



Nutley Public Schools Draft Restart and Re-Opening Plan August 4, 2020

Please note that this information is subject to change based on updated guidance from the New Jersey Departments of Education and Health, as well as the continued collaboration with our educational and community teams. This draft is intended to provide additional information and clarity on our planned learning options.

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A Message from the Superintendent

We have seen the impact of the COVID-19 pandemic on every aspect of our daily lives. Beyond the immediate threat of contracting, spreading, and treating the virus, COVID-19 has significantly affected systems and institutions in our society and has highlighted inequities across the country and here in Nutley such as those of housing and food security, public safety, access to affordable health care, and computer and internet access to support distance learning and working remotely. As of March 23, 2020, New Jersey was one of 46 states and Washington D.C. to have closed schools for what turned out to be several months. These closures have both an immediate and a long-term impact on our health, welfare and economy, and have stressed the resources of our neighborhoods and individuals.

As we look ahead to the 2020-2021 school year, we cannot let COVID-19 be the excuse or a reason for not looking forward with enthusiasm to another year of providing the children of Nutley with the high quality education that they deserve. While we are all feeling the impact of the past few months differently, I still believe we are *all in* this together. That we must be *all in* for each other. And, *all in* for our students. We remain, Nutley stronger together.

We now recognize that a one-size-fits-all approach will not work. This is evident in the responses from our parents, staff, and student surveys, community discussions, Task Force meetings, and the most recent family return surveys. As we look toward the fall, our goal is to provide families with options to the greatest extent possible while ensuring we also protect the health and safety of our staff and students.

We know that school will look different in September than it has in previous years. We must continue to be creative and thoughtful as we ground our decisions in equity and in supporting our students and staff. There will be bumps along the road and we are not pretending to have all the answers. But we have been committed to working collaboratively to problem solve as we strive to meet the diverse needs of our community, and I remain confident that continuing to work together with open lines of communication, we can also continue to provide the best learning opportunities we can provide for our Nutley students, while balancing, and doing our very best to create learning environments that are safe.

Governor Murphy has made it clear that he will not hesitate to return to Phases 1, 2, in response to a resurgence of the virus. This could mean a return to fully remote learning and operations for another period of time. We could also see additional restrictions on capacity limits or new guidelines that will impact our operations and procedures. For these reasons, we must remain flexible and continue to closely monitor what is happening around the country and right here in our community. We must be prepared for all of our planning scenarios to change and continue to base our decisions in health, safety, and equity.

In the coming weeks and months, I ask for your continued patience and support. We are all in this together and I am confident that our Nutley community will emerge even stronger than ever.

Sincerely,

Dr. Julie Glazer
Superintendent

Community Acknowledgement

This plan for the reopening of the school buildings in Nutley actually began last March. We have been planning since then for the realities of this September. Since the decision to close in-person operations in our offices and the schools and replace them with remote operations and virtual learning, we've learned many lessons. This sudden closure gave teachers and other staff very little time to prepare for the unprecedented changes in the way our students would be educated. The District worked throughout the spring to evolve and strengthen virtual learning and support students and families in this instructional model. Before the school year was over we surveyed parents, staff and students about our model receiving more than 2200 responses and 600 comments. We followed the surveys with five virtual community meetings with more than 300 people attending. This feedback and input were valuable as we reevaluated the structure of our virtual learning, identified the need for more live teaching and direct instruction, and additional training and support for our staff and families if virtual learning were to continue effectively.

On June 26, the New Jersey Department of Education provided guidance in a document entitled The Road Back, requiring the Nutley Public Schools, as well as the other 580 school districts in the state to develop a plan for returning to the school buildings in some capacity in September. Following that guidance, we organized 4 Task Force groups based on the district Strategic Plan goals of Curriculum and Instruction, Health and Wellness, Safety and Security, and Configuration and Infrastructure. Through that district lens we addressed each area of the New Jersey Department of Education guidance: Conditions for Learning, Leadership and Planning, Policy and Funding, and Continuity of Learning. Over 200 people consistently participated in a total of over 20 hours long Task Force meetings, provided candid feedback, searched for solutions, and provided input for every option and eventuality. Additionally, more than 80% of our school families, more than 3200 unique responses were logged to our recent survey informing the options presented here.

The resulting draft plan, outlined in this document, is not an emergency or crisis education program, and it bears little resemblance to the Virtual Learning of the 2019-20 school year. The models presented here, and the resulting compacted curricula will be comprehensive, rigorous, and adaptable to either an in-person or an online setting. The use of consistent curricula, Schoology as the Learning Platform, and best practice strategies for the delivery of instruction will provide equitable access to rigorous education for all students, regardless of whether they are learning in a classroom or at home. And because the District recognizes that the Spring closures resulted in learning loss for some students, the 2020-21 year will emphasize standards and skills, particularly in math and literacy, that are essential for students to master. In addition to the academic component, there is a primary area of concern for social emotional learning that we have also incorporated. The health and safety of students and staff have been our first priority, and will remain so as we continue to work toward re-entry to the school buildings.

There is still work to do over the next weeks, and more meetings to be held, as this is a plan in progress, but I could not be more grateful for the engagement, involvement, active participation, and meaningful dialogue of each of the hundreds of parents and community members, students, staff members, administrators, and support personnel that have contributed so far!

I would be remiss if I did not offer some other thanks, as well! The Nutley Board of Education has been very supportive as we do all that we can to reopen schools. They understand the policy requirements and significant expenditures needed to create the conditions to keep our children and staff safe. I never imagined that I would be spending so much on cleaners, foggers, plexiglass, or Chromebooks, not to mention the investments we have had to make in air quality and ventilation (HVAC) systems. I also want to thank Michael Parigi, Director of Facilities for spearheading these efforts with his team. Each of our principals, coordinators and directors have been in every meeting, walking their buildings, adapting their programs, and agonizing over each detail, from minutes of instruction to wiping down the desks in-between classes, to reduced capacity on the buses and increased numbers of routes. Their attention and consideration has given us momentum.

Our district physicians, and the amazing Patti Cruz, our Nutley Department of Health Nurse, each of whose patience in the face of daily questions and ongoing changes has allowed us to come to definitive, if difficult decisions. Michele Crantiello, Philip Siculietano, and Michael Stoffers our EAN leadership, who not only never missed a meeting, but have been true partners with us, and a voice for the instructional staff and custodians.

