



Fort Lee Public Schools

Lewis F. Cole Intermediate School

“Daily Growth Is Our Mission”

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Moving between 100% Remote and Hybrid

Students have now been placed in their learning environment based on the responses collected from the parent survey sent out by the district. All students will follow our Hybrid Schedule either in a 100% remote setting, or in a hybrid setting with some in-person instruction based on our cohorts. For those parents who have chosen 100% remote instruction for their child, this placement will stay in place for Marking Period 1. If parents choose to change their child’s instructional model from 100% Remote to Hybrid for Marking Period 2, they must notify the building principal in writing no later than November 2nd. This type of transitional deadline will occur again for Marking Period 3, if necessary at that time. Parents may choose to change their child’s instructional setting from Hybrid to 100% Remote at any time during the year, however, parent notification is still necessary.

Hybrid Schedule

The Hybrid Schedule will be adhered to by ALL students during this phase of opening. The Fully Remote Schedule, which was previously followed, will NOT be in effect during this hybrid phase. Daily attendance will be taken in Homeroom at 8:45 a.m. each morning for all students, whether in-person or remote. During our hybrid phase, the school day will run on a different time schedule than our fully remote phase. The Hybrid Schedule functions on two instructional blocks that have been created to allow for the greatest number of in-person instructional minutes in the core content areas (English language arts, math, science, social studies). We understand that this involves having to adjust

to a new routine, however, our goal is to provide what is best for our students overall.

The following table outlines the Hybrid Schedule all students will follow in this phase, as illustrated in the district’s Reopening Plan:

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 1: 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.)

As noted in the table above, core content classes will meet during the 8:45am - 1:00 p.m. time frame, maximizing the number of instructional minutes in English Language Arts, Social Studies, Math, and Science for both 100% Remote and Hybrid students. Teachers will be live-streaming their instruction so that the students at home are receiving the same lessons as those that are in-person. Physical Education/Health will meet remotely on Virtual Wednesdays for live instruction. On the remaining four days of the week, students will be tasked with assignments and activities as outlined by their PE/Health teachers. Specials will also meet remotely, however, they will have the opportunity to meet with their teachers for live instruction, as outlined in the table below.

Intermediate School Weekly Schedule for Specials				
Monday	Art	Music	Spanish	STEAM
2:00 - 2:30	5A	5B	5C	5D/5G
2:30 - 3:00	5E	5F/5L		6A
3:00 - 3:30	6B/6L	6C	6D/6E	6F

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

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

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

***Advisory will meet on Virtual Wednesdays**

Homeroom teachers have access to the Hybrid Schedule in its entirety, and will assist their students in making sure they understand where and when they are expected to attend each day.

Wednesdays will remain fully remote. Students should begin their day by logging into the appropriate Google Classroom by 8:45 a.m., before moving on to their Period 1 class. On Virtual Wednesdays, all periods will meet, however the day ends at 1:00 p.m., not 2:10 p.m. as it did during our Fully Remote Schedule. Please note that students are not to report to the school building on Wednesdays during this phase of reopening.

Drop Off and Pick Up Traffic

Certain traffic patterns are in effect to ensure the safety of our students. In the morning, driving parents may turn into the road between the athletic field and the Middle School parking lot, in order to drop off their child near their designated entry doors.

- Fifth grade parents should drop their children off along the sidewalk, before making the left in front of the main entrance, at the stop sign.
- Sixth grade parents should drop their children off by the cafeteria doors on the west side of the building.

No cars will be permitted on school paved roads for after school pick up. Parents who are driving should make arrangements to meet their children on Stillwell Avenue.

Entry and Dismissal Procedures

Entry and dismissal procedures will follow all safety and health protocols to ensure that students enter and leave the building safely each day. Our Intermediate School doors will open promptly at 8:30 a.m. on each in-person day, and dismissal is set for 1:00 p.m. We will not be able to allow students to enter the school building before 8:30 a.m. In order to evenly distribute students across the school, 6th grade students will enter the building through our cafeteria doors, and 5th grade students will enter the building through Stairwell #3, which is the stairwell closest to the Middle School. Social distancing signage has been delineated on our sidewalks to assist us in maintaining the appropriate six feet distance between students waiting to enter the building. After proper screening, students will walk directly upstairs to their respective classrooms. Lockers will

not be available for use at this time, and students will be allowed to bring all of their belongings into their classroom where they will be kept by their side. Upon dismissal, students will walk down the same designated stairwells and out the same set of doors they did during entry, unless they are participating in Pomptonian's "Grab and Go" Meal Program (instructions below). Students should be in their Homeroom no later than 8:45 a.m.

