



Public-Health Related School Closure Plan

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Introduction

On March 5, 2020, the NJDOE approved the use of home instruction measures, including online instruction, in order to provide schooling in the event the NJDOH closes school in response to COVID-19. Each district has been directed to create a Public-Health Related School Closure plan, and districts that follow the plan will count days toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Currently, the Nutley Public Schools is in Year 2 of a learning management system (Schoology) roll out. Schoology provides the backbone to connect students, teachers, parents, and administrators in an online platform to support lessons, interactions, and assessment. Schoology is a secure Learning Management System, maintained by the Nutley Public School district.

Working within Schoology, Nutley Public Schools will offer flexible instructional days, also known as “Virtual Learning Days” to continue instruction if asked to close.

A Virtual Learning Day will be announced by the administration through the district’s automated phone call and an email, as part of a message noting that the school’s campus will be closed. We will additionally note a Cyber Day through our nutleyschools.org website and our [Facebook](#) and [Twitter](#) pages.

Schoology Learning Management System will be used as the platform for virtual learning during a Cyber Day. Schoology can be accessed by students K-12 on any internet connected device.

- Go to nutley.schoology.com
- Sign in using your Nutley Google Account credentials

The district will implement Cyber Days through Schoology following the guidelines and expectations listed below:

Guidelines:

- Equitable - The district will make every effort to make sure each student has a device and internet service at home. The district surveyed families for information about home devices and internet accessibility (Friday, 3/6/20). The district will make every attempt to provide internet and devices for students that do not have access.
- Attendance - The district will make every effort to take daily attendance online based on a Schoology discussion post or assignment and submit attendance through Realtime.

- Access (Special Education/504) - through Schoology, students will be provided with access consistent with special education and 504 policies.
- Communication - The district will provide an opportunity for students to communicate with faculty, regarding questions about assignments and information about class progression. Acceptable communication options include district email, Schoology discussion posts, and Schoology messaging/conferencing. Communication should not occur between student/parent and faculty personal lines/devices.
- Duration - Instruction will be planned and specialized for subject areas for no less than a total of 4 hours. Each course/subject will post assignments that are meant to be no less than 40 minutes.
- Assess - teachers will assess student learning and provide critical feedback as classes progress.
- Nutrition - We are working with our food service provider, Pomptonian, considering all options upon school/district closure to include making arrangements to transport meals to schools, or other designated sites.

Expectations:

In the event the district is closed by the NJDOH, and the district utilizes a “virtual learning” expectations will include:

Administration:

- Work with students, teachers, and parents to login and gain access to Schoology classrooms.
- Work with teachers to develop resources that can be used for “Virtual Learning Days”
- Manage teacher classrooms in the case that they are ill.
- Participate in an administrative conference call at 8:30 a.m. if requested.
- Administrators should be on-call to assist teachers and students as needed; (9:00 am - 4:00 pm).
- Conduct building, department, and administrative meetings online or through conference calls in order to communicate, provide feedback, and work through problems.
- Review lesson plans, monitor pacing, and provide feedback to faculty.

Teachers:

- Grades 6-12 teachers are required to post a 40 minute or more assignment for every course/subject that they teach by 9:30 a.m. each day. Block scheduling at the high school does not apply here. Every class meets every day.
- Teachers are required to post the day’s assignments by 9:30am (teacher’s can post before 9:30).

- Teachers will record class attendance in Realtime. A Schoology submission each day will count as confirmation of their attendance. This could be in the form of a “Do Now” reply, discussion, or assignment submission. Secondary teachers will take attendance in each class via Realtime. Teachers should finalize daily attendance by 9:30 am the next day. It is imperative that teachers make sure that they are in the appropriate day when they record attendance in Realtime. Since attendance can be finalized by 9:30 am the following day, it is important to select the previous day.
- Teachers will be available from 9:30 am to 12:00 pm and 2:00 pm to 3:00 pm through email, Schoology discussion post, or Schoology conference to meet with students with regard to questions or assignment instructions. (These are considered Virtual Office Hours.)
- Teachers will provide feedback on student assignments and assess where appropriate.
- Teachers will submit a virtual lesson plan using the approved template.
- All parent communication should occur through district email.
- If a teacher needs a sick day, they should notify their direct supervisor and enter the date into AESOP. Per guidelines from the state, if the sick day is for a staff member who has COVID-19, a doctor’s note within three days of the illness, will excuse the absence.
- Elementary special teachers - PE, music, art, Spanish, media - will plan assignments for the days when their classes regularly meet.