To my Cabinet Team, Kent Bania, Janine Loconsolo, and Karen Greco, as well as Ian Viemeister, who have worked seven days a week since March and have risen to every occasion, both I and this community owe you a debt of gratitude that will never be fully understood. I am humbled to be your colleague.

And now, the hardest work will go to our school based personnel, our administrators, nurses, teachers, para-educators, teaching assistants, counselors, social workers, clinicians, school psychologists, LDTC, and related service providers, custodians, food service workers, security officers and office staff, who will welcome back your children, protect, serve, and educate them every day. Thank you for supporting all of us, and I hope that this plan gives you comfort in knowing that even if you do not like our answer, we have made every effort to address your questions, and provide the best available outcomes.

Julie

2020-2021 School Calendar

To allow for full preparation of implementation measures, including training and support for staff, parents and orientation for students, as well as continued monitoring of public health, the 2020-2021 school year has been amended by the Board of Education:

September 1, 2, 3	Staff Professional Learning Days/Virtual Learning Planning Days (No School for Students)
September 8	First Day of School for Students PK -12

Schools will offer extensive professional development workshops for all staff to prioritize the health & safety of district employees and students, ensure staff are equipped to manage student mental health and social emotional needs, and effectively plan/deliver high quality teaching and learning opportunities for all students both in-person and virtually.

Student Fall Return Options

As we look toward the fall, our goal is to provide families with options to the greatest extent possible while ensuring we also protect the health and safety of our staff and students.

Families must select one of the below options in the Parent Portal for each child:

100% Virtual Learning - Select this option if you are deciding that your child will continue engaging in virtual learning at home five days per week and not attending school in person. Considerations will be given for socialization and interacting with their classmates as part of their virtual experience.

Hybrid In-person and Virtual Learning - Select this option if you are deciding that your child will attend school in person, starting on September 8th, with New Jersey Department of Education and Department of Public Health required safety measures, such as wearing a mask, practicing social distancing, frequent cleaning of surfaces, and other practices. In-person learning will be a combination of Monday, Tuesday, Thursday and/or Friday depending on grade level and program. Wednesdays will be remote learning at home at the elementary level. Secondary students will have rotating in-person days Monday through Friday. If there are more children who select in person learning than the facility can safely accommodate, we may need to implement alternative schedules.

Please select a learning option for each child by Friday, August 14 in the Parent Portal. www.fridayparentportal.com/nutley

All families will also receive instructions on how to make your selections. Students/Parents new to the district will receive an invitation to the Parent Portal this week.

Selecting/Changing Learning Option

While the district recognizes the need for flexibility during these uncertain times, it is not recommended that children go back and forth between pathways so as to minimize disruption and maintain consistency in the teaching and learning experience.

In-Person Learning → Virtual Learning

A parent/caregiver may request at any time that their child(ren) move from in-person learning to 100% virtual learning. As long as the request can be honored, please allow 2-3 business days for this change to be effective.

This request should be made to the building principal via form. More information will be forthcoming.

Virtual Learning → In-Person Learning

A parent/guardian may request at any time that their child(ren) move from 100% virtual learning to in-person learning. However, please note that the child(ren) must continue to participate in virtual learning until the end of the current trimester or marking period. As long as the request can be honored, with two weeks' notice children can begin In-Person learning on the first day of the next trimester or marking period.

This request should be made to the building principal via form. More information will be forthcoming.

Option 1: 100% Virtual Learning

We recognize that in-person instruction is not an option for some students and staff members who have increased health risks related to COVID-19 and that returning to in-person instruction is not possible at this time. Further, we know that some families simply are not comfortable sending their children back in person for different reasons. On July 21, 2020, Governor Murphy endorsed that parents will have the option to choose all-virtual learning when schools reopen this fall.

We are proud of the work of our educators, staff, families and students during our period of virtual learning in the spring. We also recognize that we have learned a lot about virtual instruction and ways to improve and increase learning in a remote setting. Key elements of virtual instruction were identified in the parent, staff, and student surveys, community conversations, Task Force meetings and with our Principals, Content Coordinators, and instructional team. This includes more live interactions, students engaging in daily instruction in all content areas including: Math, English/Language Arts,

Social Studies/Science, as well as instruction in the arts, PE/Health, World Language, and Library/Media. Additionally, instruction will be in the form of shorter lessons with opportunities for small group time while students are working independently. All of these factors mean that virtual learning will look different in the fall than it did in the spring.

Virtual Learning Parent/Guardian Commitment

Parents/guardians whose children will engage in full-time virtual instruction will complete and submit a Full-Time Virtual Instruction Consent Form. This will be sent following your 100% virtual choice. Those parents/guardians who choose 100% virtual learning should be prepared to support their children's active participation in all virtual learning activities. They will need to ensure their children have adequate space, materials, and technology access for their daily online instruction, and request school assistance to provide a device and internet service, as needed. Families will need to be ready to follow the established daily learning schedule and work with school staff to ensure their children participate in assessments and other mandated educational activities.

Virtual Learning Option Guidance

- Schools must provide equitable access to grade level learning opportunities for English language learner/bilingual students, students with IEPs, and students with 504 plans through whatever means possible.
- In a virtual learning situation, if feasible and safe, access to in-person instruction should be prioritized for English language learner/ bilingual students and students with IEPs to the extent it is possible.
- The 100% Virtual Model will utilize the same curriculum as the hybrid model. The schedule will include a daily "live" Google Meet with the teacher along with recorded lessons assignments via Schoology.

Student Services and Specialized Programming

Preschool

- Virtual learning options are available for qualifying students who are health compromised or families who would prefer their child to participate in virtual learning and not return to In-Person learning at this time.

English Language Learners/ Bilingual (ELL/B)

The Nutley Public Schools is committed to continuing to serve English Language Learners/Bilingual students. Whether in-person or during remote learning, staff will continue to implement instructional strategies to address the academic and language needs of ELL/B students. In addition, district leaders and school support staff will continue to partner with families to provide resources and tools to ensure the academic success of ELL/B students.

