



Fort Lee Public Schools
Reopening Plan
Frequently Asked Questions

Building Logistics

1. How will transportation be handled?

Transportation will be provided to and from school to all eligible students. All students, bus aides, and bus drivers will be required to wear masks at all times on the bus. Social distancing on the bus is required to the extent possible. Windows will remain open on the bus to provide extra ventilation except in inclement weather. Each student will be screened before entering any school building. Drivers and bus aides will be screened prior to the start of work each day. Each bus company will follow the proper protocols for cleaning and disinfecting their buses. Bus drivers will clean the buses between routes if they are transporting multiple schools in the morning or afternoon.

2. How will health screening for entry into the school building take place?

Protocols will be in place for daily health screenings of students, teachers, secretarial staff, administrators, and essential staff (Pomptonian). The first of these screenings will be through the use of a symptom checking survey. This initial screening will be used to complete the necessary questions as per the New Jersey Department of Education (NJDOE) and Centers for Disease Control and Prevention (CDC) protocols for live school. This symptom survey must be completed by all students/parents/guardians prior to departing for live school.

A second, live in-person screening will occur on school grounds prior to entry into the school building. This second screening will be a temperature check. The device to be used will be a Non-contact Infrared Thermometer. Staff, in appropriate personal protective equipment (PPE) (gowns, gloves, mask, shield), will take the temperature of every student prior to entering the school building. The entry process may be slightly different for each school.

Depending upon the physical layout of the building, there will be multiple points of entry. Students will be notified of their specific points of entry prior to the first day of school. As students begin to enter the school property and their entry location, they must maintain appropriate social distancing and wear a mask.

3. What will the entry/dismissal procedures be?

Entry and dismissal procedures will follow all safety and health protocols to ensure that students enter and leave the building safely each day. As described above, each school will assign points of entry and dismissal for students to reduce traffic flow and evenly distribute students across the school building during times when the entire student population is in transit. Please abide by the guidelines set forth by each building's administration.

4. How will classroom spaces be configured?

Classroom spaces will be configured to maintain social distancing. Desks will be properly spaced, and students and staff will be required to wear masks in the classroom. It is important that

students adhere to the plans created for each classroom in order to reduce their contact with others while maintaining a safe learning environment.

5. How will traffic flow through the building be organized?

Traffic flow patterns will be used that will reduce student contact and to the degree possible, maintain social distancing guidelines. Buildings will be marked with arrows, space markers, and other appropriate signage to ensure that students and staff move safely through the buildings when it is necessary to do so.

6. How will student supplies be handled?

Student supplies will not be shared in the classroom. At the elementary level, each student will be provided with the necessary supplies that will be kept in individual desks or bags that will not come in contact with other students' supplies. While some logistics for how this is done may vary from grade level to grade level, protocols will be in place to ensure that supplies are not shared.

In grades 5-12, students will not use lockers, but rather, will transport their Chromebooks and personal supplies in backpacks/personal bags. Students will not participate in learning activities that require the use of shared equipment within a class period (science labs, certain art projects, for example). Students will not be able to print at school to ensure that devices are not shared.

7. What will take place with food services?

There will be no breakfast served in the morning when school reopens in September. Breakfast and lunch will be handed out to each student who desires them in a grab-and-go style at the end of each school day from each location. We will be returning to the National School Lunch Program service of meals which means that lunch applications will need to be completed and each student will need to share his/her name/student id when picking up meals so that the lunch status of the student can be identified. Meals will be offered to all students (free, reduced, and paid). Free and reduced status students will be served meals at a \$0 cost to the student. Paid status students will be required to pay for meals. In an effort to minimize touch points, we will not accept cash from paid students. Paid students will be required to load money onto their accounts and have a balance that can support the cost of the meal. Food service staff will be screened before entering the building. Food service staff will be required to wear the proper PPE including masks. Pomptonian, our food service company, will follow all of the proper cleaning and disinfecting protocols.

8. How will late/absent/early pick-up students be addressed?

Students who arrive late to school will need to comply with screening procedures prior to entry. Given the complex logistics of screening and the policy of limited visitors, the safe management of entering students at all different times will be challenging in this first phase of the return to school, therefore, we request that parents please make every effort to ensure that their children arrive at school on time.

Students may not be picked up early unless it is an emergency. Please schedule doctor's appointments, dental and orthodontic appointments, or other related types of services after instructional time whenever possible. If appointments must be scheduled during the school day, please do so at a time when students are home for virtual instruction.

9. How will security drills be implemented?

As mandated by the NJDOE, we are required to continue implementing two security drills per month. We will start the school year conducting drills that meet the state requirements, but postpone the types of drills that will not meet the social distancing requirements.

Instructional Programming

10. What is the rationale for the half day in-person schedules?

Given the guidance from the state, and considering numerous factors, FLPS has selected a “phase-in” approach for the return to school. Given the constraints of social distancing, mask-wearing, and initial avoidance of situations that may increase the risk of exposure, the district determined that a conservative approach in the start of school will provide the best opportunity for a safe return for both students and staff.

Classrooms and school buildings will look different given the parameters set forth by the NJDOE, and students and staff may need time to adjust to new routines, new guidelines for behavior, and new protocols for learning. Adjusting to mask-wearing for extended periods of time, transitioning to new classroom procedures, and abiding by new codes of behavior may be difficult for students at first, and expecting students to adhere to unfamiliar routines for a full day at the outset may present challenges that may inhibit the successful implementation of our learning plan. Therefore, providing a half-day program at the beginning of the school year will facilitate the transition to new expectations.

