



**Fort Lee Public Schools  
Reopening Plan**

**September 2020**

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### **August 24, 2020 Addendum**

The Fort Lee Board of Education has opted to apply for an all-remote instructional model to begin the 2020-21 school year due to an inability to appropriately prepare for the safe opening of the school buildings. The details of the remote model are included in this plan. The district's goal is to begin a hybrid plan of instruction on/about October 18, 2020. The details of the hybrid plan are included in this document.

During the all-remote instruction period, the district will confirm that all students will have access to a learning device and connectivity through parent surveys and phone communication. A minimum of (4) hours of instructional contact time will be offered for all students. The Fort Lee Public Schools will provide a minimum of 180 days of instruction. The district will continue to implement all IEPs, 504s, and services for English Language Learners.

This plan is subject to change based on the present pandemic situation and information received from the NJDOE, NJDOH, or local public health officials.

### **September 29, 2020 Addendum**

The Fort Lee Board of Education began the use of a hybrid model of in-person instruction for students in grades pre k through grade 4 on Tuesday, September 29, 2020. The district's special education, self contained students in grades pre k through 6 began in-person instruction on Tuesday, September 29.

On Monday, October 5, 2020, the district's students in grades 5 and 6, who are attending the Lewis Cole Intermediate School began in-person instruction with a hybrid model.

The district's goal is to begin a hybrid plan of instruction for the students in grades 7 through 12 on/about October 18, 2020. The details of the hybrid plan are included in this document.

This plan is subject to change based on the present pandemic situation and information received from the NJDOE, NJDOH, or local public health officials.

## I. Introduction

Once New Jersey schools closed in March, Fort Lee's administrative team began meeting weekly. During these meetings, work began on exploring a variety of options for the reopening of our schools. After the Governor unveiled his "plan", the District framework started to develop. Multiple committee meetings were conducted with district stakeholders (parents, teachers, board of education members and administrators) to solicit their input and ideas. The efforts of the volunteers is to be congratulated in this unprecedented time.

Separate parent and staff surveys were conducted. The results of the parent survey found that: 33% preferred a return to in-person schooling; 27% preferred a continuation of full remote schooling; and 28% preferred a schooling model that blended remote and in-person instruction.

In the upcoming weeks the District will ask parents to inform the District of their intent regarding their children's participation in a fully remote instruction model. Your response to this survey will determine if we use our current plan or switch to an alternate schedule of in-person instruction.

The Board of Education is aware that there is not a plan that would meet all the needs of all stakeholders. Every effort was made to address, as much as possible, the identified needs of the stakeholders. The primary, directing goal, has been to provide the best educational experience while maintaining appropriate social distancing and safety for staff and students.

The Committees will continue to meet as this plan is adjusted. It is important to remember that this plan may change depending on the mandates from the Governor and the New Jersey Department of Education, the number of parents/students who opt for remote instruction, and the status of the pandemic.

As presently developed, this plan provides for approximately 50% capacity of students, with a cohort model and half days of school (Phase 1). In the fall, as the pandemic status dictates, this plan may be evaluated for necessary modifications with the goal of increasing in-person instruction to full time for students (if possible), while maintaining the cohorts, or groups (Phase 2). If and when possible, the eventual goal will be to return to full-time, in-person instruction five days a week.

**During the 2020-2021 school year, the district will offer the requisite number of days (180). Students' schedules will be sent out by email by the building Principals. The first two days of school, Thursday, September 3rd and Friday, September 4th will be remote orientation days for all students in grades Pre-K-12. On August 24, 2020, the Fort Lee Board of Education passed a resolution to provide all instruction in a fully remote format until October 16, 2020. The Board of Education will explore the possibility of returning students of special populations earlier than that date.**