- ELL/B Educators will work in collaboration with the student's classroom teacher as well as provide individualized language support.
- Bilingual and ESL services will continue to be provided to students.
- Bilingual and ESL teachers will meet with students in person and virtually using Schoology and Google Meet.
- Bilingual and ESL teachers will collaborate and plan tailored lessons to meet the needs of English Language Learners. They will work to make the curriculum content comprehensible to students.
- Executed lessons will focus on helping students develop in the areas of Listening, Speaking, Reading and Writing with specific focus placed on developing speaking skills.
- The district's website will continue to offer parents information on school reopening, as well as tools to support at home learning. Information on the webpage will also be made available in Spanish.
- Family outreach and education will be provided to support families' understanding of remote learning and how to support their children.
- Equity in the provision of technology devices and internet access for ELL's will be ensured.

Special Education

The Nutley Public Schools is committed to providing appropriate educational programs and related services for students with disabilities, to the extent possible in alignment with public health guidelines. To address the unique needs of students with disabilities staff will continue the work with families to collaboratively identify the services for each student that can be provided. Our district will provide training, resources, and tools to support IEP teams in determining the needed services.

- All special education services for students will occur in-person or remotely based on collaboration with families on an individual basis.
- General education/special education teachers and related service providers will work with families to discuss students' individual needs and access to the curriculum and progress toward IEP goals.
- General education/special education teachers will meet with students in person and virtually using online platforms
- Synchronous, direct services offered virtually (or in-person) will be prioritized.
- Schools must adhere to all state and federal timelines. All IEP meetings will be held virtually.
- The Office of Special Education will utilize various resources and tools to enhance learning for special education students.
- The IEP team will have consistent data collection and service logs for use across all learning environments.
- The Nutley Public Schools will continue to identify, locate, and evaluate students suspected of having a disability and needing special education services.
- The district will complete evaluations in-person and remotely per public health guidelines.

- The district will schedule and hold all meetings and evaluations postponed due to school closure.
- Case Managers and IEP team members will continue to contact parents and monitor special education services to determine progress toward a student's IEP goals.
- Family outreach and education will be provided to support families' understanding of remote learning and how to support their children.
- Equity in the provision of technology devices and internet access for special education students will be ensured.

Instruction (K-6)

Virtual learning is designed to achieve the same learning outcomes as the In-Person learning environment with the goal of accelerating learning outcomes for our students:

- School will occur every day, five days per week, and will have an official start time with an established routine for live engagement and access to instruction.
- A virtual learning day will blend live and independent learning activities for at least 4 instructional hours in Grades 1-6. Kindergarten will be assigned 2.5 hours of virtual work on Wednesdays, for their virtual learning day.
- Students will be expected to access and engage in all subject areas either through live or recorded lessons and by submitting student assignments through Schoology.
- Instruction will be provided live and recorded or recorded in advance to allow students to access learning when needed.
- Small group support will be provided live based on individual learning needs informed by submission of student assignments or through engagement in live lessons.
- Additional design elements include:
 - Social-emotional learning, mindfulness, and community building.
 - Opportunities for independent and collaborative engagement tasks aligned to classroom instruction will be designed into lessons. (e.g., collaborative brainstorming, interactive videos, peer feedback, book clubs, etc.)
 - Units are designed with clear learning targets for students and families.
 - Screen time will be considered in the learning design.
- Students who may not be available during the class session may access recordings and are expected to complete schoolwork.
- Student work will receive feedback on engagement and learning as well as grades as the Nutley Public Schools continues regular grading practices.
- Student work deadlines will offer some flexibility while holding the expectation for work to be completed and mastery of learning targets to be demonstrated.

Nutley High School and John H Walker Middle School (Grades 7-12)

Virtual learning will blend live and independent learning activities for a total of 4 hours of instruction five days per week. Students will use the instructional class resources. JHWMS students will attend their structured afternoon time on a daily basis.

NHS students will arrange a time to meet with their teacher on the day where their last name indicates they would be in person.

If the district was forced to switch to close the physical buildings and move to all remote instruction, JHWMS and NHS classes students would meet based on the in-person schedule in each building online. All students would meet virtually each day of the three day cycle. The teacher will choose the best strategy for the instructional cycle and may choose to engage the students in direct instruction, small group learning, or release of independent work or instructions.

Technology

- Each student in K-12 should have access to a device to participate in virtual learning. This allows students to be engaged in virtual learning at the same time as other students in the family.
- If your student does not have access to a device at home and/or internet access, please contact virtualllearning@nutleyschools.org
- to submit a request. Device requests will be reviewed by our Technology Support Team.
- If you received a device from the Nutley Public Schools last spring:
 - Families that received a loaner Chromebook for virtual learning this past spring will retain that device for use in the 2020-2021 school year.
 - Students entering 6th grade this fall will exchange their loaner Chromebooks for a new device which they will use throughout middle school through Grade 10. We are also applying for grant funding to extend the district's 1:1 Chromebook initiative to at least Grade 5, Distribution information will be provided in late August.
- Students who experience issues with technology or need assistance troubleshooting may contact virtualllearning@nutleyschools.org
- The Nutley Public Schools will assist families who do not have or cannot afford home internet access with district-issued hot spots, or information about free internet programs.
- The District Coordinator of Integrated Instructional Technology, and the Director of Curriculum, Instruction, and Assessment are collaborating to provide training opportunities for families on technology devices and Schoology, as well as resources for instruction and learning.
 - Live and recorded sessions will be available via the district website and may include topics such as General Chromebook use, accessibility features, Schoology Basics, using Google Meet, Communicating with your Child's Educators, Digital Safety and Citizenship.

School Meals

- Fresh grab and go meals will be made available to students participating in virtual learning who are also eligible for free and reduced lunch. More details will be made available in the coming weeks. The Free/Reduced Meal Application can be found on the district homepage www.nutleyschools.org under the Parent Tab (Food Services)

Communication

- Consistent expectations for parents and educators across the district will be established and communicated prior to the start of the school year.
- Communication expectations for students in a remote environment should be similar to those that would be in-person instruction.

Learning Platform

- Students in PreK-12 will use Schoology to support communication with families and students. Announcements and assignments will be received in Schoology and submitted back to the educator in Schoology.

Option 2: In-Person Learning

On June 26, Governor Murphy and the New Jersey Department of Education provided guidance in a document entitled The Road Back, mandating that school buildings re-open in some capacity in September. As part of this guidance, it was made very clear that this does not indicate a return to pre-pandemic conditions. The guidance from the New Jersey Department of Education included the following minimum standards:

- Require use of a face masks by all staff and students in every school building (updated August 3, 2020);
- Prohibit more than 25 individuals from gathering in one space (Updated August 3, 2020);
- Require social distancing of 6 feet be observed;
- Require that schools conduct symptom screenings and temperature checks before entering school buildings; and
- Require an increase in schoolwide cleaning and disinfection protocols.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions.