Students:

- Attendance will be based on a submission, per class, of a daily assignment or discussion post by the student.
- Log-in to Schoology at 9:30 am or as soon as possible thereafter.
- Students should check in Schoology for classwork expectations each day.
- Assignments will be posted through each course by 9:30 am and students will complete assignments by 4 pm, unless otherwise specified by the teacher. Extended time will be provided for students that receive modifications or accommodations. Each assignment should take approximately 40 minutes to complete.
- If a student has questions about an assignment, or technical difficulty, they should contact the teacher between 9:30 am and 12:00 pm and 2:00 pm and 3:00 pm through Schoology or district email, unless otherwise indicated by the teacher (ie. scheduled discussion/group chat through Schoology).
- K-1 expectations include parent support to answer a discussion post on Schoology, to verify attendance and review assignments for the day. Supplemental hard copy materials will be provided.
- Grades 2-5 students will have a hybrid of Schoology and hard copies of assignments.

- Elementary students have assignments for the special subjects on the day they regularly meet.

Parents:

- Prior to school closure, if circumstances are identified that do not allow a household to participate in the virtual learning environment of a Cyber Day, that information will need to be communicated to the school as soon as possible so separate arrangements can be made. Parents should contact the main office of their school.
- If you do not have a device, do not have internet access or cannot log in, please contact VirtualLearning@nutleyschools.org.
- Help students log-in and access Schoology using their student account:
 - Go to nutley.schoology.com
 - Sign in using the student’s Nutley Google Account credentials
- Frequently check the designated Nutley Public Schools website page.
- Provide time and an environment that supports virtual learning.
- The district attendance policy of absences will be in effect. Attendance will be taken daily (per class in 7-12) based on the completion of the daily assignments.

Grading

Students will continue to be graded as per class, department, and building guidelines through school closures. 2nd trimester and 3rd marking period grades will be reported using the Realtime parent portal. As the district learns more information, it will reassess and adapt the grading procedures at the elementary and secondary levels. At the secondary level, changes may be strategically held to occur between the 3rd and 4th marking period.

Roles and Responsibilities

<p>Child Study Team (LDT, School Psychologist, Social Worker)</p>	<ul style="list-style-type: none"> ● Check and respond to emails and school voicemail throughout the day daily. ● Continue to write IEPs, PLAAFP information, goals and objectives, and progress reporting. ● Finalize events on Realtime ● Consider teleconferencing for IEP meetings or will there be extensions. Consider options for documenting. ● Support teachers and students with instructional strategies, accommodations, and modifications. ● Respond to counseling needs of students as needed. This could include support in self-regulation, anxiety and/or wellness strategies that can be practiced during this time of virtual learning. ● Work on reports for students with completed testing. ● Continue to update projection and ESY projection documents ● Complete Random Moments for SEMI.
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	<ul style="list-style-type: none"> ● Preschool, Elementary 6th Grade, and 8th Grade Case Managers should continue to collaborate with CST, teachers, administrators and students regarding transition plans and course placement. ● Secondary CST-work with School Counselors on course requests and scheduling for rising 8-12 students ● Complete & Submit Ed Data orders ● Keep a record (i.e., Case notes, Therapy Log) All communication should be documented. <p>Crisis Response (School Psychologists, SW)</p> <ul style="list-style-type: none"> ● Be aware of the following instructions being sent to parents, provide them with this information as needed: <ul style="list-style-type: none"> ○ In case of an emergency, call 911 or go to the nearest emergency room. ○ Perform Care Child Mobile Response can also be contacted by a parent/guardian to respond to your home in an emergency by calling (877) 652-7624 (24 hours). ○ https://www.nutleyschools.org/departments/schoolcounseling/wellness ● Responsibility to report risk outside of school hours: <ul style="list-style-type: none"> ○ If a counselor becomes aware of a student being in possible risk of harm to self or others after school or on a weekend, the staff member should follow the chain of command and notify their supervisor, Principal, or Central Office immediately. Risk Assessment protocol will be enacted and clearance will be required prior to re-entry to school.
Paraprofessionals	<ul style="list-style-type: none"> ● Check email throughout the day ● Participate in online training as communicated by the Director/Supervisor of Special Services
Related Therapists: Occupational Therapist, Speech Therapist,	<ul style="list-style-type: none"> ● Check and respond to emails throughout the day daily ● Continue to write IEPs, PLAAFP information, goals and objectives, and progress reporting. ● Continue with report writing ● Keep a record (i.e., Case notes, Therapy Log) All communication should be documented. ● Provide resources for virtual learning ● Speech Therapists can write Speech only IEP's and finalize reports ● Complete & Submit Ed Data orders
School Counselors	All School Counselors

- Be available if needed by district administrative team to participate in phone conferences (eg. distance learning, student issues, crisis management)
- Make phone calls to check in on students who are not logging into Schoology, enter RealTime notes; communicate with district administrative team
- Provide support to students and families on district distance learning procedures
- Monitor and respond to email
- Record keeping
- Program planning
- Monitor and update I&RS/504 plans as needed

