

**JOHN H. WALKER MIDDLE SCHOOL
STUDENT HANDBOOK
2020-2021**

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NOTE: This Handbook contains amendments based on necessary changes to the learning environment and format due to the current health pandemic. Please note all areas of identified amendments and addendum at the end of the document.

Welcome to John H. Walker Middle School! Here at JHWMS, the faculty and staff are committed to providing a supportive environment in which all students can reach their full potential. Our goal is to promote academic and social growth for all students, while maintaining productive school/home communication. In supporting this goal and helping to ease what is often a difficult transition, the staff at JHWMS work collaboratively in following the middle school model. Middle School is the most critical time in a child’s life. Children at this level go through more changes physically, psychologically, and emotionally than at any other point in their education.

Middle school is a time for greater student independence. This is an important period designed to prepare students for the challenges of high school. In support of this, students will be placed in one of three groups per grade level. Within these groups, students will acquire the skills necessary to do their job: learning!

Advisory is another component of middle school in which student have the opportunity to learn the skills needed to do their job. Throughout the year, small groups will meet with a staff member for mini-lessons. These lessons will cover a wide variety of topics to assist students in becoming successful young adults.

Our group motto is “All roads lead to success!” Therefore, our groups are named after the various streets in Nutley that lead to Walker Middle School. The group names are listed below.

Seventh Grade

Vreeland Group

Chestnut Group

Kingsland Group

Eighth Grade

Harrison Group

Park Group

Centre Group

This handbook has been designed to provide a general overview of the philosophies, policies, and procedures that exist at the John H. Walker Middle School. The information provided will assist students in adjusting to school and will help them understand their responsibilities as good school citizens. Students should refer to this handbook frequently, since they are expected to know and follow these guidelines, which have been established for the welfare of the entire student body.

Sincerely,

**Ms. Tracy Egan
Principal**

ABOUT THIS HANDBOOK

Please note that this handbook is a “living document.” As the school adopts current best practices and/or responds to new challenges, the handbook will be amended to reflect these changes. Please refer to this document frequently, as it is subject to periodic modifications.

SCHEDULES AND CALENDAR

The following schedules correspond with standard, in-person learning. Please see addendum for virtual/hybrid schedule.

Below are the standard bell schedules that JHWMS will operate under during normal conditions. This is **not** the schedule being utilized during hybrid learning.

JOHN H. WALKER MIDDLE SCHOOL TIME SCHEDULE

ZERO PERIOD	-	7:24	-	8:10
ENTRY BELL	-	8:10		
PERIOD 1	-	8:16	-	9:02
PERIOD 2	-	9:05	-	9:51
PERIOD 3	-	9:54	-	10:40
PERIOD 4	-	10:43	-	11:29
PERIOD 5	-	11:32	-	12:18
PERIOD 6	-	12:21	-	1:07
PERIOD 7	-	1:10	-	1:56
PERIOD 8	-	1:59	-	2:45
DISMISSAL	-	2:45		
VICE-PRINCIPAL'S DETENTION	-	2:50	-	3:10
CENTRAL DETENTION	-	2:50	-	3:40

DELAYED OPENING BELL SCHEDULE

**STUDENTS ENTER AT 9:40
NO ZERO PERIOD**

PERIOD 1	9:50	-	10:22
PERIOD 2	10:25	-	10:57
PERIOD 3	11:00	-	11:32
PERIOD 4	11:36	-	12:13
PERIOD 5	12:17	-	12:54
PERIOD 6	12:58	-	1:35
PERIOD 7	1:38	-	2:10
PERIOD 8	2:13	-	2:45

SINGLE SESSION DAY BELL SCHEDULE

ENTRANCE BELL- 8:10

ZERO PERIOD	7:24	-	8:10
PERIOD 1	8:16	-	8:46
PERIOD 2	8:49	-	9:19
PERIOD 3	9:22	-	9:52
PERIOD 4	9:55	-	10:25
PERIOD 5	10:27	-	10:57
PERIOD 6	10:59	-	11:29
PERIOD 7	11:32	-	12:02
PERIOD 8	12:05	-	12:35

NOTE: These dates are accurate for in-person as well as virtual/hybrid learning.

DATES SCHOOL WILL NOT BE IN SESSION/SINGLE SESSION 2020-2021:

September 8	First Day of School for Students
October 9	Single Session Day for Students – Professional Day for Staff
October 12	Columbus Day – Schools Closed
November 3	Election Day – Schools Closed
November 5 & 6	NJEA Convention – School Closed
November 25	Single Session Day – Staff and Students
November 26 & 27	Thanksgiving Recess – School Closed
December 23	Single Session for Staff and Students
December 24 – 31	December Break – School Closed
January 1	New Year’s Day– School Closed
January 15	Single Session Day for Students – Professional Day for Staff
January 18	Dr. Martin Luther King, Jr. Day- School Closed
February 15 – 19	Mid-Winter Break – School Closed
March 12	Single Session Day for Students – Professional Day for Staff
April 2 - 9	Spring Break-School Closed
May 28	Single Session Day for Students - Professional Day for Staff
May 31	Memorial Day – Schools Closed
June 24 – last day of school (tentative) for Students – Single Session	

***JOHN H. WALKER MIDDLE SCHOOL single-session days – 12:35 p.m. dismissal**

EMERGENCY CLOSING OF SCHOOLS

EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS APPLY DURING NORMAL SCHOOL OPERATIONS AND DO NOT APPLY DURING VIRTUAL LEARNING. ADDITIONALLY, AS THE DISTRICT HAS BECOME MORE ACCUSTOMED TO ONLINE LEARNING FORMAT SINCE THE START OF THE CURRENT HEALTH CRISIS, THIS MAY POTENTIALLY BE REVISED AS PER FUTURE DISTRICT DIRECTIVES.

The policy of the Board of Education, in effect since 1944, is that the best interests of all will be served by keeping schools open except in cases of disaster or when it is impossible for children or teachers to reach school. If it becomes necessary for a delayed opening or to close the schools for the whole day due to inclement weather, or for other emergency reasons, parents will be notified by the School Messenger System. Information will also be available on the Nutley District website or tune to the following media stations for school closing information:

WOR-710 WINS-1010 WNYW-CHANNEL 5 NEWS 12-NEW JERSEY

DELAYED OPENING

After consultation with the Office of Emergency Management in Nutley and the Supervisor of Buildings and Grounds, the Superintendent will make the decision to either close school or implement a delayed opening. This decision will be made no later than 6:00 a.m. The School Messenger System, the Nutley School District website and TV procedures will be placed in effect advising parents of school delayed openings.

	<u>1 hr. 15 min. delay Professional Staff</u>	<u>Normal Entrance</u>	<u>90 Minute Delay Students</u>
High School	9:15 a.m.	8:05 a.m.	9:35 a.m.
JHW Middle School	9:30 a.m.	8:10 a.m.	9:40 a.m.
Elementary*	9:45 a.m.	8:30 a.m.	10:00 a.m.