Based on current information, The Nutley Public Schools will open all 7 school buildings in September for in-person instruction while adhering to all New Jersey Department of Education and New Jersey Department of Public Health guidelines.

In-Person Learning Option Guidance

Please note that this information is subject to change based on updated guidance from the New Jersey Department of Education and continued collaboration with our medical and educational teams. This guidance is intended to provide additional clarity on our planned learning options.

Face Coverings

- According to the State of New Jersey guidelines, and as recommended by both the CDC (Centers for Disease Control and Prevention) and WHO (World Health Organization) as a strategy to reduce the risk of transmission, face masks must be worn by students, staff, and any visitors at all times within Nutley Public School buildings and when on the school bus. Facial coverings act as a barrier to prevent the spread of respiratory droplets, and must cover both the mouth and nose.
 - Exceptions include individuals with a medical condition that prohibits them from doing so (must be verified by a medical professional), the individual is under the age of two, the individual is having difficulty breathing, or the individual is unable to remove the face covering without assistance.
 - Accommodations will be made for students who cannot wear face coverings due to medical conditions. These may include but are not limited to:
 - Face shield for student (if they can wear)
 - Plexiglass barrier or study carrel
 - Additional PPE for educator (gown/scrub/mask and face shield)
- Students, staff and any visitors are expected to provide their own face masks.
- The Nutley Public Schools will supply disposable face coverings to any students, staff, or visitors that require a replacement while in the school buildings.
- Face masks do not need to be worn while eating.
- Face masks do not need to be worn outdoors as long as six feet of distance can be maintained at all times.
- Transparent face coverings will be provided to educators and students who rely on visual/facial cues for learning and engagement.
- All Nutley Public School staff will be trained in the proper use of face coverings (for themselves and students) prior to the start of the school year.
- Families are encouraged to help their child get comfortable wearing a face covering for an extended period of time. Also, help them understand how to properly put them on and take them off. Reusable face coverings should be washed daily. Cotton cloth is more effective than synthetic materials. Bandanas and neck gaiters are not considered effective as face coverings due to the weave and material.
- Disposable face coverings will be available for use when washing is not feasible.

Arrival

Specific arrival procedures will be established by each school.

- Staggered arrival/dismissal times may be necessary to adhere to safety and building entry procedures. More information on updated procedures will be sent by school principals prior to the start of the school year.
- Students and staff will be screened upon arrival for symptoms of COVID-19.
- Temperatures of individuals will be checked by non-contact handheld devices. Individuals with temperatures greater than 100.4 will not be allowed to enter the building.
- All staff and visitors will be required to complete an electronic daily health screening form PRIOR to entering school buildings or offices. This will likely be an electronic form. If an individual answers 'yes' to any of the Health Self-Certification questions, they should stay home.
- With the exception of those with medical conditions who are unable to safely do so, face masks must be worn when entering any Nutley Public Schools building and through the remainder of the day.

Health Self-Certification

- All staff and visitors will be required to complete a daily electronic screening that asks about COVID-19 symptoms, travel, and COVID-19 exposure.
- Students and staff will be screened upon arrival for temperature check and symptoms.
- Information will be provided in students' primary language to the greatest extent possible.

Attendance Schedule

- If there are more families who select in-person learning for their children than our buildings can safely accommodate, it may be necessary to implement alternate student attendance schedules.
- Wednesdays will be district-wide virtual learning days at the elementary level to further help students become competent using Schoology and virtual learning strategies in the event health guidelines require all students to return to 100% virtual learning. Additional deep cleaning will also happen on these days. There will be no in-person learning for any elementary students on Wednesdays.

Learning Spaces

In conjunction with the district's architectural firm plans, demographer's report and in accordance with recommended health guidelines, we have determined the updated capacity for each of our district buildings. The capacities estimate assumes that we would use approximately 60% of total square footage of building spaces and assumes that each student needs approximately 36 square inches of space to be approximately 6 feet apart. To maximize the number of students who can return for in-person learning, the district could create non-traditional instructional spaces using gymnasiums, cafeterias, libraries, and other common spaces. Safety provisions will be made for the use of all spaces.

In addition to reduced capacity, the district will maintain social distancing to prevent the spread of the coronavirus. This may include:

- Closing communal spaces.
- Signage, floor decals and colored tape may be utilized to provide visual cues and ensure procedures are followed.
- No more than 2 people may occupy an elevator at a time.
- Staff break rooms/cafeterias will be used as meeting spaces, not for meals.
- Schools will assign entry and exit doors to reduce the number of students within a space.

Through scheduling, the district is striving to minimize contact to as few other students and staff members as is reasonable.

- Limiting group sizes.
- Creating cohorts.

Of additional primary consideration is ventilation. Only those spaces that have outside air availability through the mechanical system or open windows will be used for instruction. A room with an air conditioning unit alone, with no additional capacity for outside air availability cannot be used as the air conditioning unit can spread particles and dissipate germs throughout the space. As appropriate, air filters will routinely be replaced to increase air ventilation.

- If there are more families who select in-person learning for their children than our buildings can safely accommodate, it may be necessary to implement alternate student attendance schedules.
- To maximize space, classroom furniture, with the exception of that needed for instruction will be removed from classrooms.
- All rugs, pillows, or other soft material items will be removed from the classroom as they are not easily disinfected.
- Seating will be configured to maximize space between students in accordance with social distancing guidelines. All tables/desks will face in the same direction and be spaced at least six feet apart.
- Efforts will be made to reduce the sharing of instructional materials, classroom materials, and technology among students. If materials must be shared, procedures will be established to ensure cleaning and disinfecting.
- Hand sanitizer will be available at all times in learning spaces and students will be required to wash their hands before entering.
- No more than 25 individuals will be allowed in any indoor space at a given time (Updated August 3, 2020).

Hallways

- School staff will monitor hallways and limit the number of students in hallways at one time.
- Whenever possible, hallway and stairwell traffic will flow in one direction.
- Markers will be placed throughout the hallways to help students and staff adhere to social distancing guidelines.

- There will be no use of lockers.
- In addition to wearing masks, passing time will be limited as per CDC guidelines to reduce any possible exposure of less than 6 feet for more than 10 minutes.