11. Can Students Change From Remote Learning to In Person Option ?

Should a parent request a change of instructional model, we will do our best to develop a new schedule for the child in a timely manner. This may require significant adjustments to the child’s class schedule, and may result in a change of teacher assignments. Parents that choose to change their child’s instructional model from remote to in-person instruction must notify their child’s building principal by October 23rd, or no later than 10 days prior to the end of the first marking period (for the high school, middle school and intermediate school), or first trimester (for elementary schools only), 10 days prior to the end of the first marking period: November 2, 2020, 10 days prior to the end of the first trimester (elementary schools only): November 28, 2020.

Student Schedules

FLHS Hybrid Schedule

1. Students must log in to their homeroom class at the assigned start time.
 - On A Day 1, B Day 1 and C Day 1, the school day will begin at 8:15 a.m. and conclude at 12:10 p.m.
 - On A Day 2, B Day 2 and C Day 2, the school day will begin at 8:15 a.m. and conclude at 1:10 p.m.
2. Students will be divided into three cohorts based on last names to attend alternately in-person and remote on different days.
 - Cohort A (last names A - H) will meet in-person on A Days
 - Cohort B (last names I - O) will meet in-person on B Days
 - Cohort C (last names P - Z) will meet in-person on C Days
 - Wednesday is a fully remote day for all students
3. The schedule will follow an AA/BB/CC model, which will include student groups for two days in a row for four periods on Day 1, and five periods on the Day 2 of in-person instruction.
4. All teachers will record student attendance each period. All normal attendance policy procedures will be followed. Specific hybrid attendance procedures will be shared with students and parents.
5. Each class period will be 55 minutes.
6. Specific passing time instructions will be given to all students.
7. ASD and LLD students will come to school daily Monday, Tuesday, Thursday and Friday. All students will have remote instruction on Wednesdays.
8. Students will receive remote instruction on the days that they are not assigned to be in the building.
9. All periods will be full live-streamed classes where teachers will utilize a combination of instructional practices revolving around live instruction (ex. lecture, videos, postings, assignments, guided and independent practice, exit tickets).
10. On days that students are not physically in the building, they will be following along live via Google Meets, completing tasks as directed by the teacher along with their in-person classmates. Fully remote students will be following live via Google Meets daily.
11. Science lab periods will not be able to meet in person, virtual labs will be utilized. Students should report to their assigned PE class on lab days.
12. Student lockers will not be assigned at this time.

Lunch

1. Lunch will still be available at dismissal with grab and go items for students eligible for free and reduced lunch. Any families experiencing the need for support of meals through the school can contact their building Principal.
2. Lunch periods will be attended, but food will not be served.
3. Students will be assigned by grade level to two different locations during their scheduled lunch period to allow for even more social distancing:
 - a. Grades 9 and 10 will be in the cafeteria
 - b. Grades 11 and 12 will be in the auditorium

Physical Education

1. Classes will be conducted outside, weather permitting.
2. Students will attend PE instead of their scheduled lab period.
3. Students will not be required to change for Physical Education classes. Locker rooms will not be utilized.

High School Sample Schedule: Week 1				
<u>Monday</u> Cohort A Day 1 Cohort A: In-Person Cohorts B & C & 100% Remote: Log in on Google Meets	<u>Tuesday</u> Cohort A Day 2 Cohort A: In-Person Cohorts B & C & 100% Remote: Log in on Google Meets	<u>Wednesday</u> Remote Instruction Cohorts A, B, C & 100% Remote: Log in on Google Meets	<u>Thursday</u> Cohort B Day 1 Cohort B: In-Person Cohorts A & C & 100% Remote: Log in on Google Meets	<u>Friday</u> Cohort B Day 2 Cohort B: In-Person Cohorts A & C & 100% Remote: Log in on Google Meets
Student Entry 8:00 - 8:15	Student Entry 8:00 - 8:15	Period 1 8:15 - 8:45	Student Entry 8:00 - 8:15	Student Entry 8:00 - 8:15
Period 2: 8:15 - 9:10	Period 1: 8:15 - 9:10	Period 2 8:50 - 9:20	Period 2: 8:15 - 9:10	Period 1: 8:15 - 9:10
Period 3: 9:15 - 10:10	Period 6: 9:15 - 10:10	Period 3 9:25 - 9:55	Period 3: 9:15 - 10:10	Period 6: 9:15 - 10:10
Period 4: 10:15 - 11:10	Period 7: 10:15 - 11:10	Period 4 10:00 - 10:30	Period 4: 10:15 - 11:10	Period 7: 10:15 - 11:10
Period 5: 11:15 - 12:10	Period 8: 11:15 - 12:10	Period 5 10:35 - 11:05	Period 5: 11:15 - 12:10	Period 8: 11:15 - 12:10
Dismissal 12:10	Period 9: 12:15 - 1:10	Period 6 11:10 - 11:40	Dismissal 12:10	Period 9: 12:15 - 1:10
Teacher Office Hours 12:15 - 1:10	Dismissal 1:10	Period 7 11:45 - 12:15	Teacher Office Hours 12:15 - 1:10	Dismissal 1:10

Teacher Lunch 1:10 - 1:53	Teacher Lunch 1:10 - 1:53	Period 8 12:20 - 12:50	Teacher Lunch 1:10 - 1:53	Teacher Lunch 1:10 - 1:53
Teacher Meetings 1:53 - 2:36	Teacher Meetings 1:53 - 2:36	Period 9 12:55 - 1:25	Teacher Meetings 1:53 - 2:36	Teacher Meetings 1:53 - 2:36