* There will be no extended day MORNING program on days where there is a delayed opening.

ENTERING AND LEAVING THE SCHOOL

PLEASE SEE ADDENDUM FOR CHANGES UNDER HYBRID LEARNING MODEL.

UNDER NORMAL SCHOOL OPERATIONS:

Prior to the entry bell, eighth grade students are to wait in front of the building and will enter through the main entrance. Seventh grade students will wait in the back of the building outside of the gymnasium entrance and will enter from that point. In the event of inclement weather, students will be allowed to wait in the lobby of their specific entrance point. Students who are late or who are dismissed early may use the main entrance. Students may enter early for extra help if arrangements have been made with a teacher. Once arriving for extra help, that student is to remain in that class until 8:10 a.m. Cutting of classes or leaving the building at any time without permission will be grounds for disciplinary action.

GRADING

The grading system is as follows:

A	-	94-100	C+	-	77-79	F	-	Below 60
A-	-	90-93	C	-	73-76	I	-	Incomplete or held
B+	-	87-89	C-	-	70-72	P	-	Pass
B	-	83-86	D+	-	67-69	X	-	Excused
B-	-	80-82	D	-	60-66			

HONOR ROLL

To qualify for the honor roll, a student must earn no less than a B- in all courses in a given marking period.

HIGH HONORS

To qualify for high honors, a student must earn no less than an A- in all courses in a given marking period.

PRESIDENTIAL ACADEMIC AWARD

The President's Education Awards Program was developed to help principals recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. This award is given to both seventh and eighth grade students for achieving high honors in their academic subjects during the year.

PROMOTION POLICY

To be promoted from grade 7 to 8, or from 8 to 9, students must pass four required academic subjects (English, social studies, mathematics, and science). Students who fail one or two of these subjects during the school year will have the opportunity to attend summer school. If he/she attends an approved summer school program, fulfills all summer school requirements, and successfully completes the failed subject(s), the student will be placed in the subsequent grade. In the event the above requirements are not met, he/she will be retained in that grade for the next school year.

Students who fail more than two of the above subjects during the regular school year will not have the opportunity to attend summer school. In addition, an 8th grade student who fails one or more subjects will not be permitted to participate in promotion exercises.

HOMEWORK

Students are expected to supplement their classroom studies with homework. These assignments are intended to stimulate the intellectual development of each student, reinforce skills, and broaden desirable habits of responsibility. The type and length of assignments vary according to the lesson being taught and student need. Homework is not always of a written nature but may involve reading and research. The amount of time a student devotes to homework depends on his/her individual schedule, ability, and work habits.

HELP CLASSES

HELP CLASSES ARE AVAILABLE DURING NORMAL SCHOOL OPERATIONS. STUDENTS WILL NOT BE PERMITTED TO COME INTO THE SCHOOL BUILDING EARLY OR TO STAY AFTER SCHOOL HOURS DURING HYBRID LEARNING IN-PERSON DAYS.

Teachers are available before and after school to assist students who have been absent or those who need additional help. Teachers may request that students report for help classes or students may ask to attend. Teachers will communicate a schedule of help classes to students. Scheduled help classes take precedence over all others.

MAKE-UP WORK

THE FOLLOWING APPLIES REGARDING MAKEUP WORK DURING NORMAL SCHOOL OPERATIONS. DURING HYBRID LEARNING, STUDENTS MUST MAINTAIN COMMUNICAION WITH THEIR CLASS AND TEACHERS (VIRTUALLY AND/OR IN-PERSON) TO DISCUSS MAKEUP WORK. STUDENTS MUST ADHERE TO THE SAME TIMELINE IN TURNING IN LATE WORK AND COMPLETING ASSESSEMENTS AS SPECIFIED BELOW.

Students who are absent from school are expected to make up work they have missed. When the absence is less than three days, class assignments should be obtained from classmates. When the absence is for three days or more, the guidance department will gather assignments if parents request it by calling prior to 10 a.m. Assignments requested later than 10 a.m. are to be picked up the day following the request. Teachers will allow a reasonable amount of time for make-up work to be completed following an absence. Any changes regarding make up of a class assignment due to absence is at the discretion of the principal pending individual review.

For homework assignments – Work must be turned in no later than one additional day for each day a student is absent (i.e., if a student is absent for three days, then make-up work is due no later than the third day after the student returns.)

For tests and quizzes – The test or quiz must be made up no later than the next help class provided by the teacher.

In cases of extenuating circumstances, teachers may use their discretion.

SCHOOLGY

Schoology is a software program used to create digital classroom websites for students across content areas. It provides educators with an online platform for communicating with parents and students, collaborating, organizing and distributing course materials, collecting and grading assignments, designing assessments, tracking student performance, and more. Teachers will give specific instructions to students in regard to the use of Schoology in their specific classrooms.

SCHOOLGY IS TO BE USED AS THE PRIMARY LEARNING AND COMMUNICATION PLATFORM DURING HYBRID AND VIRTUAL LEARNING.

PHYSICAL EDUCATION

NOTE: LOCKER ROOMS WILL NOT BE USED DURING HYBRID/VIRTUAL LEARNING. STUDENT DRESS STANDARDS MAY BE MODIFIED TO ENSURE STUDENT PARTICIPATION IN PHYSICAL ACTIVITY.

State law requires that all students take physical education unless a medical excuse, signed by a physician, is presented to the school nurse.

Short-term excuses from gym due to illness (one to three days in a marking period) may be arranged with the physical education teacher unless these requests become frequent. Requests for any gym excuse of a longer duration must be accompanied by a medical excuse signed by a physician, and processed through the school nurse.

All students are expected to wear gym shorts, athletic shirts, and sneakers. Sweat suits are optional.

SCHOOL COUNSELORS

There are two school counselors at John H. Walker Middle School. Each one is assigned to a grade level and remains with the same students in both seventh and eighth grades. School counselors are provided to aid students in adjusting to the middle school. Counselors are concerned with social adjustments as well as academic progress.

Counselors meet with individuals as well as groups to provide students with the means to reach their full academic potential. Additionally, counselors work to ensure supporting the whole student by administering programs such as advisory, I&RS, and school climate/anti-bullying initiatives.

DURING VIRTUAL LEARNING, SCHOOL COUNSELORS WILL MONITOR STUDENT PROGRESS, PROVIDE FEEDBACK, AND RECEIVE COMMUNICATION THROUGH THE SAME VIRTUAL/ELECTRONIC MEANS AS TEACHERS.

STUDENT ASSISTANCE COORDINATOR

The goal of the Student Assistance Coordinator (SAC) is to assist all students to utilize their educational opportunities to the fullest by eliminating, to the extent possible, those problems that prevent or interfere with student learning. The SAC position requires one to hold a State of New Jersey certification as a Substance Awareness Coordinator.