Restrooms

- Restroom procedures will be established and communicated by the school to limit the number of students within hallways and restrooms at one time. Plastic barriers will be put between urinals.

Hand Washing/Sanitizing

One of the most effective practices for preventing exposure and reducing transmission of the infection is regular hand washing and the use of hand sanitizer. The district is implementing the following procedures:

- Hand sanitizer will be available throughout the district and in every classroom where there is not a sink.
- Communal school supplies will be eliminated, and each student will have their own school supplies.
- A hand-washing schedule will be adopted with school-wide reminders for staff and students throughout the day.
- Lessons and practice sessions for students on when and how to wash hands will be conducted.
- There will be a disinfecting schedule for restrooms and all doorknobs, counters, tables, desks, and school surfaces.

Student Services and Specialized Programming

- Nutley Public Schools staff members working with students who require instruction or related services that involve hands-on work or other intervention in close proximity will wear Personal Protective Equipment (PPE) in order to keep themselves and the students safe. This includes gloves, face coverings and/or face shields, and gowns.
- Efforts will be made to minimize travel for students receiving services so that they are remaining with a consistent group of students throughout the school day.

Preschool

Our Preschool Program will follow a hybrid schedule. Pre-Kindergarten students in each class will be divided into two cohorts and will attend in-person (2) days, Monday and Tuesday, or Thursday, and Friday (9AM - 11:30AM). Wednesdays will be an all-virtual day.

- Students and staff will remain in classroom cohorts
- District health screening and safety measures will be in place. Face coverings should be worn by children over the age of two, unless they have a medical condition and a note from their physician or medical professional.

English Language Learner/ Bilingual (ELL/B)

The Nutley Public Schools is committed to continuing to serve English Language Learners/Bilingual students. Whether in-person or during remote learning, staff will continue to implement instructional strategies to address the academic and language needs of ELL/B students. In addition, district leaders and school support staff will continue to partner with families to provide resources and tools to ensure the academic success of ELL/B students.

Our elementary schools will utilize a hybrid learning model which requires dividing students in each classroom into two cohorts, with each cohort attending two single session days per week (ending at 12:30 PM) of in-person instruction coupled with three days a week of remote learning. Students would attend Monday/Tuesday or Thursday/Friday with Wednesday remaining a “virtual only” day.

On the days students are “virtual”, the teacher will share assignments and lesson resources via Schoology. On the virtual learning days, the teacher will also meet “live” with students in the afternoon for direct instruction. This direct instruction will mirror the instruction that happened “in-person” earlier.

Based on interest and availability, childcare is being planned for the other portion of the day. These details are being developed.

- For ELL/B students during Phase 1, the ELL/BB educator(s) and classroom teacher will meet to determine the language needs and differentiation needed for pull out support. In Phase II, when more contact is possible, in class support will be provided.
- ELL/B educators tailor face-to-face instruction to meet the linguistic and academic needs of students, providing time for English-dominated instruction in the classroom and pulling out for targeted instruction of specific linguistic needs using appropriate social distancing. Students will remain in consistent groups to the greatest extent possible.
- ELL/B educators will use transparent face masks for that allows students to see the educator’s entire face and facial expressions, making communication accessible to language learners.
- ELL/B Educators will work in collaboration with the student’s classroom teacher as well as provide individualized language support.
- Bilingual and ESL services will continue to be provided to students. Bilingual and ESL teachers will meet with students in person and virtually using Schoology and Google Meet.
- Bilingual and ESL teachers will collaborate and plan tailored lessons to meet the needs of English Language Learners. They will work to make the curriculum content comprehensible to students.
- Executed lessons will focus on helping students develop in the areas of Listening, Speaking, Reading and Writing with specific focus placed on developing speaking skills.

- The district's website will continue to offer parents information on school reopening, as well as tools to support at home learning. Information on the webpage will also be made available in Spanish.
- Family outreach and education will be provided to support families' understanding of remote learning and how to support their children.
- Equity in the provision of technology devices and internet access for ELL's will be ensured.

Special Education and 504s

The Nutley Public Schools is committed to providing appropriate educational programs and related services for students with disabilities, to the extent possible in alignment with public health guidelines. To address the unique needs of students with disabilities staff will continue to work with families to collaboratively identify the services for each student that can be provided.

At this time, the Nutley Public Schools is planning to provide (2) two, single session days of in-person instruction for our self-contained PK students and Autism self-contained classrooms. Elementary Self-Contained Language and Learning Disabilities will attend (4) four, single session days of in-person instruction. Wednesday will always be a virtual day.

All other students with IEPs will receive general education instruction in their homerooms during in person instruction. Students receiving Out of Class Replacement will be pulled out and receive instruction in another classroom.

*Please be advised that based on the numbers committing to in person instruction, this plan is subject to change.

In order to maintain safety and limit mixing cohorts, related therapies will continue virtually at this time. Parents are encouraged to reach out and work with their case managers regarding individual priority needs and find additional ways to best support students and families.

At Grades 7-12 the Nutley Public Schools is planning to provide (5) single session days in-person to students that receive all instruction in Autism and Self-Contained Language and Learning Disabilities Classes.

Students that are enrolled in both LLD self-contained and Resource Replacement classes will be contacted by their case manager.

Out of Class Replacement and In Class Support students will attend school with their assigned cohort and follow the rotation outlined in their schedule.

In order to maintain safety and limit mixing cohorts, related therapies will continue virtually at this time. Parents are encouraged to reach out and work with their case

managers regarding individual priority needs and find additional ways to best support students and families.

*Please be advised that based on the numbers committing to in person instruction, this plan is subject to change. Students may be contacted by a case manager if their schedule is different than what is indicated above.