High School Sample Schedule: Week 2				
Monday Cohort C Day 1 Cohort C:In-Person Cohorts A & B & 100% Remote: Log in on Google Meets	Tuesday Cohort C Day 2 Cohort C:In-Person Cohorts A & B & 100% Remote: Log in on Google Meets	Wednesday Remote Instruction Cohorts A, B, C & 100% Remote:Log in on Google Meets	Thursday Cohort A Day 1 Cohort A:In-Person Cohorts B & C & 100% Remote: Log in on Google Meets	Friday Cohort A Day 2 Cohort A:In-Person Cohorts B & C & 100% Remote: Log in on Google Meets
Student Entry 8:00 - 8:15	Student Entry 8:00 - 8:15	Period 1 8:15 - 8:45	Student Entry 8:00 - 8:15	Student Entry 8:00 - 8:15
Period 2: 8:15 - 9:10	Period 1: 8:15 - 9:10	Period 2 8:50 - 9:20	Period 2: 8:15 - 9:10	Period 1: 8:15 - 9:10
Period 3: 9:15 - 10:10	Period 6: 9:15 - 10:10	Period 3 9:25 - 9:55	Period 3: 9:15 - 10:10	Period 6: 9:15 - 10:10
Period 4: 10:15 - 11:10	Period 7: 10:15 - 11:10	Period 4 10:00 - 10:30	Period 4: 10:15 - 11:10	Period 7: 10:15 - 11:10
Period 5: 11:15- 12:10	Period 8: 11:15 - 12:10	Period 5 10:35 - 11:05	Period 5: 11:15- 12:10	Period 8: 11:15 - 12:10
Dismissal 12:10	Period 9: 12:15 - 1:10	Period 6 11:10 - 11:40	Dismissal 12:10	Period 9: 12:15 - 1:10
Teacher Office Hours 12:15 - 1:10	Dismissal 1:10	Period 7 11:45 - 12:15	Teacher Office Hours 12:15 - 1:10	Dismissal 1:10
Teacher Lunch 1:10 - 1:53	Teacher Lunch 1:10 - 1:53	Period 8 12:20 - 12:50	Teacher Lunch 1:10 - 1:53	Teacher Lunch 1:10 - 1:53
Teacher Meetings 1:53 - 2:36	Teacher Meetings 1:53 - 2:36	Period 9 12:55 - 1:25	Teacher Meetings 1:53 - 2:36	Teacher Meetings 1:53- 2:36

Student Expectations:

1. Students must log in to each class at the assigned start time.
2. Attendance will be taken and is required for both remote and in-person learning days.

3. During remote instruction, students will be required to “attend” and have their cameras on during instruction.
4. Students are expected to adhere to the Fort Lee Public Schools’ Code of Conduct during both remote and in-person learning environments.
5. Students are expected to use school devices in full compliance with the Acceptable Use Policy. Parents must ensure that proper care is taken when handling the school device.
6. Students are expected to complete all assignments. Any missing and/or incomplete assignments must be completed within a reasonable time frame that is agreed upon between the student, parents and teacher.
7. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly.
8. If a student is having difficulty with any of the digital platforms and/or devices, the student’s parent/guardian should notify the school’s building principal.

LFCMS Hybrid Schedule

1. Students will attend school for a half-day from 8:35 a.m. to dismissal at 12:45 p.m
2. Students will be divided into three cohorts based on last names to attend alternately in-person and remote on different days.
 - a. Cohort A (last names A - H) will meet in-person on A Days
 - b. Cohort B (last names I - O) will meet in-person on B Days
 - c. Cohort C (last names P - Z) will meet in-person on C Days
 - d. Wednesday is a fully remote day for all students.
3. The schedule will follow an AA/BB/CC model, which will include student groups for two days in a row for four periods on Day 1, and four periods on the Day 2 of in-person instruction.
4. All teachers will record student attendance each period.
5. Each class period will be 60 minutes.
6. Specific passing time instructions will be given to all students.
7. All periods will be full, live-streamed classes where teachers will utilize a combination of instructional practices revolving around live instruction (ex. lecture, videos, postings, assignments, guided and independent practice, exit tickets).
8. On days that students are working remotely, they will be joining the live-streamed instruction each period and completing tasks as directed by the teacher along with their in-person classmates.

Lunch

1. Lunch will still be available at dismissal with grab and go items for students eligible for free and reduced lunch. Any families experiencing the need for support of meals through the school can contact their building Principal.

- Lunch periods will still be attended, but food will not be served.
- During lunch periods, students will be assigned to different locations throughout the building to allow for social distancing.

Physical Education

- Classes will be conducted outside, weather permitting.
- Students will not be required to change for Physical Education. Locker rooms will not be utilized.