DURING VIRTUAL LEARNING, SAC WILL MONITOR STUDENT PROGRESS, PROVIDE STUDENT SUPPORT, AND RECEIVE COMMUNICATION THROUGH THE SAME VIRTUAL/ELECTRONIC MEANS AS TEACHERS.

INTERVENTION AND REFERRAL SERVICE TEAM

The school's program of I&RS is an ancillary student support service for helping staff and parents address the complete spectrum of student learning and behavior problems. It is not intended to supersede traditional methods or resources for helping students to function effectively in the general education program.

The I&RS Committee consists of faculty members who collaborate to provide pre-referral intervention services to those general education students who are demonstrating difficulty in adjusting to the social and academic demands of the school setting.

DURING HYBRID LEARNING, THE I&RS TEAM WILL CONTINUE TO MEET AND DEVELOP PLANS TO SUPPORT STUDENTS. CONSIDERATIONS WILL BE MADE TO ENSURE SUPPORTS ARE IN LINE WITH THE COMPONENTS OF HYBRID/VIRTUAL LEARNING.

FLEX

The Flex Program is designed to provide support for students with current 504, IEP, and/or I&RS plans who are experiencing academic difficulties. Students in this program will be placed in a positive and supportive study environment with certified staff members who can assist them with work completion, study skills, and organization.

Flex will run four days a week and students will be assigned to a specific number of days based on need. The goal of this program is to assist students in making positive academic strides, while also imparting upon them the skills needed for continued success.

THE FLEX PROGRAM WILL CONTINUE TO BE IN EFFECT DURING VIRTUAL LEARNING TO PROVIDE ADDITIONAL SUPPORT TO STUDENTS IN NEED OF IT.

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES WILL CONTINUE TO BE OFFERED DURING VIRTUAL/HYBRID LEARNING. SEE SCHOOL WEBSITE FOR DETAILS.

Extra-curricular activities include clubs, and school activities not considered a regular part of the school day. They are available to all students. The purpose of extra-curricular activities is to give students an opportunity to grow and develop interests in special activities. They also aid students in getting acquainted with classmates and developing friendships. Usually, teachers will initiate a club activity. However, if enough students express an interest in forming a club, efforts will be made to find a teacher/sponsor. For a full list of clubs offered, please visit the JHWMS website through www.nutleyschools.org.

RULES AND PROCEDURES

JOHN H. WALKER MIDDLE SCHOOL PLEDGE

The following is a pledge developed by John H. Walker Middle School students:

- 1. I will treat others as I would like them to treat me. This requires that I must respect my teachers and fellow students, cooperate with them and handle my responsibilities seriously and honorably.**
- 2. I will respect school property and the property of others without constant reminder. I will avoid defacing lockers, walls, restrooms and desks. I will make neatness and cleanliness of the school building one of my individual responsibilities.**
- 3. I will encourage courtesy and honesty. I will develop character and maturity through acceptance of responsibility and self-control. I will make every effort to be prompt, dependable and trustworthy.**
- 4. I will do the best of which I am capable to bring credit to myself, my home, my school, and my community.**
- 5. I will personally help to maintain law and order in my school and community. I will know of all school regulations and abide by them with full understanding.**
- 6. I will approach problems in a constructive manner as a responsible young adult.**
- 7. I will accept correction as well as constructive criticism with a strong desire to improve mistakes.**
- 8. I will recognize and respect the many different races, religions, sexual orientations, nationalities, and cultures of my fellow classmates and try to cooperate and learn together in harmony throughout the school year.**

CONDUCT

SEE ADDENDUM FOR INFORMATION ON VIRTUAL ETIQUETTE.

It is important that all students follow established standards of conduct to ensure a well-disciplined atmosphere conducive to learning. Students are expected to treat themselves and others with respect. Students expectations:

- **Show pride in their school by refraining from gum chewing, littering, or any acts of vandalism.**
- **Respect their classmates by keeping their hands to themselves and avoiding any action that could cause potential harm to others at school, at school-sponsored/extra-curricular events, and to/from school.**
- **Respect the health and safety of themselves and others by abstaining from harmful practices such as alcohol/drug use, vaping, and smoking. Any such related item is prohibited on school grounds.**
- **Walk in halls and stairwells to ensure a safe and orderly school environment.**
- **Contribute to a safe school by never bringing weapons (or facsimile thereof e.g. toy guns), lighters, matches, fireworks, or any other potentially harmful object to school.**
- **Use appropriate language at all times.**
- **Treat property that belongs to themselves and others with respect by refraining from actions such as stealing and gambling.**
- **Respect the learning environment by leaving all toys, fidget spinners, etc. at home.**
- **Engage in school-appropriate interactions at all times and refrain from displays of affection such as hugging, kissing, etc.**
- **Respect the safety of themselves and classmates by refraining from playing ball around the school building before and after school hours.**
- **Turn off and store all mobile phones, smart watches, tablets, gaming devices, e-readers, cameras, music players, in their locker at the start of each day. Students should only engage in electronic communication when instructed by a teacher for educational purposes. *Unless there is a change to district policy.**
- **Contribute to a tolerant and accepting environment by treating classmates with respect and avoiding any behaviors that harass, intimidate, or bully.**
- **Enter and exit the school at appropriate times and locations.**
- **Refrain from carrying water bottle with them to classes throughout the day. SEE ADDENDUM**
- **Use all school technology appropriately and for educational purposes.**
- **Remember to wear student ID daily.**
- **Refrain from being a distraction to others in the learning environment by writing/drawing on themselves or others, wearing temporary tattoos, using temporary spray paint, etc.**

Students whose conduct is not conducive to learning will be sent to the vice principal and will be dealt with it in a fair and consistent manner.

SCHOOL PROPERTY

The appearance of the school building and property reflects upon the entire school community, but particularly the students. Everyone likes to live and work in neat, clean surroundings. Students have a responsibility to assist in keeping the building neat and clean.

Waste paper should be placed in receptacles provided for that purpose. Doors, walls, floors, lockers, furniture, bulletin boards, or any other school property should not be marred in any manner. Any student caught defacing school property will be subject to disciplinary action. Any loss or damage must be paid for by the student.

ATTENDANCE

Daily attendance in school is required by law and is important to one's educational development. All absences are checked. Chronic absenteeism may result in failing grades and possible retention. Parents should call the school office as soon after 7:30 a.m. as possible on the day of an absence. If no call is made by the start of the school day, we will make an effort to call parents. If no contact is made, parents must send a written excuse on the day following the student absence.

STUDENT ATTENDANCE CONTINUES TO BE MANDATORY AS IS A NECESSARY COMPONENT OF STUDENT SUCCESS IN THE VIRTUAL ENVIRONMENT.