## **II. General Information**

1. Our plans will be evaluated continuously and modified as needed to ensure that we keep an appropriate balance between safety and educational quality.
2. Staffing needs will be identified and addressed in the event that there are vacancies resulting from accommodation or family leave requests.
3. The Board of Education will be adopting the following policies to comply with the NJDOE reopening requirements: Policy 1648 Restart and Recovery Plan; Policy 1648.02 Remote Learning Options for Families; Policy 1649 Federal Families First Coronavirus (COVID-19) Response Act (FFCRA).
4. There will be a restricted visitor policy at all district buildings. All mail and deliveries will be placed in a predetermined location.
5. Entry and dismissal procedures will follow all safety and health protocols to ensure that students enter and leave the building safely each day. 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. Students will be expected to abide by the guidelines set forth by each building's administration.
6. Some school hallways will be marked for one way flow. Hallways will have tape on the floor encouraging people to keep to the right. Principals will establish and monitor student flow and social distancing in the hallways. Some stairwells will be designated as either up or down for passing. These factors will enable the students to maintain their social distancing while moving in the schools.
7. The District will not be requiring COVID-19 tests for staff and students to begin school in September.
8. If someone is suspected of having COVID-19 and displaying symptoms, they will be sent out for testing. They will not be permitted to return to any school building without a negative test result. We may not necessarily know if/when this occurs because of HIPPA regulations.
9. If a student or staff member tests positive, the school/district will immediately notify the Fort Lee Health Department ( Appendix I).

10. If a student or staff member tests positive, the school/district will not automatically close down. This is the decision of the Fort Lee Health Department, that will make this determination in conjunction with the Superintendent (Appendix I).
11. The District does not have guidelines surrounding contact tracing. The Fort Lee Health Department will be responsible to conduct any contract tracing that may be necessary. They will handle contract tracing with the assistance of the District.
12. The decision to close/quarantine a class/grade/school or the district is made by the Health Department. Staff and students must be aware that a decision to move to full remote instruction could be made overnight. Staff and students will be prepared to take home everything (chromebooks, chargers, textbooks, etc.) they would need should we have to quickly transition to full remote instruction.
13. If public health conditions warrant the transition back to full remote learning, the staff and students of the Fort Lee Public Schools are well-equipped to pivot into full-remote learning. Should this happen, the district leadership will publish the academic schedules that students will follow. The following academic considerations will be adhered to should the need to transition into full remote learning:
  - Significant increase in live instruction on a daily basis
  - Integration of live specials to maintain balance for students
  - Daily schedule with specific times enables families to plan
  - Teachers will do virtual live instruction (Google Meet or Zoom) for all scheduled classes
14. The New Jersey Department of Health's definition of a close contact (as it relates to COVID-19), is defined as being within approximately 6 feet for at least 10 consecutive minutes and/or having direct contact with an infected individual (i.e., being coughed or sneezed on). All measures will be taken to prevent and/or minimize students and staff from meeting the definition of a close contact.
15. Live streaming and/or the recording of classes will be utilized after parents sign a waiver for students to participate in live and recorded lessons. Each student will need a signed waiver.
16. An individual educational device will be made available to every student, as needed, in grades Kindergarten through 12. All students will take these devices 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 Acceptable Use Policy and proper care is taken when handling the device as per 1:1 Chromebook agreement. Technology assistance can be provided through the district's technology department. Parents may contact the Technology department directly through the Genesis Parent Portal login help and student Gmail login help. Attempts will be made to resolve any issues remotely. If this is not possible, appointments will be scheduled for device replacement.

17. According to the New Jersey Department of Education and the Bergen County Office of Education, all security drills must take place. Lockdown drills are not required every month. Certain types of drills will be scheduled at a later time during the school year.
18. All Back To School Nights and required parent conferences will be virtual.
19. The meal program will provide breakfast and lunch for all students participating in the Federal Free and Reduced meal program. Any families experiencing the need for support of meals through the school can contact their building Principal.
20. Aftercare will be available through Jewish Family Services of Bergen County. Registration information will be sent out separately.
21. Each school will establish a Pandemic Response Team composed of various members of the school community to oversee the implementation of the reopening plan.
22. Any external, non school group that requests to use the district facilities must comply with all district procedures for health and safety.
23. At present Fort Lee High School students will be participating in athletics and marching band. All participation will follow the protocols established by the NJSIAA, DOE and Fort Lee DOH.
24. District parents will be surveyed to assure that students have access to educational technology. The school district will make every effort to meet the educational technology needs of students. Parents requesting assistance may contact the building principal.

