message, written message or video message, instead of a parent emailing on behalf of the student. Even our younger students will be able to send a voice message.
- Because teachers will be teaching Zoom classes and preparing videos for the coming eLearning days, they may not be immediately available when you contact them. Please be patient, move on to another work item, and wait for their response.
- Weekly progress reports will be provided each Friday during eLearning

- We understand teachers, students, and families will be working through varying challenges in the event of extended eLearning. This plan should act as a guide, but we recognize that flexibility may be necessary. Please proactively communicate with your child's teacher.

➤ Tuition

Tuition at Friedel does not cover the full cost of educating a child here. The school board engages actively in fundraising to ensure that a Friedel education is affordable and accessible. In addition, scholarships and tuition assistance are available from a number of sources.

The 2020-2021 school year will be like no other year, and the cost associated with planning for both in-person learning and eLearning far exceeds a normal year of expenses. Among the additional expenses for this school year, we have updated technology, provided laptops to teachers, added digital curricula, upgraded our Seesaw account, converted to a cloud based system for iPad app distribution and updates, purchased hand sanitizer stations for each classroom, purchased materials for creating outdoor learning spaces, and purchased additional recess equipment. Salaries account for our largest budget line, followed by costs associated with our building. During eLearning, our staff continued to work full-time, and the majority of our building expenses continue even if the building is unoccupied. As a result, tuition cannot be reduced when students are learning from home. If a family is experiencing financial hardship due to the pandemic, please contact Ms. Cohen for assistance.

If a student is enrolled at Friedel and should choose to withdraw for any reason, or be expelled during the fall semester, the parents will be responsible for tuition payments for the entire semester (half of tuition). If a student should choose to withdraw for any reason, or be expelled during the spring semester, the parents will be responsible for tuition payments for the entire school year. (FYI – this last paragraph has been our policy and was already sent out in part 1 of the handbook).