TARDINESS

Students may enter the building at 8:10 a.m. and are expected to be seated in first period at 8:16 a.m. Zero period students may enter the building at 7:20 a.m. and are expected to be seated in class at 7:24 a.m. All students are required to be on time. Students who enter after 8:16 a.m. must report to the main office for an entry pass. Repeated instances of unexcused tardiness will necessitate a parental conference or possible suspension. The maximum number of excused tardies is nine. Progressive discipline will be assigned after two or more unexcused tardies.

Students who are tardy to class will be given teacher detention for the first two tardies. On the third tardy the student will be referred to the vice-principal and progressive discipline will be assigned.

STUDENT PUNCTUALITY IS AN EXPECTATION DURING VIRTUAL/HYBRID LEARNING. IN ORDER TO SUCCEED, IT IS NECESSARY FOR STUDENTS TO STAY IN VIRTUAL MEETS FOR THE FULL TIME AND ACTIVELY PARTICIPATING. SEE ADDENDUM FOR MORE INFORMATION.

PROGRESSIVE DISCIPLINE

**Warning
Lunch Detention
Vice Principal's Detention
Central Detention
Two Central Detentions
In-School Suspension
Saturday Detention
Administrative Discretion**

Administrative Discretion may be used at any point during Progressive Discipline.

Students who are tardy to class will be given teacher detention for the first two tardies. On the third tardy the student will be referred to the vice principal and progressive discipline will be assigned.

STUDENT CONSEQUENCES WILL CONTINUE TO BE ENFORCED DURING VIRTUAL/HYBRID LEARNING AND INCLUDE, BUT ARE NOT LIMITED TO:

- STUDENT REFLECTIONS/ASSIGNMENTS**
- IN-PERSON MEETINGS WITH THE VICE PRINCIPAL**
- SUSPENSION OF VIRTUAL LEARNING PARTICIPATION. ALTERNATE ASSIGNMENTS WILL BE PROVIDED.**

ELECTRONIC COMMUNICATION DEVICES

Unless authorized by a teacher for educational purposes, students are not permitted to use electronic communication devices including cellular phones, tablets, smart watches, etc. while school is in session. This applies to electronic communications on school issued devices such as computers and Chromebooks, as students are expected to use these learning tools appropriately and as directed by teachers.

Cellular telephones and other electronic communication devices must be turned off and stored in lockers while the student is in the school building. Students involved in extra-curricular activities before or after school may utilize a cell phone on school premises for the purpose of notifying a parent/guardian provided they have been given permission to do so by the faculty advisor or coach in charge of the activity.

Cellular telephones and other electronic communication devices that are turned on in violation of the policy may be confiscated by the building Principal and the student will be subject to appropriate disciplinary action.

Within the school setting, all aspects of technology are to be used for educational purposes. Outside of the school setting, students using social media are expected to do so in a responsible manner. Social media posts are permanent and public. Inappropriate use, even outside of the school setting, could potentially violate the school code of conduct and/or HIB policy and could result in disciplinary consequences.

AS STUDENTS WILL NOT HAVE ACCESS TO LOCKERS DURING HYBRID LEARNING, CELL PHONES WILL BE PERMITTED TO BE CARRIED, TURNED OFF, IN BAGS. SEE ADDENDUM.

THIS PAGE PERTAINS TO IN-PERSON LEARNING. SEE ADDENDUM FOR STUDENT DISCIPLINE DURING HYBRID/VIRTUAL LEARNING.

CENTRAL AND VICE PRINCIPAL'S DETENTION

Vice Principal's detention is held in a classroom Monday through Friday from 2:50 to 3:10 p.m.

Central detention is held in a classroom Monday through Friday from 2:50 to 3:40 p.m.

Students may be assigned to central detention and vice principal's detention for disciplinary reasons by the principal or vice-principal. Students who have been assigned detention are to stay in the building and report to detention as soon as the dismissal bell rings.

While in detention, students are expected to be quiet and to do school work. No talking, gum chewing, or disturbances of any kind will be tolerated. Improper conduct in central detention, or failure to report as directed, are causes for further disciplinary action.

A Saturday detention will be assigned in certain situations. Students who are assigned Saturday detention will report to the John H. Walker Middle School at 8:00 a.m. and will remain until 11:00 a.m.

SUSPENSION PROGRAM

Suspension is a very serious form of discipline. Generally, students are suspended for repeated and willful refusal to follow policies and procedures, or for serious violation of student conduct. During the period of suspension, students are not allowed to participate in any school-related activities, or to loiter or appear on school property.

If students are assigned in-school suspension, they remain in a supervised assigned room and complete assignments sent to them by their subject teachers.

CHROMEBOOK POLICY

The use of Chromebooks is a means of fostering student-centered learning, embracing 21st century skills, and increasing student collaboration and creativity. JHWMS students will have the use of a personal Chromebook throughout the school year. Chromebook use is a privilege and students are expected to utilize these tools appropriately and solely for educational purposes.

As Chromebooks are a necessary learning tool on a daily basis, the following procedures will be implemented at John H. Walker Middle School:

- Each student is required to purchase insurance for their Chromebooks prior to the start of each school year. The current cost is \$30 per student.
- Students and parents must sign the Device Acceptance/Technology Acceptable Use Agreement annually prior to receipt of Chromebooks.
- Chromebook are required for daily class participation. These devices are required for daily class participation. Chromebooks must be brought to school fully charged on a daily basis. Students who forget to bring or charge Chromebooks will be responsible for completing any missed work assigned on the device.
- Students are responsible for notifying a teacher or other school official when issues arise with Chromebooks, including damage to the device, etc.
- Chromebooks must be transported to and from school in district-issued carrying cases. This will help to ensure proper care for the devices.
- All Chromebooks are engraved with a Nutley Public Schools logo. Asset tags are also attached to each Chromebook. Asset tags and logos may not be modified or tampered with in any way. Students may not apply decorations, such as stickers, or make any drawings or markings on Chromebooks.
- Chromebooks must be treated with proper care. This includes, but is not limited to: keeping Chromebooks away from food/drink, never lifting devices by the screen, and never leaving devices in unlocked, unsupervised, or non-temperature controlled areas (such as in a vehicle).
- Screens are only to be cleaned with soft, dry anti-static or micro-fiber cloth. Screens cannot be cleaned with glass cleaner or any other type of liquid.
- Chromebooks are the property of the Nutley Public Schools and can be inspected at any time and without notice.
- Misuse of equipment may result in loss of Chromebook privileges and/or appropriate disciplinary action.
- For more information regarding the Chromebook Initiative, please visit the Nutley Public Schools website, specifically: <https://www.nutleyschools.org/chromebook1to1>

SEE ADDENDUM FOR INFORMATION ABOUT TECH SUPPORT DURING HYBRID/VIRTUAL LEARNING.