### **III. Health and Safety**

1. All students and staff will be required to wear a mask in the school buildings 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. Masks must be appropriate for the school setting.
2. 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.
3. Face shields and masks will be provided for staff.
4. All students and staff will participate in a daily temperature screening prior to entering the school buildings. Parents/students and staff will be asked to complete a checklist on a daily basis at home and inform the school of any concerns.
5. Students and/or staff who are symptomatic (temp=100.0 or higher) will report to the school nurse for isolation. The nurse will re-check temperatures and determine if a student or staff member needs to be sent home.
6. The isolation area will be established in proximity to the nurse's office in each school with the nurse having this responsibility. Nursing assistants have been hired for each school.
7. All teacher desks, secretary desks and security desks will have a plastic shield.
8. Classroom desks will be arranged to provide for maximum social distancing between students and staff in the room. If it is completely impossible for the desks to be at least six feet apart, appropriate physical barriers will be used.
9. Therapy, testing and small group instructional spaces will be configured to maintain social distancing. Desks will be properly spaced, and students and staff will be required to wear masks, unless physically unable to do so. Staff will be provided with appropriate PPE. If we are not able to maintain this physical distance, additional modifications will be considered. These include using physical barriers and partitions. All instructional and non-instructional rooms in school and district facilities will comply with social distancing standards to the maximum extent practicable. 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.

10. 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. 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.
11. In grades 5-12 students will not use lockers, but rather, will transport their devices 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 devices are not shared, and learning activities will be designed to be paperless to the extent that it is possible.
12. Hand sanitizer stations will be located throughout the buildings at multiple locations. All classrooms will be supplied with hand sanitizer spray, disinfectant wipes, disinfecting spray cleaner and paper towels.
13. District custodians will clean/wipe all high contact surfaces (door handles, handrails, etc.) regularly during the school day.
14. All schools and classrooms will get a daily deep clean and be disinfected daily.
15. All chemicals that will be used to clean the buildings are safe. The District is currently working on a document that will contain this information and be posted on the website for review.
16. Staff lavatories will be supplied with disinfectant spray and paper towels. All student and staff lavatories will be cleaned daily with frequent visits to sanitize high touch areas.
17. Teachers will establish a classroom routine for hand washing and sanitizing at regular intervals (i.e., when students arrive, after bathroom use, after recess or outdoor activity). Frequency will be determined by the classroom teacher as appropriate.
18. There are fully functional hand sanitizer stations at public entrances in each building and at regular distances throughout the building at critical areas (cafeteria, bathrooms). Additionally, hand sanitizer is located in all offices. There are fully functional hand

washing stations with soap in some classrooms and all staff and student bathrooms which are located throughout the buildings and close to the cafeterias. All classrooms will have hand sanitizer. A schedule of sanitizing and/or hand washing will be developed by the teacher.

19. 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 the school building. Each bus company will screen its drivers and bus aides 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.
20. 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 earlier, 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. Students will be expected to abide by the guidelines set forth by each building's administration.
21. All schools will schedule drop off and pick up utilizing multiple points of entrance and egress. Chorts/class sections will be assigned specific locations. Appropriate signage and markers will be placed in and outside of the buildings.
22. Protocols will be in place for daily health screenings of students, teachers, secretarial staff, administrators, and essential staff (Pomptonian). There will be an initial screening 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 check-in system must be completed by all students/parents/guardians prior to departing for live school. Detailed information regarding this symptom check survey and its functional use will be provided prior to the opening of 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.

23. Given that our students will attend classes in an AA/BB or AA/BB/CC cohort alternating schedule, class size will be reduced significantly each day of in-person instruction, in some cases by more than 50%. In grades K-6 our students will attend classes in two cohorts, AA/BB, on an alternating schedule. In grades 7-12, our students will attend classes in three cohorts, AA/BB/CC, on an alternating schedule. 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.

If we are not able to maintain this physical distance, additional modifications will be considered. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart. All instructional and non-instructional rooms in school and district facilities will comply with social distancing standards to the maximum extent practicable. We will avoid close group learning activities such as reading groups. 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.

24. Our new teachers will have an opportunity to learn about our plan for re-opening during a New Teacher Orientation program in late August. Mentor teachers will continue to meet with novice teachers in order to support them. Our technology staff will continue to be available to assist with educators' technology needs. In addition, our custodians continue to receive training on cleaning and sanitizing school buildings and buses. Substitutes will also be trained on their roles and responsibilities during our planned operation with respect to health and safety protocols

25. Each school building has unique ventilation equipment due to the varying ages of the facilities. Classrooms will have access to fresh air through open windows and doors and through recirculated air through classroom univents. All filters will be replaced at regularly scheduled intervals.

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

1. Step one will be to remove all visible soil from all surfaces with attention to high touch areas like desktop and chairs.
2. Step two will be to thoroughly disinfect all hard surfaces in the room using our hospital-grade disinfectant. The disinfectant will be allowed to air dry to maximize its effectiveness. The room will then be damp mopped using a microfiber pad and cleaner.
3. 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.