- The Nutley Public Schools will consider the unique needs of every child. For students with IEPs, the child's IEP team will meet to determine the nature, extent, and service delivery model.
- Students will also be required to wear face coverings unless documentation is provided by a physician that it poses a health risk to the student. Adapted face coverings, assistive technology and other supports will be provided, as determined by the IEP team, in order to ensure the proper ability to communicate and receive services.
- IEP meetings will continue to be held virtually based on the ability of the school to provide space that ensures appropriate social distancing requirements are met.
- All special education services for students will occur in-person or remotely based on collaboration with families on an individual basis.
- General education/special education teachers and related service providers will work with families to discuss students' individual needs and access to the curriculum and progress toward IEP goals.
- General education/special education teachers will meet with students in person and virtually using online platforms.
- Synchronous, direct services offered virtually (or in-person) will be prioritized.
- Schools must adhere to all state and federal timelines. All IEP meetings will be held virtually.
- The Office of Special Education will utilize various resources and tools to enhance learning for special education students.
- The IEP team will have consistent data collection and service logs for use across all learning environments.
- The district will schedule and hold all meetings and evaluations postponed due to school closure.
- All IEP meetings will be held virtually via videoconferencing or by phone. The district will work with families to determine the most practical format to conduct IEP meetings.
- Case Managers and IEP team members will continue to contact parents and monitor special education services to determine progress toward a student's IEP goals.
- Equity in the provision of technology devices and internet access for special education students will be ensured.

Transportation

- Transportation will continue to be offered to students who are eligible.
- Each bus route will be assigned an aide to support health and safety protocols, including symptom screening for students.
- Temperature checks will be conducted prior to boarding the bus.
- Face coverings must be worn at all times. This includes the bus driver.
- Hand sanitizer will be available when students board the bus.
- There will be strict adherence to social distancing on the bus, even if this results in multiple additional, or longer routes.
- Whenever possible, students should sit one per seat. Family members or those living within the same household may sit together.
- Students should sit every other seat, skipping rows to maintain social distancing.
- Students will be encouraged to load the bus from back to front and unload from front to back.
- Buses will be cleaned and disinfected after each route.

Instruction K-6

Instruction will be delivered 5 days per week in a combination of in-person and virtual instruction. Providing students the opportunity for classroom time with their teachers, and time to practice and become proficient in remote strategies is critical as the district may have to pivot to fully virtual instruction depending on health and safety factors.

We continue to reflect on the effectiveness of our virtual instruction model, and continue to make various improvements that will enhance student learning this fall. Teachers will utilize tools such as webcasts, recordings, and Google Meet to support remote synchronous learning activities (learning that happens live) when students participate in class virtually from other locations beside their classroom(s). The webcasts will enable teachers to record direct instruction, mini-lessons and facilitate small group instruction from the in-person classroom while including students attending school remotely, whether that be on their cohort's scheduled virtual days (described below) and/or for the students whose families have elected for them to participate in a fully remote schedule five days per week. The lessons are then also available to be viewed at a later time.

Asynchronous learning activities (independent practice and learning without real time teacher interaction) will also, be an essential element of the district's hybrid model at all grade levels but more routinely in the upper grades.

Kindergarten

Our Kindergarten Program will follow a **Split-Day** hybrid schedule. Kindergarten students in each class will be divided into two cohorts and will attend in-person (4) days, Monday, Tuesday, Thursday, and Friday for either an AM (9AM - 11:30AM) or PM (12:30PM – 3:00PM) session. Wednesdays will be an all-virtual day with students gaining exposure to Schoology, the district's Learning Management System, by completing brief assignments or attending a virtual Google Meet with their teacher.

Based on interest and availability, childcare is being planned for the other portion of the day. These details are being developed.

Elementary Schools (Grades 1-6)

Our elementary schools will utilize a hybrid learning model which requires dividing students in each classroom into two cohorts, with each cohort attending two single session days per week (ending at 12:30 PM) of in-person instruction coupled with three days a week of remote learning. Students would attend Monday/Tuesday or Thursday/Friday with Wednesday remaining a “virtual only” day.

On the days students are “virtual”, the teacher will share assignments and lesson resources via Schoology. On the virtual learning days, the teacher will also meet “live” with students in the afternoon for direct instruction. This direct instruction will mirror the instruction that happened “in-person” earlier.

Based on interest and availability, childcare is being planned for the other portion of the day. These details are being developed.

Nutley High School and John H Walker Middle School (Grades 7-12)

Nutley’s middle and high school will return to school in September with the understanding that instruction will be planned in three day instructional units virtually. Students that elect the hybrid option will come in-person, once every three days, while students electing 100% virtual, and students following the hybrid model who are not in-person will receive that portion of the learning through structured virtual class meeting time each day (JHWMS) and structured teacher office hours each afternoon (NHS).

Although it will vary by content area, instructional pieces (including recorded lessons, delivery of material, independent work, extension activities) of the three day-instructional cycle will be housed online for hybrid and virtual students. Teachers will use in-person (hybrid) and Google Meet (100% virtual) time to develop understanding of key parts of the curriculum, and other strategies that may be suited to having small groups of students together, including checking of progress indicators and delivering meaningful feedback.

For hybrid learners attending school - Structurally, each building will provide a schedule where they alternate between three day cycles of Classes 1-4 and Classes 5-8.

Expectations of students and faculty will only include instruction, activities, and assignments from the classes within the three day cycle.

For hybrid learners that are virtual - Students will have instructional materials and assignments planned online. JHWMS students will have a structured time from 1pm to 3pm when their class meets (.5 hour each of 4 classes).

NHS students will have the opportunity to drop in with their teacher during the afternoon's office hours. NHS teachers may also request individuals, or small groups of students, drop-in during their afternoon time.

JHWMS 12:30 PM Dismissal

NHS 12:22 PM Dismissal

Fine Arts and Physical Education

- Locker rooms will be closed. Students will not change into PE uniforms.
- Physical education will be held outdoors as much as possible and as long as the weather allows. Shared equipment will not be used. Any individual equipment will be sanitized between use.
- Face coverings will be required indoors for all activities.
- Face coverings may be removed if classes are held outside and students are able to maintain at least six feet of distance between each other at all times.

Library/Media Center

- Library/Media Centers will be used on a limited and as-needed basis, or as a non-traditional learning space. Library instruction will occur but may look differently than in previous school years.
- Safety procedures will be put in place for usage of physical books.

Personal Items

- Borrowing and sharing of items will be restricted.
- Reusable water bottles will be strongly encouraged.
- Lockers will not be used.
- Traditional backpacks and bags are restricted. Washable, all-cotton string-bags are preferred if a student or staff member must have a bag.