STUDENT IDENTIFICATION CARDS

Students will be issued one Identification Card per year which must be worn for the entirety of each school day. IDs must be worn around students' necks and visible. If a student forgets his/her I.D. card, a temporary I.D. card will be issued. This temporary I.D. will be collected from the student at the end of the school day. Students with eighth period physical education must turn temporary I.D. cards into the office during the time between seventh and eighth periods. Students will have until 2:45 p.m. to locate any lost I.D. If not found, discipline will be assigned. There will be a \$10.00 replacement fee for both student and temporary I.D. cards that are lost or damaged. Students without I.D. cards will be disciplined as follows:

First Offense	-	Warning
Second Offense	-	Lunch Detention
Third Offense	-	Vice Principal's Detention
Fourth Offense	-	Central Detention
Fifth Offense	-	2 Central Detentions
Sixth Offense	-	In-School Suspension
Seventh Offense	-	Saturday Detention
Any Defacing/Damage to School Issued I.D. or Temporary I.D.	-	2 Central Detentions
Not displaying I.D. Cards Per Board of Education Policy	-	Discipline-Administrative Discretion
Failure to Report Missing or Forgotten I.D. Card	-	Discipline-Administrative Discretion
Wearing Another Student's I.D./Giving ID to classmate	-	Discipline-Administrative Discretion
Wearing a Different Year's I.D.	-	Discipline-Administrative Discretion

WHEN THE TRANSITION IS MADE TO HYBRID/IN-PERSON LEARNING, MORE INFORMATION WILL BE PRESENTED REGARDING ID CARDS. STUDENT WILL NOT HAVE ID CARDS WHEN FIRST RETURNING TO SCHOOL.

STUDENT DRESS CODE

John H. Walker Middle School is a center of learning whose purpose is to provide educational opportunities for the youth of our town. The school is a community in which teachers and students can develop their talents and abilities in an atmosphere of mutual respect. Being neat, clean, and modest in dress are societal standards. However, there are certain standards of dress that should be followed while one is in an educational environment. Students should be encouraged to take pride in their appearance as well as to have respect for those around them. In order to maintain a proper atmosphere for learning, the following rules pertaining to dress are to be followed:

- **Clothing should be clean, in good repair, and worn neatly.**
- **Every consideration should be given to personal hygiene and appearance.**
- **Safe footwear is to be worn by all students. Students may not go barefoot and are not allowed in stocking feet. No beach footwear or slippers will be allowed as acceptable footwear. Feet must not be able to slide out of footwear.**
- **Sunglasses may not be worn in the building.**
- **Obscene, indecent, or suggestive graphics are not permitted. The same applies to messages favoring substance abuse, illegal activities, or other objectionable messages.**
- **Attire sold as sleepwear is unacceptable attire for an educational setting.**
- **Hats, headbands, do-rags, bandanas, wristbands, and chains must be removed while in the building.**
- **Gang wear will not be allowed as per New Jersey State Title 18A-11:3.**
- **Outerwear (such as jackets, vests, scarves, etc.) is not to be worn during the school day.**
- **Sleeveless shirts, tank tops, tube tops, see-through tops, and bare back or midriff tops are not permitted.**
- **Shorts may be worn during designated times of the year as determined by the administration if they conform to the following: a. Shorts must be appropriate and not distracting. b. No shorts designed as underwear are to be worn. c. Shorts are to be of an appropriate length. d. Shorts must be loose fitting (no spandex or skin-tight shorts). e. Cut-off sweats are unacceptable. f. Gym shorts are unacceptable.**
- **Undergarments should not be visible.**

The building administration reserves the right to interpret what is appropriate dress or attire.

APPROPRIATE DRESS APPLIES DURING STUDENT PARTICIPATION IN ONLINE MEETINGS WITH TEACHERS AND CLASSMATES. SEE ADDENDUM.

DRESS CODE MAY BE ADJUSTED TO ACCOMMODATE PHYSICAL EDUCATION REQUIREMENTS DURING IN-PERSON LEARNING DAYS.

HALL TRAFFIC

HALL TRAFFIC EXPECTATIONS WILL BE MODIFIED DURING HYBRID-LEARNING MODEL. SEE ADDENDUM.

Students are to pass between rooms in an orderly manner, keeping to the right and talking in a normal conversational level. Students are to be considerate of others and should not gather in groups. Running and pushing are not permitted. Students are not allowed to use drinking fountains and restrooms while passing to and from class.

ASSEMBLIES

When attending an assembly program, students are expected to conduct themselves properly by entering and leaving the auditorium in an orderly manner. Good assembly behavior on the part of each student is important in making an assembly a success. Appreciation should be expressed by applause. Whistling is not allowed. Individual conduct is a reflection on both the student and the school. Students who fail to act in an acceptable manner will lose the privilege of attending future assembly programs.

IN-PERSON ASSEMBLIES WILL NOT OCCUR DURING HYBRID LEARNING.

EARLY DISMISSAL

Students who need to be dismissed during the school day must bring a written request from a parent or guardian. This request must be presented to the main office for processing before classes begin in the morning. Student should hold onto the note. When it is time to leave, the student must show the signed note to his/her teacher and report to the office before leaving and hand in their note. Parents are asked to come into the building if a written request was not sent in. Students are not to leave the school or any assigned period without permission of a teacher or administrator.

Extra-curricular events - In order to participate and/or attend any school related functions, (i.e. clubs, field trips, dances, etc.) it is mandatory to be in attendance through and including 4th period. In the event of illness, a doctor's note will be required.

PARENTAL NOTIFICATION IS REQUIRED FOR EARLY DISMISSAL DURING HYBRID/VIRTUAL LEARNING.

FIRE, EVACUATION, SECURE IN PLACE PROCEDURES

Fire, emergency evacuation, and secure in place procedures are held periodically throughout the school year to prepare students and teachers for emergencies.

Each procedure should be considered real. Absolute silence is to be maintained during these drills in order to prevent confusion and to receive emergency instructions. Teachers will lead students out of the building following the directions that are posted in each room or in the hallways. All procedures should be followed as directed by the teacher.

ALL PROCEDURES WILL CONTINUE TO TAKE PLACE AS LONG AS PEOPLE ARE PRESENT IN THE SCHOOL BUILDING.

CAFETERIA

FOOD WILL NOT BE PERMITTED DURING HYBRID LEARNING UNTIL STATED. STUDENTS WILL NOT BE PRESENT IN BUILDING DURING THEIR SCHEDULED LUNCH PERIODS. THE FOLLOWING APPLIES TO IN-PERSON LEARNING DURING NORMAL OPERATIONS.

All students must eat in the cafeteria. A hot or cold lunch may be purchased. Students may bring all or part of their lunch. Cookies, beverages, French fries, etc. are also on sale for those who do not wish to purchase a full lunch.