27. All custodial staff, while school is in session, will 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.

#### **IV. Instructional Models and Schedules**

1. Wednesdays will be full remote instruction days for all Pre K-12 students. This will prepare students and staff in the event that a switch to all remote instruction becomes necessary.
2. Instruction will occur in a hybrid model, including in-person and remote instruction.
3. Students will be divided into cohorts, or groups, to evenly distribute students for in-person instruction.
4. Parents will be informed of their child's cohort by building administration.
5. Students will be expected to log in to their classes using GoogleMeet or Zoom during remote instruction on Wednesdays.
6. Outdoor spaces will be utilized as much as possible for in-person instruction, weather permitting.
7. Time will be scheduled for virtual student-teacher contact each afternoon during teacher "office hours".
8. Any family opting for full remote instruction will be expected to attend on all school days by viewing classes live through Google applications or Zoom (see Section IX for additional information).
9. The inclusion of any co-curricular activities will be determined on an individual case basis for each activity.
10. All K-12 self-contained classes (ASD, LLD, LLD-Severe, BD, MD) will be attending school every day the school is in session (excluding Wednesday). The case managers will contact the parents of the students in these programs to review plans (see Section X for additional information).
11. All self-contained classes will attend school each day (M, T, Th, F) the students are in the schools, and will follow the same half day schedule as the general education students (see Section X for additional information).
12. Related Services will be provided remotely for students that are not attending school every day. Related services would be provided to the greatest extent possible during hybrid and remote learning models.

## V. K - 4 Elementary School 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. While elementary teachers may build in short outdoor breaks for students during the in-person day, all school/grade level, traditional recess will not be scheduled. Individual class recess will be scheduled through the classroom teacher and building principal to ensure appropriate spacing for social distancing at this present time. All playground equipment will be unused to minimize surface contact.
11. 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 personal accounts and have a balance that can support the cost of the meal.

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

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

**VI. Lewis F. Cole Intermediate School 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.

<b>Intermediate School Weekly Schedule for Specials</b>				
<b>Monday</b>	<b>Art</b>	<b>Music</b>	<b>Spanish</b>	<b>STEAM</b>
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

<b>Tuesday</b>	<b>Art</b>	<b>Music</b>	<b>Spanish</b>	<b>STEAM</b>
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

<b>Thursday</b>	<b>Art</b>	<b>Music</b>	<b>Spanish</b>	<b>STEAM</b>
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

<b>Friday</b>	<b>Art</b>	<b>Music</b>	<b>Spanish</b>	<b>STEAM</b>
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

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. 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 personal accounts and have a balance that can support the cost of the meal.
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're not attending required meetings.



## Intermediate School Weekly Schedule

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

## **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 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.

## **VII. Lewis F. Cole Middle School 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/ Food Services**

1. 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 personal accounts and have a balance that can support the cost of the meal.

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

### **Physical Education**

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

The Middle School will follow an AA/BB/CC cohort schedule:

Cohort A	Cohort B	Cohort C
Students with Last Names A-H	Students with Last Names I-O	Students with Last Names P-Z

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

## Middle School Sample Schedule: Week 2

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

## VIII. Fort Lee High School Schedule

1. Students must log in to their homeroom class at the assigned start time.
  - a. 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.
  - b. 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.
  - 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 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 Meet or Zoom, completing tasks as directed by the teacher along with their

in-person classmates. Fully remote students will be following live via Google Meet or Zoom 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/ Food Services**

1. 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 personal accounts and have a balance that can support the cost of the meal.
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.

Fort Lee High School will follow an AA/BB/CC cohort schedule:

<b>A Day</b>	<b>B Day</b>	<b>C Day</b>
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Students with Last Names A-H	Students with Last Names I-O	Students with Last Names P-Z
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## High School Sample Schedule: Week 1