Middle School Sample Schedule: Week 1				
<u>Monday</u> Cohort A Day 1: In-Person Cohorts B & C & 100% Remote: Log in on Google Meets	<u>Tuesday</u> Cohort A Day 2: In-Person Cohorts B & C & 100% Remote: Log in on Google Meets	<u>Wednesday</u> Remote Instruction for All Students	<u>Thursday</u> Cohort B Day 1: In-Person Cohorts A & C & 100% Remote: Log in on Google Meets	<u>Friday</u> Cohort B Day 2: In-Person Cohorts A & C & 100% Remote: Log in on Google Meets
Student Entry 8:22 - 8:35	Student Entry 8:22 - 8:35	Homeroom/Period 1 8:35 - 9:05	Student Entry 8:22 - 8:35	Student Entry 8:22 - 8:35
Period 1: 8:35 - 9:35	Period 5: 8:35 - 9:35	Period 2 9:10 - 9:40	Period 1: 8:35 - 9:35	Period 5: 8:35 - 9:35
Period 2: 9:38 - 10:38	Period 6: 9:38 - 10:38	Period 3 9:45 - 10:15	Period 2: 9:38 - 10:38	Period 6: 9:38 - 10:38
Period 3: 10:41 - 11:41	Period 7: 10:41 - 11:41	Period 4 10:20 - 10:50	Period 3: 10:41 - 11:41	Period 7: 10:41 - 11:41
Period 4: 11:44 - 12:44	Period 8: 11:44 - 12:44	Period 5 10:55 - 11:25	Period 4: 11:44 - 12:44	Period 8: 11:44 - 12:44
Dismissal 12:45	Dismissal 12:45	Period 6 11:30 - 12:00	Dismissal 12:45	Dismissal 12:45
Teacher Lunch/Prep 12:45-1:30	Teacher Lunch/Prep 12:45-1:30	Period 7 12:05 - 12:35	Teacher Lunch/Prep 12:45-1:30	Teacher Lunch/Prep 12:45-1:30
Teacher Office Hours 1:30-3:12	Teacher Office Hours 1:30-3:12	Period 8 12:40 - 1:10	Teacher Office Hours 1:30-3:12	Teacher Office Hours 1:30-3:12

Middle School Sample Schedule: Week 2

Middle School Sample Schedule: Week 2				
<u>Monday</u> Cohort C Day 1: In-Person Cohorts A & B & 100% Remote: Log in on Google Meets	<u>Tuesday</u> Cohort C Day 2: In-Person Cohorts A & B & 100% Remote: Log in on Google Meets	<u>Wednesday</u> Remote Instruction for All Students	<u>Thursday</u> Cohort A Day 1: In-Person Cohorts B & C & 100% Remote: Log in on Google Meets	<u>Friday</u> Cohort A Day 2: In-Person Cohorts B & C & 100% Remote: Log in on Google Meets
Student Entry 8:22 - 8:35	Student Entry 8:22 - 8:35	Homeroom/Period 1 8:35 - 9:05	Student Entry 8:22 - 8:35	Student Entry 8:22 - 8:35
Period 1: 8:35 - 9:35	Period 5: 8:35 - 9:35	Period 2 9:10 - 9:40	Period 1: 8:35 - 9:35	Period 5: 8:35 - 9:35
Period 2: 9:38 - 10:38	Period 6: 9:38 - 10:38	Period 3 9:45 - 10:15	Period 2: 9:38 - 10:38	Period 6: 9:38 - 10:38
Period 3: 10:41 - 11:41	Period 7: 10:41 - 11:41	Period 4 10:20 - 10:50	Period 3: 10:41 - 11:41	Period 7: 10:41 - 11:41
Period 4: 11:44 - 12:44	Period 8: 11:44 - 12:44	Period 5 10:55 - 11:25	Period 4: 11:44 - 12:44	Period 8: 11:44 - 12:44
Dismissal 12:45	Dismissal 12:45	Period 6 11:30 - 12:00	Dismissal 12:45	Dismissal 12:45
Teacher Lunch/Prep 12:45-1:30	Teacher Lunch/Prep 12:45-1:30	Period 7 12:05 - 12:35	Teacher Lunch/Prep 12:45-1:30	Teacher Lunch/Prep 12:45-1:30
Teacher Office Hours 1:30-3:12	Teacher Office Hours 1:30-3:12	Period 8 12:40 - 1:10	Teacher Office Hours 1:30-3:12	Teacher Office Hours 1:30-3:12

Student Expectations:

1. Students must log in to their homeroom class at the assigned start time.
2. Attendance will be taken and is required for both remote and in-person learning days.
3. During remote instruction, students will be required to “attend” and have their cameras on during instruction.
4. Students are expected to adhere to the Fort Lee Public Schools’ Code of Conduct during both remote and in-person learning environments.
5. Students are expected to use school devices in full compliance with the Acceptable Use Policy. Parents must ensure that proper care is taken when handling the school device.
6. Students are expected to complete all assignments. Any missing and/or incomplete assignments must be completed as per the guidelines outlined in the teacher’s grading policy.

7. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly.
8. If a student is having difficulty with any of the digital platforms and/or devices, the student's parent/guardian should notify the school's building principal.

Lewis F. Cole Intermediate School Hybrid Schedule

1. Students will attend school for a half day from 8:45 a.m. to dismissal at 1:00 p.m.
2. Students will be divided into two cohorts based on last names to attend alternately in-person and remote on different days.
 - a. Cohort A (last names A - K) will meet in-person on Monday and Tuesday.
 - b. Cohort B (last names L - Z) will meet in-person on Thursday and Friday.
 - c. Wednesday is a fully remote day for all students.
3. All teachers will record student attendance each day.
4. Students in the hybrid model will change classrooms only once during the day, except for pullout support programs.
5. Specials will meet in the afternoon, for 30 minute live-streamed sessions. Schedule of these meeting times is provided in the tables below.
6. Physical Education/Health will meet on Wednesdays for live-streamed instruction. Students will be tasked with physical education/health assignments and activities on the other four days of the week, one per day.
7. Students attending school remotely will join their class' live instruction and complete tasks as directed by the teacher along with their classmates attending school in-person. Teachers will utilize a combination of instructional practices such as lecture, videos, guided and independent practice, and exit tickets during live instruction.
8. Student schedules are subject to change to deliver services from pull-out programs such as ESL, BSI, etc.
9. Aftercare will begin at 1:00 p.m.
10. Lunch will still be available at dismissal with grab and go items for students eligible for free and reduced lunch. Any families experiencing the need for support of meals through the school can contact their building Principal.
11. The day is shortened for students, but staff will work a full day.
12. After the 1:00 p.m. dismissal, teachers will be assigned lunch, prep, and required faculty/staff meetings.
13. Teachers will be available to meet with students online Monday - Friday from 2:00 p.m. - 3:30 p.m. when they are not attending required meetings.