Nutley High School Counselors

- Facilitate conferences via phone or Schoology to complete course requests/scheduling
- Check course requests and associated records for accuracy
- Schedule and facilitate Junior Conferences via phone
- Schedule and facilitate Sophomore Meetings via phone
- Finalize advisory pilot lesson drafts

John H. Walker Middle School Counselors

- Facilitate conferences via phone or Schoology to complete course requests/scheduling
- Check course requests and associated records for accuracy
- Draft new advisory lessons using template

Elementary School Counselors

- Draft new advisory lessons using shared template
- Write lesson plans and schedule of delivery for classroom SEL lessons

Student Assistance Coordinators & Anti-Bullying Specialists/Coordinator

- Anti-Bullying record keeping and reporting
- Program Planning
- Update website pages

Crisis Response (All Counselors)

- Be aware of the following instructions being sent to parents, provide them with this information as needed:
 - In case of an emergency, call 911 or go to the nearest emergency room.

	<ul style="list-style-type: none"> ○ Perform Care Child Mobile Response can also be contacted by a parent/guardian to respond to your home in an emergency by calling (877) 652-7624 (24 hours). ○ https://www.nutleyschools.org/departments/schoolcounseling/wellness ● Responsibility to report risk outside of school hours: <ul style="list-style-type: none"> ○ If a counselor becomes aware of a student being in possible risk of harm to self or others after school or on a weekend, the staff member should follow the chain of command and notify their supervisor, Principal, or Central Office immediately. Risk Assessment protocol will be enacted and clearance will be required prior to re-entry to school.
Secretarial Staff	<ul style="list-style-type: none"> ● Check email periodically over the course of the day. ● Be available for designated assignments from building principal. ● Review and Process Ed Data reports for submission ● Process Semi paperwork and complete submissions ● Check and respond to emails throughout the day daily ● Ex Aid documentation PDF and file
Nurses	<ul style="list-style-type: none"> ● Be available for medical support and “advice” as needed. **Only report out information from the CDC, NJDOH or NDH. This is not a time for sharing personal advice or consultation. It is important, with not much being known about the virus, that we only deliver information that is coming directly from these sources. Support could be appropriate release of information to staff and students through online measures or HR announcements via Schoology. IE - allergy vs flu/corona, taking a moment to breath/handle stress, handwashing, spread of germs, hygiene. Would have to be differentiated by grade level and reasonable based upon other demands of outbreak protocol being followed, that would become a priority over any of the other items. ● Work with Nutley Department of Health for appropriate reporting purposes, especially cases of coronavirus. **This would include coming up with a communication of some type for parents that if a child should be diagnosed with coronavirus during a school closure, this information must somehow reach the nurses so that they can report to Nutley Health Department as per protocol ● Enter orders (if closure before end of March) ● Learn about updating upset through tech support. Work on websites.
Technology Staff	<ul style="list-style-type: none"> ● Provide timely responses to student, family, and faculty requests regarding technology issues.

Guidance from the NJDOE asks districts to plan and prepare in the event of a school closing. While there is no immediate or specific threat, by following the Health-Related School Closure Plan, the Nutley Public School district is prepared for continued learning in the event of school closings.

Administrators, parents, teachers, and students can be prepared by making sure their information is up-to-date in the [Nutley Realtime Parent Portal](#), completing the [survey on device/internet readiness](#), and practicing logging in to [Schoolology](#) (navigating through the subjects/courses).

Provision of School Nutrition Benefits for Eligible Students

In accordance with guidance released March 6, 2020 from the USDA, the district will apply for the temporary Summer Seamless Option (SSO) program in SNEARS.

Students who typically receive free or reduced breakfast and or lunch at school will still be provided with food. The district contracted food service provider, Pomptonian, will provide grab and go bags of food available for pick up Monday - Friday at the Nutley Family Service Bureau. Open air distribution will take place at the side entrance of the NFSB Annex located at 169 Chestnut Street, Nutley. Service begins Monday, March 16, and continues until schools reopen. Students will receive lunch and breakfast for the following day each day.

Pick up Information

Families will be directed to the white tents erected by the side entrance to the NFSB. Volunteers will have families sign for the meals and maintain the roster.

From 10:30 AM -11:30 AM families with students at **Washington, Spring Garden and Radcliffe Schools** may come to pick-up grab and go bags. If they also have older siblings at JHWMS or NHS, they would come at this time. Families will be asked for the name of the teacher of your youngest child to cross reference with the roster, and to maintain confidentiality. The number of meals per family/school will be maintained daily on the roster.

From 11:30 to 12:30 PM families with students at **Lincoln and Yantacaw Schools** may come to pick-up grab and go bags. If they also have older siblings at JHWMS or NHS, they would come at this time. Families will be asked for the name of the teacher of your youngest child to cross reference with the roster, and to maintain confidentiality. The number of meals per family/school will be maintained daily on the roster.