Daily Screening

As stated on the District website, parents/guardians must submit the Covid-19 Daily Parent Form in the Genesis Parent Portal for each student no later than 7:30 a.m. each day the student is scheduled to attend school for in-person instruction. The portal will be open for submission at 7:00 p.m. the night before students attend school. A report of all form submissions will be run each morning, and students who are not cleared due to a missing form submission, or not being symptom free based on the checklist, will be directed to the main office or the nurse's office. As a further precaution, each student will be scanned for their temperature at their point of entry. If a student has a temperature of 100.00 degrees or above at the initial screening, the student will be brought to the nurse's office for evaluation. The school nurse will then decide if further action is needed. If the student needs additional medical evaluation outside of school, a parent or legal guardian will be contacted immediately for pick-up. The student will wait in a designated room until the parent arrives. Please click the following link for further assistance in completing and submitting the required form:

[How to Submit the Covid-19 Daily Screening Form](#)

A Few Words From Nurse Kondreck

For parents of Hybrid students, please be sure that on in-person days, you take a few minutes to check your child's health before he/she leaves for school.

Please keep your child home if:

- They are not feeling well (especially if they are exhibiting symptoms in the table below).
- They have been within 6 feet of someone diagnosed with COVID-19 for greater than 10 minutes.
- They have traveled to an area of high community transmission.

<p>Two of the following: Fever of 100°F or higher, Chills, Rigors (shivers), Myalgia (muscle aches), Headache, Sore Throat, Nausea or Vomiting, Diarrhea, Fatigue, Congestion or Runny Nose.</p>	<p>OR</p>	<p>One of the following: Difficulty Breathing, Loss of Taste, Loss of Smell, Cough, Shortness of Breath.</p>
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If your child will not be attending school, please remember to notify us before 9 a.m. and advise the reason your child will be absent.

In the event that your child becomes ill on the in-person days, teachers will alert the nurse's office and send the student down to be evaluated. It is beneficial to proactively have a system in place to pick your child up from school. If your child exhibits the symptoms described above, you or your emergency contact will be notified to pick up your child from school. Students sent home will be referred to a healthcare provider for evaluation on whether testing is needed.

For additional information please see Nurse Kondreck's Google Site that can be found on our Intermediate School website.

Classrooms, Hallways, Bathrooms, and Stairwells

Our classrooms, hallways, and bathrooms have been modified to ensure we are following all of the appropriate health and safety guidelines. Safety precaution signage has been added in high traffic areas to remind everyone that wearing a properly fitting mask is mandatory, social distancing should be maintained, and handwashing is a must. Hand Sanitizers have been added throughout the building to assist in stopping the spread of germs as well. Classroom desks have been strategically placed to ensure proper distancing and students will have specific seats assigned to them as designated by their teachers. Plexiglass shields have been added to classrooms between students and teachers, and dividers have been placed down the middle of each student table for an extra layer of protection. Hallway water fountains have been closed off, with the exception of water dispensers. Students will be able to drink water throughout the day as long as they drink from their own water bottle while sitting at their

desk. Some bathroom stalls and sinks have also been closed off to further maintain proper distancing while using the restroom. Staff will be assigned to bathroom hallways to assist in controlling the traffic in these areas. While walking up and down the stairwells, students will also be guided by signage that requires them to follow the new traffic patterns and stay to their right at all times.

Chromebooks

Technology will continue to play a major role in learning during this next phase of reopening. During our fully remote phase, students have had the opportunity to use their choice of device while working from home. Now, during our next phase, Hybrid students will be required to travel with a device to and from school on in-person days to ensure all of their work can be completed in the same manner. Due to the fact that personal devices will not be allowed on the district's wifi, Hybrid students must borrow a school issued Chromebook. These Chromebooks will be issued during their in-person days of school as they become available. Chromebook Insurance information is available on the Intermediate School website.

“Grab-n-Go” Meals at the Intermediate School

“Grab-n-Go” Meals will be available at the Intermediate School for our Hybrid students at dismissal time on their in-person days. At dismissal time, students wishing to participate will be directed to Stairwell #2 at the end of the bathroom hallway on their respective floors, and then make their way downstairs to the cafeteria. Pomptonian employees will be there to help with the process as students pick up their “Grab-n-Go” meal and exit directly through the cafeteria doors. Daily meal menus are posted on our district website for your convenience.

For our 100% Remote students, or our Hybrid students on their remote days, Pomptonian will continue to serve meals at Fort Lee High School from 10 a.m. to 2 p.m., and at Lewis F. Cole Middle School from 11am to 1pm, Monday through Friday.

Meals are served at no charge to all students regardless of their eligibility status. Meals will not be provided on days schools are closed based upon the 2020-2021 school calendar.