Intermediate School Weekly Schedule

Intermediate School Weekly Schedule				
Monday Cohort A Day 1: In-Person Cohort B and 100% Remote: Log in on Google Meets	Tuesday Cohort A Day 2: In-Person Cohort B and 100% Remote: Log in on Google Meets	Wednesday Remote Instruction for All Students	Thursday Cohort B Day 2: In-Person Cohort A and 100% Remote: Log in on Google Meets	Friday Cohort B Day 2: In-Person Cohort A and 100% Remote: Log in on Google Meets
Student Entry 8:30 - 8:45	Student Entry 8:30 - 8:45	Homeroom/Period 1 8:45 - 9:15	Student Entry 8:30 - 8:45	Student Entry 8:30 - 8:45
In-person/Remote Check In 8:45 - 8:50	In-person/Remote Check In 8:45 - 8:50	Period 2 9:15 - 9:45	In-person/Remote Check In 8:45 - 8:50	In-person/Remote Check In 8:45 - 8:50
ELA/SS (or Math/Sci) 8:50 - 10:40	ELA/SS (or Math/Sci) 8:50 - 10:40	Period 3 9:45 - 10:15	ELA/SS (or Math/Sci) 8:50 - 10:40	ELA/SS (or Math/Sci) 8:50 - 10:40
Switch Break 10:40 - 10:50	Switch Break 10:40 - 10:50	Period 4 10:15 - 10:45	Switch Break 10:40 - 10:50	Switch Break 10:40 - 10:50
In-person/Remote Check In 10:50 - 10:55	In-person/Remote Check In 10:50 - 10:55	Break 10:45 - 11:00	In-person/Remote Check In 10:50 - 10:55	In-person/Remote Check In 10:50 - 10:55
Math/Sci (or ELA/SS) 10:55 - 12:45	Math/Sci (or ELA/SS) 10:55 - 12:45	Period 5/6 11:00 - 11:30	Math/Sci (or ELA/SS) 10:55 - 12:45	Math/Sci (or ELA/SS) 10:55 - 12:45
In-person/Remote Check Out 12:45 - 1:00	In-person/Remote Check Out 12:45 - 1:00	Period 7 11:30 - 12:00	In-person/Remote Check Out 12:45 - 1:00	In-person/Remote Check Out 12:45 - 1:00
Dismissal 1:00	Dismissal 1:00	Period 8 12:00 - 12:30	Dismissal 1:00	Dismissal 1:00
Special (Remote in the p.m.)	Special (Remote in the p.m.)	Period 9 12:30 - 1:00	Special (Remote in the p.m.)	Special (Remote in the p.m.)
Physical Education (Remote in the p.m.)	Physical Education (Remote in the p.m.)		Physical Education (Remote in the p.m.)	Physical Education (Remote in the p.m.)
Teacher Lunch/Prep 1:00 - 2:30	Teacher Lunch/Prep 1:00 - 2:30	Teacher Lunch/Prep 1:00 - 2:30	Teacher Lunch/Prep 1:00 - 2:30	Teacher Lunch/Prep 1:00 - 2:30
Teacher Office Hours 2:30 - 3:30	Teacher Office Hours 2:30 - 3:30	Teacher Office Hours 2:30 - 3:30	Teacher Office Hours 2:30 - 3:30	Teacher Office Hours 2:30 - 3:30

Intermediate School Weekly Schedule for Specials

Monday	Art	Music	Spanish	STEAM
2:00 - 2:30	5A	5B	5C	5D
2:30 - 3:00	5E	5F	5G/5L	6A
3:00 - 3:30	6B	6C	6D/6E	6F/6L

Tuesday	Art	Music	Spanish	STEAM
2:00 - 2:30	5D	5A	5B	5C
2:30 - 3:00	6A	5E	5F	5G/5L
3:00 - 3:30	6F/6L	6B	6C	6D/6E

Thursday	Art	Music	Spanish	STEAM
2:00 - 2:30	5C	5D	5A	5B
2:30 - 3:00	5G/5L	6A	5E	5F
3:00 - 3:30	6D/6E	6F/6L	6B	6C

Friday	Art	Music	Spanish	STEAM
2:00 - 2:30	5B	5C	5D	5A
2:30 - 3:00	5F	5G/5L	6A	5E
3:00 - 3:30	6C	6D/6E	6F/6L	6B

Student Expectations:

1. Students must log in to their homeroom class at the assigned start time.
2. Attendance will be taken and is required for both remote and in-person learning days.
3. During remote instruction, students will be required to “attend” and have their cameras on during instruction.

4. Students are expected to adhere to the Fort Lee Public Schools' Code of Conduct during both remote and in-person learning environments.
5. Students are expected to use school devices in full compliance with the Acceptable Use Policy. Parents must ensure that proper care is taken when handling the school device.
6. Students are expected to complete all assignments. Any missing and/or incomplete assignments must be completed as per the guidelines outlined in the teacher's grading policy.
7. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly.
8. If a student is having difficulty with any of the digital platforms and/or devices, the student's parent/guardian should notify the school's building principal.