For efficient use of the cafeteria, the following regulations are to be followed:

1. During the school day, students may buy food in the cafeteria only during their lunch period.
2. Students who wish to buy food/drinks must get in the appropriate line. Eighth graders may proceed to lunch line upon entering the cafeteria. Seventh graders must wait to be called by lunch aides. Good manners and the respect for the rights of others require that students do not break into a line of students ahead of them.
3. No food or drink may ever be taken out of the cafeteria.
4. Seating is limited to 12 students at a table. Seating is first come, first serve. Students may choose any seat on their grade-level side, but must remain there for the period. Students may not wander around the cafeteria after they finish eating.
5. When students have finished eating, they are to take their trays, bags, and debris to the area provided. Tables and floor are to be left clean.
6. Students must receive permission from a staff member prior to leaving the cafeteria. Students must sign out when leaving the cafeteria with their name and time and sign in when they have returned to the cafeteria. Two students per grade/gender will be permitted to leave the cafeteria at any given time.
7. Students must have cash or money on their accounts to purchase food. Students without money and in need of purchasing a meal must speak with the principal or vice principal.
8. Lunch study will be available on specified days throughout the week. This is an opportunity for students to complete school work in the media center under the supervision of the school librarian/media specialist.
9. The use of Chromebooks is not permitted around food/drink. During lunch periods, students wishing to use Chromebooks for learning purposes may only do so when their area is free from food/drink, at a designated Chromebook location, or at lunch study. Students may use Chromebooks in the cafeteria when permission has been granted by lunch aides.
10. Students will be lined up prior to the end of the lunch period. Eighth grade students will be dismissed first, followed by the seventh graders.

LIBRARY/MEDIA CENTER

THE LIBRARY/MEDIA CENTER WILL NOT BE AVAILABLE DURING IN-PERSON DAYS FOR THE DURATION OF HYBRID LEARNING.

The library is available during the school day and until 3:00 p.m. for student and teacher use. At the beginning of each year, the librarian conducts orientation classes for all seventh graders to better acquaint them with the library. The library offers a wide variety of materials in all subject areas as well as for personal reading.

Students may borrow library books. Books are due three weeks from the day they are checked out. Students are held responsible for overdue, lost or otherwise damaged books. If a student returns a book late, there is a \$.10 per day fine. Students will receive overdue notices in their homerooms. If a

student loses a book, he/she is responsible for paying for that item (\$5.00 - \$7.00 for paperbacks and \$10.00 to \$15.00 for hard covers).

Cooperation is necessary to make the library a pleasant place to work. Appropriate behavior is essential to proper study.

LOCKERS

LOCKER USE WILL NOT BE PERMITTED DURING THE IN-PERSON PORTION OF HYBRID LEARNING. SEE ADDENDUM.

Each student is assigned a hall locker and is responsible for its upkeep. Students are to use the locker assigned to them. Lockers, as well as locker combinations, are not to be shared with anyone. Valuables or non-school materials are not to be kept in lockers. Students may use lockers during the passing of classes. Backpacks are to be left in the lockers prior to first period and are to be retrieved at dismissal time-SEE ADDENDUM. Skateboards, scooters, and other items too large to be stored in lockers are not allowed in school. A gym lock will be issued at the beginning of the school year. If it is not returned at the end of the year, a \$5.00 fine will be imposed. Lockers (hall and gym) are to be kept locked so that items in the locker can remain secure.

A Student Right To Privacy Policy is included in this handbook.

TEXTBOOKS

Students are responsible for all textbooks and other school property issued to them. When books are issued, teachers will record book numbers and condition. Until books are returned, students are responsible for them. If books are lost or damaged, a charge will be imposed. All fines must be paid in full prior to the conclusion of the school year. Report cards and certificates will be held until the fines are paid.

To prevent excessive wear, textbooks should be covered.

ONLINE RESOURCES AVAILABLE THROUGH SCHOLOGY WILL BE USED PRIMARILY DURING HYBRID/VIRTUAL LEARNING. ONLINE TEXTBOOKS MAY ALSO BE UTILIZED.

FIELD TRIPS

Students who participate on a field trip are to see curriculum area teachers for work that will be missed. Students are responsible for all missed works. As field trips are a privilege, students will not be able to participate if they are failing one or more courses or if determined ineligible by administration based on student behavioral concerns. Refunds of field trip costs may not be available if a student is determined ineligible to attend. Off school grounds, students are held to the same behavioral standards as they would within the school. Any inappropriate behavior on trips will be handled as per school policy.

VIRTUAL FIELD TRIPS MAY BE AVAILABLE DURING VIRTUAL/HYBRID LEARNING.

TELEPHONE

While the office telephones are for business use, students are permitted to use them in an emergency, and incoming messages to students will be relayed in an emergency.

Students wishing to use the office phone during the school day must first receive permission from teachers, administrators, or other authorized personnel.

Cell phones must be turned off and kept from view. Their use is not permitted during the course of the school day.

LOST AND FOUND

Lost articles such as books, money, jewelry, eyeglasses, or other valuables should be turned in to the main office. These articles will be kept for a reasonable amount of time until the rightful owner can be found.

SCHOOL INSURANCE

School insurance is available to all students. Both school-time insurance and 24-hour, 12-month coverage is available. Information explaining insurance costs and coverage will be distributed to all students at the beginning of the school year.

HEALTH SERVICES

The main responsibility of the school nurse is to aid students who need medical attention in case of accident or illness. Students who become ill during the school day must report to their class teacher and obtain permission to visit the nurse. Except for an emergency, students without permission will not be seen by the nurse. If the nurse is not in her office, the student is to report to the main office.

If it becomes necessary to send a student home, a parent or guardian will be contacted. No student is to leave the building without permission. Students must wait in the office for parental pickup (parents are asked to come into the building to pick up their child). If it is necessary for a student to take medication during school hours, school district policy requires that the school nurse be given a written note from a physician. At no time is a student to take medication in school on her/his own.

ELEVATOR USAGE

A student with a pertinent medical issue may use the elevator after the nurse has issued an elevator pass signed by the principal.

***HARASSMENT, INTIMIDATION AND BULLYING POLICY GUIDE**

ALL HIB REGULATIONS APPLY DURING HYBRID AND VIRTUAL LEARNING.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Nutley Public School District Board of Education also prohibits active or passive support of any of these prohibited acts. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

HARASSMENT, INTIMIDATION, AND BULLYING DEFINITION

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- 5. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or**
- 6. By any other distinguishing characteristic; and that**
- 7. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that**
- 8. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or**
 - 5. Has the effect of insulting or demeaning any student or group of students; or**
 - 6. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.**

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

STUDENT EXPECTATIONS

The Administration expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Walker Middle School prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

*See District website for policy in its entirety.