From 12:30 to 1:30 PM families with students at **JHWMS and/or NHS** may come to pick-up grab and go bags. If they also have older siblings at NHS, they would at this time. Families will be asked for the name of the teacher of your youngest child to cross reference with the roster, and to maintain confidentiality. The number of meals per family/school will be maintained daily on the roster.

Distribution will take place Monday - Friday. Parking is free in the Municipal Lot to allow for the safe movement of people and products.

Pomptonian provides extensive training to the staff on ServSafe techniques and implements the strategies to prevent spreading any type of virus through the Food Service Operation. They have recently reinforced this training and these practices should ensure the safety of the food that is being served. All volunteers distributing meals will wear gloves.

If a family does not receive free or reduced lunch, but needs additional food support, they are instructed to call 973-667-1884, option #7. No one will be denied a meal. The Nutley Family Service Bureau also maintains the community food pantry responding to the needs of those among us who experience food insecurity.

<https://www.nutleyfamily.org/food-pantry>

General Food service information will be provided to the whole community via district communication email blasts and posting to the district website. In addition, families eligible for Free/Reduced lunch will receive specific pick-up information in individualized emails and follow-up robo calls alerting them to services, and reminding them of pick-up location and times.

Continuity of Operations

Superintendent of Schools or Designee

- Maintains authority over all operations and crisis management plans.

School Business Administrator

- Monitors and maintains the following departments prior to and during any closure.
- Work with the supervisor in each area to ensure proper actions and responses in order to maintain operations.

Payroll

- The Payroll Office will continue regular functioning from an outside location, if necessary. If at an outside location, timesheet payment will be delayed until access to the central office.

- The Payroll Supervisor, Payroll Coordinator, and Human Resources Manager if necessary, will work remotely from individual homes and access the payroll and attendance systems to ensure continuation of pay.
- Payroll Manager and SBA will function from an outside location, if necessary, to manage wire transfers and all functions to ensure continuation of pay.

Purchasing, Accounting and Accounts Payable

- These offices will be able to function in a limited capacity remotely to approve emergency purchases, manage wire transfers, and make critical payments.

Transportation

- The Transportation Office will continue regular functioning from an outside location, if necessary
- Transportation staff will work remotely and calls will be forwarded to District supplied cell phone of Transportation Supervisor.
- The Transportation Supervisor will assure buses are clean and sanitised and drivers are free of illness.

Facilities and Operations

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
 - Filing of soap and hand sanitizer dispensers
 - Ensuring all paper towel holders are filled and functioning at all times;
 - Sweeping and wet mopping all floors;
 - Vacuuming rugs;
 - Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
 - Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
 - Cleaning and sanitizing cafeterias - tables, chairs, food lines; and
 - Cleaning vents
 - Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

Technology

- The Technology Department will continue to function regularly from an outside location if necessary.
- They will be available during their regular hours of 8am-4pm to respond to technology issues pertaining to district programs and equipment.
- Staff can email with their needs and can expect same day responses by email or phone during regular work hours.
- District servers housed on site can be monitored remotely to ensure all systems remain up.
- HTSD staff that do not have access to Internet at home will have the option to:
 - Report to designated areas in the district to use district supplied wifi or
 - Stop by a local business(e.g. Panera) or public library to utilize the Internet connection there.
- The Technology Department will also supply chromebooks temporarily to the select staff that do not have a take home device assigned to them already.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Directors of Curriculum, Instruction, and Assessment

- Maintains academics and student learning with the support of supervisors, other directors, and building administrators.
- Provides access to instructional materials aligned to New Jersey Student Learning Standards (available and designed to support student learning).
- Communicates with teaching staff members with the exception to develop and deliver instruction and assessments through the duration of the school closure.
- Updates Superintendent of Schools (as well as other members of Senior Staff) on a regular basis.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Director of Special Services

- Provides and receives updates from the Mercer County Department of Education
- Provides and receives updates from the Hamilton Township Department of Health
- Maintains academics and student learning with the support of supervisors, other directors, and building administrators.
- Communicate with teaching staff and student services staff to ensure student needs are being met
- Assign educational assistants videos from Safe Schools
- Be available to answer staff and parent questions in regards to school closings
- Work with district special services supervisors
- Updates Superintendent of Schools (as well as other members of Senior Staff) on a regular basis.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Director of Communications and Employee Relations

- Monitor Staff Attendance **while schools are open (watch trends)**
- Send out lists of educational assistants and support staff ID access # to Safe Schools for assignments

For more information about the Nutley Public Schools' health-related school closure plan, please contact virtuallearning@nutleyschools.org or see <https://www.nutleyschools.org/covid-19>