Elementary Hybrid Schedule

1. Students will attend school for a half day from 8:40 a.m. with dismissal at 1:00 p.m.
2. Students will be divided into cohorts alphabetically.
 - a. Cohort A meets in school Monday and Tuesday.
 - b. Cohort B meets in school on Thursday and Friday.
 - c. Wednesday is a full remote-instruction day for all students.
 - d. Students receiving 100% remote-instruction will log in remotely each day.
3. Students will receive remote instruction on the days that they are not assigned to be in the building. For example, students in Cohort B will join their class remotely on Mondays, Tuesdays and Wednesdays.
4. All teachers will be required to record student attendance each day.
5. The order of the subject areas presented are a model. The actual periods may vary but the time devoted to each subject will remain constant.
6. Students will not change classrooms during the day, except for pullout support programs.
7. Student schedules are subject to change to deliver services from pull-out programs such as ESL, BSI, etc.
8. All specials (Physical Education, Art, Music, Library, Spanish) and the Gifted and Talented program will be provided in a remote/online format using posted assignments and videos. Students will not have live virtual interaction with their teachers for these subject areas.
9. This plan is for students in the general-education and LLD programs. Students in the LLD programs will attend school four days each week. Students in the ASD, LLD Severe and Pre-Kindergarten programs have a different model.
10. Recess will be scheduled as appropriate at the discretion of the teacher. When utilized, recess times will be staggered and groups will be assigned designated areas to ensure distancing.
11. Lunch will still be available at dismissal with grab and go items for students eligible for free and reduced lunch. Any families experiencing the need for support of meals through the school can contact their building Principal.
12. Aftercare will begin at 1:00 p.m.
13. The day is shortened for students, but staff will work a full day.
14. After the 1:00 p.m. dismissal, teachers will be assigned lunch, prep, and required faculty/staff meetings.
15. Teachers will be available to meet online with students during the following time periods when they are not attending required meetings:
Monday - Thursday: 2:35 p.m. to 3:30 p.m.
Friday - 2:35 p.m. to 3:15 p.m.

Parameters of Remote-Instruction:

1. Reading - The first 10 - 15 minutes of direct instruction will be live-streamed each day. Students at home will complete their independent reading assignment while students in school conference with the teacher. The lesson closure will be live-streamed.

2. Word Study - Monday, Wednesday and Thursday will have live-streamed instruction. Reinforcement activities will be assigned on Tuesday and Friday for students to complete independently.
3. Writing - The first 10 - 15 minutes of direct instruction will be live-streamed on Monday, Wednesday and Thursday. Reinforcement activities will be assigned on Tuesday and Friday for students to complete independently. Students at home will complete their independent writing assignment while students in school conference with the teacher. The lesson closure will be live-streamed.
4. Snack and Movement - Movement exercises will be provided. Students attending school remotely will complete them independently.
5. Read Aloud - Will be live-streamed each day.
6. Math - The first 10 - 15 minutes minutes of direct instruction will be live-streamed. Students at home will complete their independent practice assignment while students in school conference with the teacher. The lesson closure will be live-streamed. At the end of Math, the teacher will close out the day for all students.
7. Science and Social Studies - Science and Social Studies will be project based to the extent possible. Students will be given assignments to complete when they are not in school. Wednesday will be a live-streamed lesson for all students.
8. The schedule represents a minimum time frame. There is flexibility to adjust times to increase and decrease areas throughout the week.
9. Grades 3 and 4 will dedicate more time for Reading and less for Word Study as is grade level appropriate but the total English language arts time will remain constant.
10. Teachers will post work on district approved platforms.
11. Student schedules are subject to change to deliver services from pull-out programs such as ESL, BSI, etc.

Elementary School Weekly Schedule

Time	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	Cohort A: In-Person Cohort B and 100% Remote: Log in on Google Meets	Cohort A: In-Person Cohort B and 100% Remote: Log in on Google Meets	Remote instruction for all students	Cohort B: In-Person Cohort A and 100% Remote: Log in on Google Meets	Cohort B: In-Person Cohort A and 100% Remote: Log in on Google Meets
8:40 - 9:00	Attendance and Morning Meeting	Attendance and Morning Meeting	Attendance and Morning Meeting	Attendance and Morning Meeting	Attendance and Morning Meeting
9:02 - 9:40	Reading	Reading	Reading	Reading	Reading
9:42 - 10:06	Word Study	Word Study	Word Study	Word Study	Word Study
10:08 - 10:42	Writing	Writing	Writing	Writing	Writing
10:44 - 11:08	Snack/ Movement	Snack/ Movement	Snack/ Movement	Snack/ Movement	Snack/ Movement
11:10 - 11:34	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
11:36 - 12:26	Math	Math	Math	Math	Math
12:28 - 1:00	Sci/SS Alt	Sci/SS Alt	Sci/SS Alt	Sci/SS Alt	Sci/SS Alt
1:00 - 2:35	Teacher Lunch and Prep	Teacher Lunch and Prep	Teacher Lunch and Prep	Teacher Lunch and Prep	Teacher Lunch and Prep
2:35 - 3:30	PE/Health	PE	PE	Art/Spanish	Music/Library

Student Expectations:

1. Students must log in to their homeroom class at the assigned start time.
2. Attendance will be taken and is required for both remote and in-person learning days.
3. During remote instruction, students will be required to “attend” and have their cameras on during instruction.
4. All policies and procedures related to the Fort Lee Public Schools’ Code of Conduct will remain in effect.