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



## High School Sample Schedule: Week 2

<b><u>Monday</u></b> Cohort C Day 1 Cohort C: In-Person Cohorts A & B & 100% Remote: Log in on Google Meet or Zoom	<b><u>Tuesday</u></b> Cohort C Day 2 Cohort C: In-Person Cohorts A & B & 100% Remote: Log in on Google Meet or Zoom	<b><u>Wednesday</u></b> Remote Instruction Cohorts A, B, C & 100% Remote: Log in on Google Meet or Zoom	<b><u>Thursday</u></b> Cohort A Day 1 Cohort A: In-Person Cohorts B & C & 100% Remote: Log in on Google Meet or Zoom	<b><u>Friday</u></b> Cohort A Day 2 Cohort A: In-Person Cohorts B & C & 100% Remote: Log in on Google Meet or Zoom
<b>Student Entry</b> 8:00 - 8:15	<b>Student Entry</b> 8:00 - 8:15	<b>Period 1</b> 8:15 - 8:45	<b>Student Entry</b> 8:00 - 8:15	<b>Student Entry</b> 8:00 - 8:15
<b>Period 2:</b> 8:15 - 9:10	<b>Period 1:</b> 8:15 - 9:10	<b>Period 2</b> 8:50 - 9:20	<b>Period 2:</b> 8:15 - 9:10	<b>Period 1:</b> 8:15 - 9:10
<b>Period 3:</b> 9:15 - 10:10	<b>Period 6:</b> 9:15 - 10:10	<b>Period 3</b> 9:25 - 9:55	<b>Period 3:</b> 9:15 - 10:10	<b>Period 6:</b> 9:15 - 10:10
<b>Period 4:</b> 10:15 - 11:10	<b>Period 7:</b> 10:15 - 11:10	<b>Period 4</b> 10:00 - 10:30	<b>Period 4:</b> 10:15 - 11:10	<b>Period 7:</b> 10:15 - 11:10
<b>Period 5:</b> 11:15 - 12:10	<b>Period 8:</b> 11:15 - 12:10	<b>Period 5</b> 10:35 - 11:05	<b>Period 5:</b> 11:15 - 12:10	<b>Period 8:</b> 11:15 - 12:10
<b>Dismissal</b> 12:10	<b>Period 9:</b> 12:15 - 1:10	<b>Period 6</b> 11:10 - 11:40	<b>Dismissal</b> 12:10	<b>Period 9:</b> 12:15 - 1:10
<b>Teacher Office Hours</b> 12:15 - 1:10	<b>Dismissal</b> 1:10	<b>Period 7</b> 11:45 - 12:15	<b>Teacher Office Hours</b> 12:15 - 1:10	<b>Dismissal</b> 1:10
<b>Teacher Lunch</b> 1:10 - 1:53	<b>Teacher Lunch</b> 1:10 - 1:53	<b>Period 8</b> 12:20 - 12:50	<b>Teacher Lunch</b> 1:10 - 1:53	<b>Teacher Lunch</b> 1:10 - 1:53
<b>Teacher Meetings</b> 1:53 - 2:36	<b>Teacher Meetings</b> 1:53 - 2:36	<b>Period 9</b> 12:55 - 1:25	<b>Teacher Meetings</b> 1:53-2:36	<b>Teacher Meetings</b> 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. 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 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.

### **Full Remote Instruction**

(For parents who opt their child(ren) out of in-person instruction)

1. Should a parent decide to opt their child out of in-person instruction, this decision will be in effect for the first marking period of the 2020 - 2021 school year.
  
2. Students may only switch from remote to in-person learning at the end of each marking period or trimester. Parents that choose to change their child's instructional model from remote to in-person instruction must submit a written notice to their child's building principal 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). This will provide the schools time to ensure that state and New Jersey Department of Education guidelines are followed. Deadlines for written notification of a switch from remote to in-person instruction are:
  - a. November 2, 2020 (10 days prior to the end of the first marking period)
  - b. November 28, 2020 (10 days prior to the end of the first trimester for elementary schools only)
  
3. Parents may provide written notification to the principal of their child's school at any time to switch their child from in-person to remote instruction. This switch will be in effect until the end of the marking period.
  
4. The students from any family opting for full remote instruction will be expected to remotely attend on all school days by viewing classes live through Google applications.

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

**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

<b>Preschool Schedule</b>					
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:00 a.m. - 8:30 a.m.</b> <b>Circle Time</b>	Daily Greeting Calendar Skills Group Skills				
<b>8:30 a.m. - 9:00 a.m.</b> <b>Imitation Group</b>	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
<b>9:00 a.m. - 9:30 a.m.</b>	Snack/ Break Time Daily Sign-off Google Meet or Zoom				
<b>9:30 a.m. - 10:00 a.m.</b> <b>Read-Aloud</b>	Pre-Recorded book either read aloud by teacher or on Vooks. *Follow up of teacher questions and student responses				
<b>10:00 a.m.- 10:30 a.m.</b> <b>Math</b>	Pre-recorded math video *Math game that goes along with corresponding skill *Math activity				
<b>10:30 a.m. – 11:00 a.m.</b> <b>Wrap-up</b>	Goodbye Circle Recall of day Goodbye to friends Sign out				

## **Social-Emotional Learning Plan**

The Fort Lee Public Schools will make self-care and wellness a priority in all schools during the 2020-2021 school year.