SEXUAL HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a student by an employee of the district or by another student. The sexual harassment of a student includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all students of their right to be free of sexual harassment and innuendo and shall encourage students to report any incident of sexual harassment to any teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a student has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Child Protection and Permanency (DCPP) for investigation by that agency.

An employee who engages in the sexual harassment of a student will be subject to stringent discipline and may be terminated.

A student who engages in the sexual harassment of another student will be subject to discipline.

STUDENT RIGHT TO PRIVACY

The Board of Education recognizes that a student's right to privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a student as authorized by this policy, with or without the student's consent, whenever he or she has a reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.

The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Except in urgent circumstances, an intrusive search of a student's person or intimate personal belongings shall be conducted by a person of

the student's gender.

A strip search shall not be conducted under this policy. Whenever possible, a search of a student or student's private possessions will be conducted by the principal in the presence of the student, his or her parent or a representative of the parent, and a teaching staff member other than the principal.

The Board acknowledges the need for the in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, students may lock them against incursion by other students. In no storage place provided by the Board shall students have such an expectation of privacy as to prevent examination by a school official. Students shall be notified in writing by the beginning of each school year that inspections of their lockers, desks and other related storage areas may be conducted. The school principal or his designee is directed to conduct, without further notice, the regular inspection of such facilities provided to students for the storage of property.

Except as required by urgent circumstances, a request for the search of a student's private possessions will be directed to the building principal. The principal shall be responsible for prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of all confiscated substances or items. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

AS STUDENTS LEARN THROUGH THE VIRTUAL/HYBRID MODEL, STUDENTS WILL BE HELD TO A HIGH STANDARD IN REGARD TO RESPONSIBLE USE OF TECHNOLOGY.

The Internet is a global computer network that offers a wealth of resources. Students are only allowed to access the Internet from a school computer to locate material to meet their educational needs, to ask questions and consult with experts, and to connect to many of the world's best museums, libraries, and global news services. As information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate or use. It is possible that they may encounter information that is controversial and inappropriate.

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child.

To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the guidelines.

The district's computers and network exist to support its curricular objectives. All uses consistent with these objectives are permitted. Any breach of this policy will result in progressive disciplinary action.

SUBSTANCE ABUSE

The Board of Education of the Nutley Public School District recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board's concern is to protect students who do not use or abuse drugs/alcohol and provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, state and federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention, and prevention of drug and alcohol abuse.

Policy 5530 gives a thorough explanation of the District Substance Abuse Policy and can be retrieved from:

<https://boe.nutleyschools.org/boe/policybook>

ADDENDUM

THE FOLLOWING INFORMATION INCLUDES SPECIFIC CHANGES TO PROCEDURES AND EXPECTATIONS DUE TO THE IMPLEMENTATION OF THE HYBRID/VIRTUAL LEARNING MODEL.

Virtual Schedule

- During Virtual Learning, students will follow a three-day cycle of “G” days in which they attend their first four periods on their schedule, followed by a three-day cycle of “H” days, made up of their last four periods. Students will not be in the building for their scheduled lunch periods.
- There will be a lunch break between 12:00pm and 1:00 pm each day. Students in Zero Period Strings and Band will have class between 12:00 and 12:45 on “G” days.

Day:	G	G	G	H	H	H
8:45-9:30	Period 4	Period 4	Period 4	Period 6	Period 6	Period 6
9:35-10:20	Period 1	Period 1	Period 1	Period 7	Period 7	Period 7
10:25-11:10	Period 2	Period 2	Period 2	Period 8	Period 8	Period 8
11:15-12:00	Period 3	Period 3	Period 3	Period 5	Period 5	Period 5
12:00-1:00	Lunch					
12:00-12:45	Zero Period Band and Zero Period Strings					
1:00-3:00	Teacher Office Hours 1:00 – Period 4 1:30 – Period 1 2:00 – Period 2 2:30 – Period 3			Teacher Office Hours 1:00 – Period 6 1:30 – Period 7 2:00 – Period 8 2:30 – Period 5		

Hybrid Schedule

- Students will receive in-person instruction every three days.
- Students will be divided into groups alphabetically by last name (A-F, G-O, P-Z) for in-person instruction.
- The student in-person school day will be from 8:10 AM - 12 PM during their alphabetical group's assigned in-person day.
- The time period between 12 PM and 1 PM will be used for student dismissal and lunch.
- Lunch will not be provided and students will not be in the building during their lunch periods. If a student has a 4th or 6th period lunch, they will enter the building between 8:45 AM and 9:30 AM on the days in which their lunch period is first in the schedule. Similarly, students with 5th period lunch, will be dismissed at 11:10 on days in which their lunch period is last in the schedule.
- The daily schedule will mirror the one used by students during virtual learning, including afternoon office hours.

Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
In-Person (Synchronous)	Last Names A-F	Last Names G-O	Last Names P-Z	Last Names A-F	Last Names G-O	Last Names P-Z
Virtual (Synchronous)	Last Names G-O Last Names P-Z	Last Names A-F Last Names P-Z	Last Names A-F Last Names G-O	Last Names G-O Last Names P-Z	Last Names A-F Last Names P-Z	Last Names A-F Last Names G-O

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/gloves/mask and face shield)

- Students, staff and any visitors are expected to provide their own face masks.
- 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 must be washed daily. Cotton cloth is more effective than synthetic materials. Masks with valves or vents are not considered effective. Bandanas and neck gaiters are not considered effective as face coverings due to the weave and material.
- Face masks must be school appropriate. Obscene, indecent, or suggestive graphics are not permitted. The same applies to messages favoring substance abuse, illegal activities, or any other objectionable messages.
- Exceptions to face mask usage must be supported by medical or legal documentation

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. 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 [Covid-19] 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 before entering the building or boarding a school bus. Students, staff, and visitors must remain home with COVID19-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.
- Isolation 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.

Social Emotional Learning and School Climate and Culture

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.

This information is taken directly from the Nutley Public Schools Draft Restart and Re-Opening Plan. As noted in the plan: this plan is a “living document” that will evolve throughout [the school year] as reopening approaches, and as we adapt to this new educational reality detailed [in the plan].

Students and teachers are responsible for assisting with cleaning desks

At the end of each class, or as needed, teachers will use a spray bottle with Puroxide RED solution on student desks, and other areas that students may have touched. The solution should be applied to every desk, starting with the furthest corner desk working your way towards the exit, this will allow proper dwell time on the desk surface to ensure proper disinfecting between classes.

Upon entering the classroom, students will sanitize their hands, and use a paper towel to wipe down their area. If the student feels that they need additional solutions, they should request from the teacher. Having the student wipe the desk also ensures for each student that it has been cleaned.