5. Students are expected to use school devices in full compliance with the Acceptable Use of Technology Policy. Parents must ensure that proper care is taken when handling the school device.
6. Students are expected to complete all assignments. Any missing and/or incomplete assignments must be completed as per the guidelines outlined in the teacher's grading policy.
7. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly.
8. If a student is having difficulty with any of the digital platforms and/or devices, the student's parent/guardian should notify the school's building principal.

Special Education and Pre-K Schedules

Pre-K and Self-Contained Classrooms

September Special Education

Preschool

Pre-K ABA 8 am - 11 am every day students are present in the schools.

Pre-K Inclusion 8 am - 11 am every day students are present in the schools.

Pre-K PSD 8 am - 11 am on an AA/BB schedule

Elementary Special Education Programs

LLD-S Program 8:40 am - 12:00 pm every day students are present in the schools.

ASD Program 8:40 am - 12:00 pm every day students are present in the schools.

LLD Program 8:40 am - 1:00 pm every day students are present in the schools.

BD Program 8:40 am - 1:00 pm every day students are present in the schools.

Middle School Special Education Programs

5/6

LLD Program 8:45 am - 1:00 pm every day students are present in the schools.

7/8

LLD/MD Program 8:35 am - 12:44 pm every day students are present in the schools.

High School Special Education Programs

LLD Program attend every day students are present in the schools on 1 / 2 day schedule

MD Program

Day 1 - 8:15 am - 12:10 pm

Day 2 - 8:15 am - 1:10 pm

Preschool Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. - 8:30 a.m. Circle Time	Daily Greeting Calendar Skills Group Skills				
8:30 a.m. - 9:00 a.m. Imitation Group	Gross Motor Imitation – Cosmic Kid Yoga video link (Posted or screen share)	Directed Draw Pre-Record Model for Students	Gross Motor – Go Noodle link (Posted or screen share)	Following Directions (Pre-Recorded) Provide time for students to do activity. Teacher models the answer for students.	Gross Motor Imitation – following directions to complete an art project
9:00 a.m. - 9:30 a.m.	Snack/ Break Time Daily Sign-off Google Meets				
9:30 a.m. - 10:00 a.m. Read-Aloud	Pre-Recorded book either read aloud by teacher or on Vooks. *Follow up of teacher questions and student responses				
10:00 a.m.- 10:30 a.m. Math	Pre-recorded math video *Math game that goes along with corresponding skill *Math activity				
10:30 a.m. – 11:00 a.m. Wrap-up	Goodbye Circle Recall of day Goodbye to friends Sign out				

Health Office Information

12. How will non-Covid issues be handled?

Non-related COVID symptoms and non-emergency related symptoms will be treated in a separate space. Such scenarios would include minor first aid, bloody nose, etc. This space may be different in each school building, depending upon the layout of the Health Office area.

13. What procedures will be in place for when symptoms typical of Covid-19 are observed, and what will the pick-up process be for sick students?

When a student or staff member comes to the health office and presents symptoms typical of the COVID-19 disease, following the NJDOH guidelines, students will be placed safely and respectfully in isolation. This isolation will be supervised in a reasonable manner, maintaining appropriate physical distancing and appropriate PPE will be worn to protect the staff member. The parent/guardian will be notified and instructed to pick up the child promptly. Should the parent/guardian not be reached, the emergency contact person will be contacted notified to pick up the child. When the parent/guardian arrives at the school for pick up, the student will then be escorted out of the building maintaining physical distance.

For the health and safety of all, this pickup must be completed efficiently. Upon being sent home, the student shall be in consultation with their Home Physician in order to determine the appropriate diagnosis and recommended treatment plan, which may result in a required COVID-19 test.

14. What is the procedure if there is a positive COVID-19 test in the school?

If the school is notified of a positive COVID-19 case from student, parent/guardian or staff member:

- Notify the Fort Lee Health Department.
- Work in conjunction with the Fort Lee Health Department on the following:
- Refer to [NJDOH guidance](#) Page 12: *When Someone Tests Positive for COVID-19*;
Obtain:
 - o Contact information for the person(s) who tested positive for COVID-19;
 - o The date the COVID-19 positive person developed symptoms (if applicable), tested positive for COVID-19 (if known), and was last in the building;
 - o Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations, including identification of household members of positive case that are students or staff in the school system;
 - o Names, addresses, and telephone numbers for ill person's close contacts in the school system;
 - o Any other information to assist with the determination of next steps.
- Refer to Page 3 of [NJDOH guidance](#) (*COVID-19 Regional Risk Matrix*) for the various Risk Level guidance for a COVID-19 positive case.

- Refer to *Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19* on page 7 & 8 of [NJDOH guidance](#).
- Refer to *Closure* scenarios on Page 15 of [NJDOH guidance](#).
- Provide exclusion notifications. Refer to *COVID-19 Exclusion Table* on Page 13 of [NJDOH guidance](#). Utilize Close Contact Notification Template on Page 19 of [NJDOH guidance](#).

NOTE: Exclusion criteria for a case's household members in the Fort Lee Public School System will differ from non-household close contacts in the school system (household member quarantine will be longer than 14 days). Exclusion timeframes for a positive COVID-19 case and identified close contacts who become symptomatic will be made in conjunction with the respective healthcare provider and the Fort Lee Health Department. A positive COVID-19 case and a symptomatic close contact should be evaluated by his/her healthcare provider. Generally, laboratory confirmed COVID-19 cases should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms. Persons who test positive for COVID-19, but who are asymptomatic should stay home for 10 days from the positive test result.

· Notify the school community as per school protocol. Employ Positive Case in School Notification Template provided in [NJDOH guidance](#) Page 18.