### **Educator Well-Being**

Educator well-being will be supported by administrators, nurses, and school guidance counselors who will be available to address staff concerns as relates to their social and emotional health and the school climate. Educators will be referred to wellness resources available through the district's health benefits provider so they can access available mental and behavioral resources. We will also create opportunities to regularly practice and reflect on social and emotional competencies of staff, including through conversations with staff to discuss impacts of COVID-19 on students and themselves and the world around them, including potential increases in bullying behavior and bias, prejudice, and stigma.

1. We will prioritize educator self-care and wellness through the summer and at the start of the 2020-2021 school year. Multiple communications have come from our Human Resources department promoting self-care:
  - a. Revolutionize School Reopening webinar: "Discover how district leaders and educators are revolutionizing the reopening of schools in September"
  - b. Unlocking Your Resilience webinar: "A Certified Mental Health Counselor will help you understand how various physical, mental, social and spiritual factors impact resilience"
  - c. New Jersey Wellness webinar: "Your Gut: The Key to Your Health"
  - d. "Understanding your Immune System" webinar
  - e. Extended Telemedicine Coverage for Horizon Insurance Members
  - f. Communication regarding mental health services and referrals from the School Employee Health Benefits Program
2. To ease staff anxiety, each school will host an optional virtual faculty meeting in August to discuss concerns surrounding the start of the school year. The topics will include but are not limited to social distancing in classrooms, disinfecting plans, substitute process, COVID-19 testing, a quarantine process, and reporting COVID-19 diagnosis.
3. We will provide time and space for individuals to process traumatic events, re-establish connections with each other, and receive support to promote healing.
  - a. Time will be allotted during grade level meetings, departmental meetings, and PDP meetings multiple times per week to promote communication and self-care amongst colleagues. This will create opportunities for staff to regularly practice and reflect on their social and emotional competencies.

- b. Spaces will be provided where teachers can go for a “mask-free” break / breath of fresh air to clear their minds and relax, or have a socially distant lunch break.
4. We will continue to identify and provide mental health and behavioral resources and encourage faculty and staff to use these services.
  - a. Faculty/Staff may also receive mental health related referrals from the building school counselor.
5. Once the school year begins, there will be weekly meetings with administration to reflect on what is happening in the classrooms and to discuss the following:
  - a. What is working? What is not?
  - b. Where are the struggles?
  - c. What is the pulse of the student body and the community?

### **Self- Care and Wellness Resources**

1. Teacher Resources
  - a. [Five Strategies for Teacher Self-Care](#)
  - b. [Supporting Teachers During COVID-19](#)
  - c. [Resiliency Resources At University Behavioral Health Care](#)
  - d. [Educator Stress Spectrum Guide](#)
  - e. [Bergen Resource Net](#)
  - f. [West Bergen Mental Healthcare](#)
2. Administrator Resources
  - a. [Supporting Teachers Through Stress Management](#)
  - b. [Strategies for Districts to Support Self-Care for Educators During the COVID-19 Pandemic](#)

### **Trauma-Informed Social and Emotional Learning for Students**

The Fort Lee Public Schools will focus on trauma-informed social and emotional learning by creating Social-Emotional Learning Teams that will assist in establishing routines and maintaining clear communication with staff and parents. Both the Intervention and Referral Services and School Safety/Climate Teams will take part in this effort. These teams will serve as the pulse for the social-emotional and school climate related wellness of the school community. We will prioritize relationships and well-being over assignments and behavioral compliance. The

Fort Lee Public Schools will support students and staff in feeling safe, connected and hopeful. Sample activities and programs are listed below:

1. All students and families will be offered counseling services with school counselors, social workers and school psychologists during the school day as well as before and after school to accommodate all family situations.
  - a. Students may be referred for services by school staff, the student's family and/or by self-referral from the student.
  - b. The need for services will be assessed by the counselor in charge of their case.
  - c. Counselors reserve the right to refer out any student mental health challenges that they deem are beyond the scope of their practice. In these cases, families will be provided with a confidential referral to a community mental health center for further assessment and treatment. All information received during the counseling session will remain confidential between the counselor and the family except in the following cases:
    - i. The counselor believes that the student is in imminent danger of severely harming themselves.
    - ii. The counselor believes that the student has an imminent plan to harm others.
    - iii. The counselor believes that child abuse may be occurring.
    - iv. For clinical supervisory and consultation purposes with the Student Assistance Coordinator or Director of School Counseling Services; these communications are confidential as well.
    - v. The student discloses that he/she/they are being bullied.
    - vi. The student discloses or is showing signs of acute alcohol or drug use during the session.
    - vii. The student is having a medical emergency and requires immediate medical assistance.
2. All staff will participate in trauma informed training to be able to identify behaviors and signs of trauma, and how to speak to their students about it.
3. All school buildings will support the integration of social-emotional learning into all subjects including skills to foster positive learning environments. Teachers will be given specific time frames to speak to their students about environmental stressors.
  - a. Teachers will be required to view [School Reentry: Promoting Social and Emotional Wellness for Students](#) with Dr. Scott Poland, Ed.D. which highlights the following:



- i. All students have a quarantine story and listening to everyone's story is important to build trust in the classroom.
    - ii. How teachers can speak to students about the COVID 19 crisis
  - b. Additional resources that will be utilized to support the integration of social-emotional learning are:
    - i. [Building SEL Practices into Your Classroom](#)
    - ii. [Building a Mental Health Friendly Classroom](#)
    - iii. [Helping Children Cope with Changes Resulting From COVID-19](#)
- 4. All school buildings will adopt stress management and social-emotional skill building procedures for all students, such as mindfulness activities throughout the day, yoga exercises integrated in Physical Education classes, Teen Mental Health First Aid, brain breaks, etc.
- 5. All school buildings will emphasize community building activities, such as community service opportunities, drives, virtual PTA meetings, etc.
- 6. All school counselors and teachers will conduct surveys to check in with students on their mental health status.

#### **Additional Resources for Staff and Families**

- 1. **PerformCare NJ Parent Crisis Hotline** 1-877-652-7624 (Call this number for immediate access to mental health services at home.)
- 2. **CarePlus NJ** 201-986-5000 (Call this number to set up counseling service appointments for children or adults.)
- 3. **New Bridge Medical Center** 1-800-730-2762 (Call this number to set up counseling or inpatient care.)
- 4. **2nd Floor Teen Support Hotline** 1-888-222-2228 (Students can call this number for 24/7 access to counselors over the phone.)
- 5. [Bergen Resource Net](#) - Resources for children and families in Bergen County
- 6. [West Bergen Mental Health](#) 201-485-7172 (Call this number to set up counseling service appointments for children or adults.)

7. [Family Support Organization \(FSO\)](#) - Offers a variety of support services to Bergen County families
8. [Fort Lee Housing Authority](#) - Offers housing related assistance to Fort Lee families

## Appendix I: Fort Lee Health Department Information

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.

## Appendix II: Pandemic Response Teams

The district established a school-based Pandemic Response Team in each school to centralize, expedite, and implement COVID-19-related decision-making. Each school team has a liaison that reports to district-level administrators to ensure coordinated actions across the district. Members of the school teams include a cross-section of administrators, teachers, and staff and parents. Naturally, decision-making and communication are more effective if decision-makers reflect the makeup of the community.

<b>Members of the District Pandemic Response Team</b>	
Superintendent of Schools	Kenneth Rota
Assistant Superintendent of Schools	Dr. Sharon Amato
Business Administrator	Haquisha Taylor
Director of Human Resources	Jaime Murphy
Director of Special Services	Diana Davis
Director of Informational Technology	Jason Ruggiero
District Director of Guidance	Lauren Carrubba
Buildings and Grounds; School Safety Director	Scott Bendul
Food Services Manager	Erik Korman
School Physician	Dr. Maryann Colenda
Building Principals	Lauren Glynn (FLHS) Gina Ruesga (FLMS/IS) Rosemary Giacomelli (School 1) John Brennan (School 2) Jay Berman (School 3) Patrick Ambrosio (School 4)
Supervisors	Mark Bitar II Diane Collazo-Baker Dr. Michele Carlor
Borough of Fort Lee Health Officer	Jill Scarpa