The contents of the cleaning solution include: Hydrogen Peroxide

Although the cleaning solution is comparable to many that can be purchased for home use that kill viruses, students are asked not to bring in their own personal cleaning supply, as the interaction of chemicals may produce harmful substances and/or vapors. Students that would like to wear gloves while wiping their desk should bring them from home.

Virtual Etiquette

- While schools are operating under the hybrid model, all students will have the majority, if not all, learning through the virtual platform.
- All school communication must be school appropriate, clear, and through school-sponsored platforms.
- Students are required to meet punctually for their assigned classes. Expectations for participation include:
 - Being virtually present with camera on.
 - Students must be properly seated in a chair to maintain the discipline required for active participation.
 - Students must adhere to the school dress code.

- School appropriate spoken and written language must be used at all times.
- The school code of conduct applies to students, both virtually and in-person. Students must adhere to the district Acceptable Use policy at all times. Students misusing school technology for non-educational purposes, using offensive or inappropriate language, or any other violation may be subject to disciplinary measures.

Tech Help

- Technology, particularly Chromebooks, are a necessary part of virtual learning. All tech problems should be emailed to virtualllearning@nutleyschools.org. It is important to reply to all correspondences with virtualllearning to ensure a swift resolution to any technological issue.

Morning Procedures (Hybrid)

- Student health screenings must be completed daily by 7:45 AM.
- Students must wait in designated areas while maintaining social distance of 6 feet apart outside of the school building prior to 8:10 AM entry. Face masks are required during this time.
- Students must adhere to guides/markers and staff instruction when lining up. Students may not congregate in groups.
- Students are not permitted in the building prior to the specified start time.
- Upon building entry, students must follow the process for health screening.
- Students not meeting health standards will be required to move to a designated location.
- Upon building entry, students will be socially distanced in a designated indoor space prior to moving to their first class period of the day.
- Students with 4th period lunch on G days and students with 6th period lunch on H days, will enter the building between 9:15 AM and 9:30 AM. Students with these lunch periods will not be able to enter the building prior to that time on days in which their lunch period starts the day.

Hallway Traffic (Hybrid)

- All members of the school community are required to maintain social distancing guidelines while traveling to and from classes in the hallways.
- Students must walk single file and stay to the right of the hallway at all times while maintaining social distance with oncoming hall traffic.
- Students must go directly to class and are not permitted to stop for any reason, including restroom use. Lockers and water fountains are not permitted to be used at any point during the school day.
- Stairwells will be designated one way.

Dress Code (Hybrid)

- Students must dress as if they were in the school building. You are presenting yourself to the school community. Your attire should be appropriate for learning:
 - No Clothing with obscene language or images
 - No Pajamas
 - Nothing should be covering your head-hats, hoodies, etc.
 - No Tank tops or low-cut shirts

Students must dress warmly due to open windows requirements. Dress code specifics may be reviewed in regard to specific future circumstances.

Bags (Hybrid)

- Students are permitted to carry washable bags during the period of hybrid learning.
- They should only be carrying items necessary for students during the school day. This may include:
 - School books and learning materials for personal use, such as pens, pencils, paper, etc.
 - Seasonal outerwear, such as jackets, sweatshirts, gloves, etc.
- Cell phones and electronic devices are permitted to be kept in student bags, but must be turned off and kept from view. Cell phones and electronic devices are not permitted to be used during the school day.
- Washable bags must be kept underneath students' desks, near feet, and out of the way of aisles and other walking areas.

Cell Phones and Electronic Devices (Hybrid)

- Cellular telephones and other electronic communication devices that are turned on in violation of the policy may be confiscated by the building Principal and the student will be subject to appropriate disciplinary action.

Dismissal (Hybrid)

- Student dismissal will begin each day at 12:00 PM.
- Students will be dismissed by floor starting with the basement, and moving through the 1st, 2nd, and 3rd floors respectively.
- Students must maintain social distancing and wear masks while exiting the building.
- After exiting the building, students must exit school grounds promptly and may not congregate in groups.
- Students with a 5th period lunch will be dismissed at 11:15 on H days.

Water Bottles (Hybrid)

- Students will not be permitted to use water fountains until further notice. During hybrid learning, students will be permitted to carry water bottles for personal use.
- Water bottles must be kept in student bags when not used and may not be shared under any circumstances.
- Beverages other than water will not be permitted.

Social Distancing (Hybrid)

- Students are required to maintain a minimum of six feet of social distance between themselves and any other member of the school community to the maximum extent practicable. This applies to areas inside and outside of the building, including:
 - Classrooms
 - Outside school grounds prior to building entry and following dismissal.
 - Gathering spaces including the cafeteria, gym, auditorium, library.
 - Hallways when traveling to and from classrooms.
- Students not adhering to social distancing guidelines are subject to disciplinary action.

Hand Washing (Hybrid)

- There will be hand sanitizer in each classroom unless there are sinks, in which case students can wash their hands with soap and water.
- Students and staff should clean hands regularly throughout the school day.
- When washing hands, students and staff should
 - Use towel dispenser to push out towel, but do not touch towel.
 - turn on water, wet hands and get soap. Use soap for at least 20 seconds.
 - Rinse soap off hands
 - Dry hands
 - Use towel to turn off water (when not using automatic faucets.
 - after using the bathroom, and after blowing their nose/coughing/sneezing.
- Students should utilize hand sanitizer stations when soap and water are not available.

2020-21 Virtual Learning Expectations

This is a concise overview of expectations for students as they learn in the virtual environment.

When learning virtually, please remember that school rules still apply. We have highlighted the following expectations:

- Meet punctually for each class.
- You should always be seated properly in an upright position-never relaxing in bed!
- Be an active member of your class.
 - Participate in discussions.
 - Ask questions.
 - Teachers and classmates like to see who is speaking. Leave your camera on.
 - You should be giving your teachers and classmates your full attention and not using any other devices during class time.
 - Communicate with your teachers by taking advantage of office hours, using Schoology, Hangouts, and email during school hours. They are here to help!
- Dress as if you were in the school building. You are presenting yourself to the school community. Your attire should be appropriate for learning:
 - No Clothing with obscene language or images
 - No Pajamas
 - Nothing should be covering your head-hats, hoodies, etc.
 - No Tank tops or low cut shirts
- The school code of conduct applies at all times in the virtual setting.
 - Demonstrate appropriate language (written and spoken) and interactions at all times.
 - Utilize only appropriate, educational websites as instructed by your teachers.
 - Treat your Chromebook with respect-no stickers/writing, clean your screen only with microfiber cloth (never a liquid!)
 - If you wouldn't do or say something in school, don't do it in your virtual classroom.
 - Be sure your icon/photo of self is appropriate
- Use student and parent portals to keep track of your grades and assignments. Remember to communicate with your teachers if you need clarification on any assignment.
- Always remember two things and you will have great success this year:
 - Do your job-LEARN!

Be nice!