If the Fort Lee Health Department notifies the school of a positive COVID-19 case, follow the above-mentioned procedures starting at second bullet point.

The Notification Contact Information is as follows:

Superintendent or designee contacts the Health Officer and vice versa.

Public Health Nurse contacts respective School Nurse and vice versa.

Provide school contact information for students, parents/guardians or staff members to report a positive COVID-19 case.

15. What will be the process for a formerly sick student to return to school?

Before/upon returning to school, the parent/guardian must present information directly to the school nurse from the home physician that states a return to school is deemed safe.

Parents/guardians must keep children home when sick. Additionally, students who have traveled to an area that is on the list of restricted states for New Jersey must self-quarantine for fourteen days prior to reporting to school.

16. How will contact tracing be implemented?

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Upon notification that a

resident, student, or staff member has tested positive for COVID-19, a local health department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies. Increasing the number and capacity of contact tracers has been a top priority of the Governor as these practices can help slow the spread of COVID-19.

Fort Lee Public Schools will continue to work closely with the Fort Lee Health Department to help keep the community safe as it pertains to the importance of contact tracing.

17. Will FLPS have a district mask policy?

All students and staff will be required to wear masks throughout the instructional day both inside the classroom and during transit in the building. Staff members may also wear clear face shields in the classroom. If a student is unable to wear a mask, parents will be expected to submit medical documentation in advance of student attendance at school.

It is expected that parents will provide masks for their children. If a child arrives at school and does not have a mask, the school will provide a mask for the child to wear throughout the day.

18. How should I update my emergency contacts?

It is of the utmost importance that your child's emergency contacts are accurately updated, and that the contacts who are listed are able to get to your child's school within fifteen to twenty minutes.

19. What hygiene and cleaning procedures will be implemented?

All spaces will be cleaned daily by the custodial department using the following three-step process:

Step one will be to remove all visible soil from all surfaces with attention to high touch areas like desktop and chairs.

Step two will be to thoroughly disinfect all hard surfaces in the room using our disinfectant. The disinfectant will be allowed to air dry to maximize its effectiveness. The room will then be using a cleaner.

Step three will be to re-sanitize all rooms using our electrostatic spray applicators and botanical disinfectant. Once all classrooms and offices are complete, bathrooms, locker rooms, cafeterias, media centers, and all public spaces will be sanitized using the same process.

All custodial staff, while school is in session, will be prepared to continuously wipe down all high touch areas, e.g. doorknobs and push bars, water fountains, hand railings, and elevator buttons and horizontal surfaces.

Bathrooms will be spray disinfected with electrostatic spray applicators and botanical disinfectant, once during the school day on a minimum day at the halfway point of the day. This will be done twice a day, both morning and afternoon should we go to full-day sessions.

20. What additional periodic cleaning and maintenance will take place?

Changing univent filters will occur three times a year. This process includes having the custodians open up all uninvents, vacuum the coils, and change the filters. While custodians are cleaning uninvents in the classrooms and offices, maintenance will be changing all rooftop and fan room filters, and spraying and disinfecting coils.

Student Services

21. How can I learn more about specific special education services?

Students who receive special education and related services, as required by their Individualized Education Plans (IEP), will receive the services delineated in their plan either in-person or remotely to the maximum extent possible. For specific questions and further information, parents are encouraged to contact their child's case manager.

22. How can students/parents access guidance services?

A student or parent may contact the school counselor through email. Counselors will arrange for virtual, in person or phone conferences as appropriate. Additionally, counselors will survey students on a weekly basis to determine if there are any additional supports that are needed.

23. How do I access assistance with a technology issue?

All students will take the chromebooks home daily in the event that we abruptly need to transition to remote instruction. Please ensure your child uses the school device in full compliance with the district's Acceptable Use Policy and proper care is taken when handling the device as per 1:1 Chromebook agreement.

Parents may contact the Technology Department through email for any issues related to the chromebook. An attempt will be made to resolve any issues remotely. If this is not possible, appointments will be scheduled for device replacement.

Students in need of a device or assistance with internet access may contact the Principal of the school that they attend.

24. What are the district's plans for educating students if their teacher becomes unable to report to the school building due to COVID-19 related issues?

While the particular approach to the continuity of instruction would be dependent upon the particulars of the situation, we have regular instructional aides and substitute teachers employed by the district who will be able to assist in the event a teacher is unable to attend school. This scenario provides time for students to continue to receive their instruction as the district works on hiring a leave replacement teacher.

25. Will visitors be allowed into the school?

Visitors will not be permitted in our school buildings at any time. This includes drop-off of student materials, along with any other reasons parents may have come to school in the past. As safety and hygiene are of the utmost importance, we appreciate your cooperation.

26. Will field trips/assemblies take place?

All field trips and assemblies are postponed until further notice.

27. What will happen with co-curricular/after-school activities?

Co-curricular activities will be scheduled at a time that is deemed appropriate given the nature of the activity and the possibility that the activity could meet remotely. More details will be shared upon the opening of school in September.

28. Will the district offer before and after care?

Before and aftercare services will be provided by Jewish Family Services of Bergen County at all elementary schools on days when the enrolled student is in the building for in-school instruction. The staff will follow all of the CDC guidelines for social distancing, hygiene, and cleaning.

Fully Remote Instructional Plan:

29. What will the school day schedule look like in a fully-remote instructional model?

To the best of our ability we will continue the normal, daily, routine classroom schedule where our teachers provide a combination of live and recorded, asynchronous lessons. Fully remote students will follow the same daily schedule as the students participating in the hybrid classroom.