<b>Members of the Fort Lee High School Pandemic Response Team</b>	
Principal	Lauren Glynn
Vice Principals	Joseph Finizio William Diaz
Guidance	Lauren Carrubba Tara Lawlor
Athletics	Michael Raftery
Nurse/CST	Naketa Brewton, Nurse Marilyn Lopez Reina Sanduke
Teachers	Fran Marrotta Jodi Etra Adrian Rodriguez Heather Glickel Kevin Oliver CJ Turturo Erin Powers
Custodian	Lizandro Perez
Parents	Lola Nannas Paige Solianto Michelle Jean-Louis

<b>Members of the Lewis F. Cole Intermediate School Pandemic Response Team</b>	
Principal	Gina Ruesga
Vice Principal	Solanlly Ortega
Teacher	Carrie Wiederholz Danielle Christal Faith Minutolo Cortney Teitell Genna Kornweiser
CST	Lorraine Bortnick
School Counselor	Angela Waack
Subject Area Chairperson	John Giordano

School Nurse	Domenique Kondreck
School Safety Personnel	Jerry Conway
School Safety Team	Michael Raccioppi
Custodian	Joseph Cappellini Miguel Mkcullok
Parent	Candi Chan Dr. Cindy Padre Rob and Josefa Santana Linda Chung Julene Stassou

<b>Members of the Lewis F. Cole Middle School Pandemic Response Team</b>	
Principal	Gina Ruesga
Vice Principal	Stephen Dominguez
Teacher	Kathleen Larson Joseph Berlingo Cynthia Luciano Laura Gemignani Marjorie O'Connell Carmen Ziro Solanelly Ortega
CST	Christina Ranaudo
School Counselor	Debbie Brigida
Subject Area Chairperson	Barbara Milone
School Nurse	Holly Alasio
School Safety Personnel	Jerry Conway
School Safety Team	Cean Spahn
Custodian	Joseph Cappellini
Parent	Tanya Beyers, Serena Pak, Audrey Greenberg, Kristen Shulman

<b>Members of the School 1 Pandemic Response Team</b>	
Principal	Rosemary Giacomelli
Secretary	Mary Venizelos
Guidance	Marisa Buonomo
Nurse/CST	Arianna Egloff, Nurse Lorranine Bortnick
Teachers	Anne Marie Kropiewnicki Galo Mendoza Stephanie Holman Brittany Sikoryak Amy Lee Francesca Park
Parents	Tanya Byers-Kang Magda Vonderlinden

<b>Members of the School 2 Pandemic Response Team</b>	
Principal	John Brennan
Guidance	Megan Lynch
Nurse/CST	Alyssa Marasciulo Christina Fitzsimmons
Teachers	Rosa Sgro Elisa Karam Dina Fiorita Michele Dawson
Custodian	Demba Mane
Parents	Lisa Kim

<b>Members of the School 3 Pandemic Response Team</b>	
Principal	Jay Berman
Guidance	Aimee DeSheplo



Nurse	Kim Bancroft
Teachers	Alycia Adams Kristina Casale Michelle Galperin Dana DeLucca Salma Major
Parents	Amy Kotang Priya Patel Sara Kriksciun

<b>Members of the School 4 Pandemic Response Team</b>	
Principal	Patrick Ambrosio
Guidance	Andria Fusco
Nurse/CST	Cecilia Kim, Nurse Sarah Levy
Teachers	Allison Artinger Melanie Markarian Alisha Henry Jaqueline Tozzi
Custodian	Val Chiavellio
Parents	Anthony Papavasiliou Julie Kim

**Appendix III: Accommodations for students and staff identified as higher risk for severe illness from COVID 19.**

The district has considered the needs of staff members, such as their medical health conditions and child care needs throughout the upcoming school year. We have sent staff surveys and are reviewing certifications in considering staff assignments under our planned schedules. We are evaluating staff capacity and will be scheduled under the proposed models of virtual and hybrid learning to permit educators to support their virtual and in-person student populations sustainably. The district will communicate with staff members regarding the proposed reopening schedules continually throughout the school year. When making staffing scheduling and assignments, we will comply with ADA, HIPAA, and applicable state laws, and we will consult with local bargaining units and legal counsel. We will address staff requests for leaves of absence for COVID-19 related reasons as required by law and plan to leverage available existing staff or substitutes if necessary. We will identify the roles and responsibilities of administrators, teachers, aides, paraprofessionals, and educational service professionals. While operating in the in-person/hybrid environment, the district will utilize staff to monitor student movement and hallway traffic and will maintain safety according to guidelines. Instructional and non-instructional time will include time to support school building logistics required to maintain health and safety requirements.