



Nutley Public Schools

315 Franklin Ave.
Nutley, NJ 07110

Dr. Julie Glazer, Superintendent
Tel: 973-661-3500
jglazer@nutleyschools.org

March 12, 2020

Dear Parents,

First, let us say that we know during these uncertain times, there are many concerns. We are aware of them and share them with you.

Last week, the NJ Department of Education approved the use of home instruction measures, including online instruction, in order to provide schooling in the event the NJ Department of Health closes school in response to COVID-19. As required by the State, the district has crafted, prepared and submitted a Health-Related School Closure Plan, which includes virtual learning provisions. Districts which follow these plans will be allowed to count these virtual days towards their compliance with the 180-day requirement. Please be aware that the decision to close schools is not made by the district; we await our direction from the Department of Health and the State. Guidance on this topic is attached.

As a reminder, per our communication earlier this week, students will not attend school on Monday, March 16. Instead, staff will meet for a full day of Professional Development to prepare for the event of a school closure. We have asked all students to log-in to the Schoology platform on Monday morning at 9:30am and reply to a discussion post, created by your child's teacher. This will be a test of our remote capabilities. Elementary students' Schoology login information was sent home on Wednesday. If you have issues logging in or if you do not have devices at home to do so, please immediately contact VirtualLearning@nutleyschools.org. If you cannot email, please call the main office of your child's school.

Below, we are including details for student/parent expectations in the event that schools are forced to close.

Students:

- Attendance will be based on a submission, per class, of a daily assignment or discussion post by the student.
- 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.
- Log-in to Schoology daily at 9:30 am or as soon as possible thereafter.
- Students should check in Schoology for classwork expectation 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, 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).
- Elementary students have assignments for the special subjects on the day they regularly meet.
- The Block Schedule will NOT exist at NHS. Every class will meet every day.

Parents:

- Prior to school closure, identify circumstances that do not allow your household to participate in the virtual learning environment and communicate that information to 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 for updates at www.nutleyschools.org
- Provide time and an environment that supports virtual learning.
- The district attendance policy of absences will be in effect. Attendance will be taken daily, in the method detailed above.

In addition to the above information, we are providing resources below and attached should someone become ill at home or should you need guidance on discussing this topic with children.

- 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).
- Please use the Wellness Resources list for Hotlines and Web Resources [found here](#).
- Please use this article, [found here](#), for tips on how to discuss Coronavirus with Students
- Attached, please find guidance for families.

Please also know that we are working with our food service provider, Pomptonian, considering all options upon a school closure to include making arrangements to transport meals to schools, or other designated sites. We are specifically focused on students who are part of the free and reduced lunch program.

Thank you for your patience and cooperation during this time. We will continue to communicate as we receive new information and this situation evolves.

Sincerely,

A handwritten signature in black ink that reads "Julie Glazer". The signature is written in a cursive style with a large, stylized initial "J".

Dr. Julie Glazer