School Meals

- Students will be allowed to remove face coverings when eating or drinking.
- Meals will be eaten outdoors in designated, supervised sites, observing social distancing.
- Time will be allowed for students to wash hands before eating.
- Fresh grab and go meals will be made available to students participating in child care and/or who are also eligible for free and reduced lunch. More details will be made available in the coming weeks. The Free/Reduced Meal Application can be found on the district homepage www.nutleyschools.org under the Parents Tab (Food Services)
- All meals will be pre-packaged. There will be no buffets or sharing of utensils.
- Accommodations will be made to help ensure the safety of children with food allergies.
- Mealtime expectations and procedures will be discussed with students.

Recess

- Recess will be held outdoors as long as weather permits in conjunction with childcare.
- Face coverings are not required outdoors only if six feet of distance can be maintained at all times.
- Outdoor activities will be structured
- Shared equipment will not be used. Any individual equipment will be sanitized between use.

Childcare

- Before school childcare cannot be accommodated with the arrival screening process.
- The breakfast program at Lincoln and Washington Schools will continue. Meals will be eaten outdoors in designated, supervised sites, observing social distancing.
- There may be possible options for extending the day for child care at the elementary level on days when students are in-person at school. This would include for Kindergarten students, but not for Preschool students.

Activities and Events

- No gatherings of more than 25 people will be allowed indoors (Updated August 3, 2020). Back to School nights, open houses, family nights, and other events will be held virtually.
- There will be no field trips other than virtual field trips.
- The Nutley Public Schools will follow the guidance of The New Jersey State Interscholastic Athletic Association (NJSIAA) and district medical professionals regarding fall sports. Additional information can be found on the Athletic Department website at <http://www.nutleyathletics.org/>
- District guidance is still being established for extracurricular clubs and activities.
- During the school year, there will be no outside groups allowed to use the Nutley Public Schools' facilities for programs with the exception of those groups approved by the Board of Education.

Visitors

- No visitors are allowed in the school buildings.
- All vendors and other deliveries will be drop-off or curbside pick-up.
- If parents/caregivers must enter the building they must remain in the main office, unless they have administrator approval. They must wear a face mask and practice social distancing.
- Every person entering the buildings must complete the Health Self-Certification screening and have their temperature checked upon arrival.
- There will be no classroom volunteers.
- Parents and caregivers may not congregate at drop-off and pick-up. Please do not stay and wait for your child to enter the building. Please follow stop, drop, and go routines, and do not exit your vehicle.

Parent Groups

- All district-wide and school-based parent groups are encouraged to host meetings virtually.
- Activities should take into consideration social distancing and concerns related to the spread of COVID-19.

Enhanced Cleaning and Disinfection Protocols

Schools and district buildings will be cleaned frequently throughout the day.

- Custodial staff will complete a cleaning/sanitizing checklist.
- Increased daily cleaning protocols will be in effect at all facilities, in accordance with CDC and OSHA guidelines. Custodial and maintenance staff, as well as teachers and students will receive training and guidance for enhanced daily cleaning measures prior to the start of school.
- Special attention will be paid to high touch surfaces including door knobs and handles, handrails, elevator buttons, classroom desks and chairs, sinks, countertops, light switches, etc.
- Custodial staff will maintain supplies such as soap, hand sanitizer and paper towels.
- Disinfectant will be provided to all staff so that cleaning and sanitizing can occur in classrooms as needed.
- Teachers and students will work together with custodial staff to promote a clean and healthy environment for everyone within each building. Each classroom will have sanitation kits that will include gloves and disinfectant wipes. Students and teachers shall wipe down any community or high-touch areas after each class to reduce exposure for the next classroom.
- Efforts will be made to reduce the sharing of instructional materials, classroom materials, and technology among students. If materials must be shared, procedures will be established to ensure cleaning and disinfecting.
- In the event a student or staff member becomes sick, any occupied spaces will be closed for a minimum of 24 hours and until proper cleaning and disinfection has been completed.
- Prior to students and staff returning to school buildings, an extensive deep cleaning of all facilities will be completed.

Other Safety Measures and Precautions

- All Nutley Public Schools staff members will be required to participate in training on established district health and safety procedures prior to the return of students. Training will be ongoing as necessary.
- Face coverings and other Personal Protective equipment (PPE) such as gloves, face shields, and gowns will be provided to specialty staff, as needed.
- Signage and visual markings will be posted throughout all Nutley Public School buildings in English and Spanish that serve as a reminder for health and safety protocols including building entry procedures, social distancing, hand washing, etc.

- Individual temperatures will be checked using handheld no-contact devices prior to getting on the school bus or upon entering a Nutley Public School building.
- All opportunities to increase facility ventilation will be in place, including keeping windows open as much as possible and usage of fans. All facilities are undergoing an HVAC inspection this summer and filters will continue to be changed on schedule.
- If needed, additional personnel may be hired on a temporary basis to support the implementation of health and safety procedures, including cleaning.
- Handwashing with soap and water will be encouraged regularly and time will be given for students to wash hands upon arriving to school, before and after eating, and coming in from outdoors.
- Hand sanitizer will be available in all classrooms, common areas, school entrances, and on the school bus.
- School nurses will continue to work with families to ensure students are current on all vaccines. All staff members, students, and visitors will be strongly encouraged to get their annual flu vaccine.

When Someone is Sick

- Any individual who shows signs or symptoms of illness should stay home.
- Students will not be penalized for staying home from school and must not come when they aren't feeling well.
- Parents/caregivers must report their child's absence to their school. Nurses/attendance secretaries will ask about a child's symptoms. We will continue to work closely with the Nutley Department of Health to track illnesses and complete any contact tracing necessary throughout the school year.
- Individuals should not return for in-person instruction for 10 days after symptoms first appeared and must be fever-free for 72 hours, without the use of fever-reducing medication.
- Individuals will be required to complete an electronic Health Self-Certification and symptom screening daily. Students, staff, and visitors must remain home with COVID-19-related symptoms, according to the [CDC website](#).
- While at school, any student or staff member who begins to exhibit a fever or COVID-19 like symptoms will be referred to the isolation space.
- Isolated waiting rooms have been identified in all facilities for individuals demonstrating COVID-19 like symptoms until they can be picked up from school. Any student who must be isolated will be supervised by the School Nurse.

Positive COVID-19 Case

- Any individual who tests positive for COVID-19 or who shows symptoms or signs of illness should remain home.
- Possible cases of COVID-19 within your home should be reported to the Principal and/or School Nurse so that contact tracing can be initiated in conjunction with the Nutley Health Department.
- In the case of a positive COVID-19 case within a district building, communication to staff and families will be coordinated with and under the advisement of the Nutley Health Department. This will include notifications and procedures for those within close contact and those within the general community.

- Nutley Public Schools will work closely with the Nutley Health Department to determine the duration and extent of class suspensions, building and facility closures, and event and activity cancellations.
- In-person students will engage in remote learning during the closure so that instruction continues without disruption.
- Individuals should not return to school for 10 days after symptoms first appeared.
- Individuals must be fever-free for 72 hours, without the use of fever-reducing medications.
- Individuals who have had close contact with someone who tested positive for COVID-19 must quarantine at home and monitor symptoms for 14 days. Close contact is defined as “any individual who has been closer than six feet for more than 10 minutes.”
- The state does not require complete school closure due to a positive COVID-19 test. However, entire classrooms, childcare rooms, or bus routes may be affected.
- Students returning from illness related to COVID-19 will be required to check in with the School Nurse and school administrator.
- Enhanced cleaning and disinfecting will occur in the event of a COVID-19 case within the school or facility prior to reopening.

Quarantine

- If a student or staff member is required to quarantine, they will be provided with the option to transition into remote learning, if physically able, and those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive COVID-19 case, impacted students and staff will transition into remote learning during the quarantine period. If a student or staff member is physically able to participate, those days will not be counted as absences.

Social Emotional Learning and School Climate and Culture

Prior to COVID-19, the Nutley Public Schools social and emotional learning to develop positive school culture and climate across all of our schools was a Strategic Plan Focus area and a district goal. Understanding the stress and anxiety caused by long term school closure and social isolation the district implemented a variety of strategies beginning in March. All of these strategies will continue after schools return to in-person learning, as well as the addition of curricular and program materials.

- Meditation and Mindfulness exercises, when possible.
- Integrated Social and Emotional classroom lessons.
- Check-ins by school counselors and/or student assistance coordinators, school psychologists, school social workers.

- Individual and Group counseling sessions facilitated by school counselors.
- Wellness resources will be available to families on the district website and Schoology.
- Professional learning opportunities for school-based staff on topics such as grief and loss, depression, anxiety, motivation techniques, social and emotional curriculum, and promoting mental wellness.
- Support staff including school counselors, psychologists, and social workers working flexibly across the school to address student needs.
- Established partnerships with mental health agencies such as the Nutley Family Service Bureau, Traumatic Loss Coalition, ASCA, Imagine, and Grief Speaks
- Virtual Spirit Weeks Wellness Wednesday, consideration of virtual clubs geared towards social-emotional well-being
- Teachers, Administrators, Social Workers and School Psychologists, and School Counselors will continue to reach out to students and families who have not been fully engaged via personal outreach.

Individual counseling as needed will be provided to students by each student's designated school counselor and/or case manager or the Student Assistance Coordinator. Students can make an appointment to speak with their counselor, case manager, or SAC in person on days that they are present in school, or on the phone or google meet during periods of virtual learning. District counseling staff or CST will make community based referrals as necessary if higher levels of care are recommended. Any student that may be in danger of harming self or others will be sent for a risk assessment per district policy, following recommendations of the assessing clinician, plans to provide ongoing support to the student will be developed.

The option to participate in small group counseling will be extended to all students both in the summer in preparation to return to school, and in the fall as students transition back to in-person learning. Small groups will focus on building resilience and coping skills in the areas of: emotion regulation, optimism, self-esteem, social relationships, identifying supports, problem solving, and goal setting.

Wellness resources including: Directions on what to do if you or someone you know may be in crisis outside of school hours, contact information for community based referrals for individual, group, family, and agency counseling, as well as information and resources is available to all students, families, staff and community members through the district website.

Training will be provided to School Counselors and Child Study Team members in the following areas:

- Supporting Self and Students Returning from the Pandemic (*Grief Speaks*)
- Grief and Loss Specialist Training (*Imagine*)
- Multicultural Counseling (*ASCA*)

Training will be provided to all non-clinical staff (administration, teachers, paraprofessionals, secretaries, coaches, custodians) in the following areas:

- Supporting Self and Students Returning from the Pandemic (*Grief Speaks*)
- Grief and Loss Training (*Imagine*)

Open social-emotional support meetings will be facilitated monthly (one designated time for NPS staff, one designated time for students/family members) by *Grief Speaks* outside of school hours. This will give individuals an opportunity to process their feelings and discuss their concerns with others, fostering connection with others as a mechanism for coping and healing. Administration will be available if needed but not present for the session, allowing for candid sharing by participants. *Grief Speaks* will share general feedback with NPS administration so that we can work to provide ongoing and responsive social-emotional support services that are flexible and meet the identified needs of all stakeholder groups.

School counselors will facilitate virtual grade level meet-ups for students and parents. The schedule will be shared on the district website once it is finalized.

School Climate Teams will meet to analyze data from stakeholders and develop ongoing opportunities for social-emotional support as well as improvements to school climate and culture throughout the year.

We will continue to monitor the social emotional needs of all stakeholder groups as the school year progresses and modify or implement additional programs and services to meet the identified needs.

Competent Kids Caring Communities, a Social-Emotional Learning Curriculum, will be introduced this year in grades K-5.

Professional Learning

Staff Professional learning provides staff with the information, guidance, and professional development necessary to support in-person and remote learning instructional practices, new health and safety protocols, and strategies to identify and support students coping with trauma or grief. The district has offered numerous professional learning sessions during the school closure and throughout the summer and will continue up to and during the school year. A calendar of August professional learning opportunities will be available beginning in early August. A sample of topics include:

- Schoology
- Curriculum and Assessment
- Virtual Learning Instructional Strategies
- Enhancing Synchronous and Asynchronous Learning
- Instructional Methodologies
- Google Meet Etiquette
- Social and Emotional Learning Strategies
- Health and Safety Protocols

Professional Development for families will provide parents/guardians with the tools necessary to support their children at home. The district is planning to host Parent training during August, at the start of the school year, and will continue to engage parents throughout the school year. Based on parent feedback, a menu of parent sessions may include:

- Schoology Basics
- Google Meet Use
- Support for Parents of Students with Disabilities
- Support for Parents of English Language Learners
- Supporting your Child with Virtual Learning
- Social and Emotional Supports

This plan is a “living document” that will evolve throughout August as reopening approaches, and as we adapt to this new educational reality detailed above.

Nutley Board Of Education

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