

Hasbrouck Heights Public Schools

03-2080

Emergency Virtual or Remote Instruction Plan for the
2022-2023 SY

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Ensuring Equitable Access/Digital Divide

In the event we have to return to virtual or remote learning, we will provide all students and staff with free access to wifi. The District implemented a 1:1 initiative several years ago. All staff have new laptops and all students have chromebooks. If virtual or remote learning is required, staff will utilize their laptops and students will utilize their chromebooks.

Our Technology Department continues to function when the District is engaged in virtual or remote learning and trouble shoots technology issues for students and staff.

Varied and Age Appropriate Needs are Addressed

Students in grades 2-12 will utilize chromebooks with K-1 students utilizing a combination of chromebooks and packets that will be sent home on a weekly basis.

Maximize Student Growth/Measure Growth

The program is designed to maximize student growth and learning as students utilize chromebooks on a daily basis and are used to this type of instruction. We also continue to implement LinkIt benchmark assessments to assess students progress and growth.

Addressing Special Needs

Hasbrouck Heights Public Schools will continue to meet our obligations to students with disabilities to the greatest extent practicable. During virtual or remote learning, Individualized Education Programs (IEP) will continue accordingly with appropriate accommodations and modifications as documented in each student's specific plan. Adjustments will be tailored to ensure that students receive the needed support to access learning during remote instruction.

Case managers will communicate with families (via phone calls, email, or home visits) to ensure services are implemented in accordance with IEPs. Case managers and teachers will provide an opportunity for parents to pick up any necessary resources (books, materials, manipulatives, etc.) to give students appropriate special education access and support. Related services (Speech, Occupational Therapy, Physical Therapy, etc.) will be provided to students remotely to the extent possible. If sessions are not provided during the time school is operating virtually, all sessions will be made-up when school resumes in-person. Related service providers will maintain logs of sessions to ensure students receive the services dictated by their IEP.

Upon a return to in-person instruction, IEP teams will review student data and student progress to determine whether critical skills were lost during the period in which the school district delivered virtual or remote instruction to students and will address the need for additional services to meet the student's needs. IEP meetings will be held either in-person or virtually depending on the guidance of the New Jersey Department of Education and New Jersey Department of Health during any health emergencies. Meetings are defined as IEP meetings, evaluations, and other meetings to identify, evaluate and/or to re-evaluate students with disabilities.

English Language Learners (ELL)

ELL students will continue to receive services to the greatest extent possible. Our ESL teachers have worked with ELL students utilizing technology and would continue to do so in the case of virtual or remote learning.

Communication with Parents

The district website has translation options for the most popular second languages in the district. In addition, we have several staff members that speak multiple languages that would be available to assist parents of ELL students.

Access

See *Access Section* on page 3 of this plan.

Professional Development

The District continues to provide all staff with professional development opportunities. Some of these opportunities involve culturally responsive teaching, socio-emotional learning, and trauma informed teaching.

Attendance

Attendance Policy

The District attendance policy will still be applicable. During virtual or remote learning student attendance is tracked by their attendance on virtual sessions in grades 2-12. Students in grades K-1 attendance is recorded at their opening session on a daily basis.

Communication with Families

The District will monitor student attendance and participation. This is reviewed weekly. Students not attending or participating in virtual or remote learning will be contacted by the classroom teacher in grades k-5 and by the Guidance Dept. in grades 6-12.

Meal Plan

In the event the district transitions to remote learning, we will continue serving meals to our student body. We will serve "grab and go" lunch, which will consist of food that is prepacked. An email will go out to the parents of all our students giving them a designated location and a time schedule for meal pick up. We will set up tables so each of the students can pick up their meal and leave from a separate door to eliminate any contact that is not within the six feet guidelines. Everyone will wear a mask and all of the tables will be wiped and sanitized daily. We will have personnel to make sure everyone in line is kept at the proper distance and the distribution will be contactless.

Facilities Plan

Cleaning Products and Schedule

The district uses 3M 40A disinfectant cleaner RCT EPA approved from the EPA's list of acceptable products. The district adheres to Hasbrouck Heights maintenance Department cleaning procedures. The district has a preventative maintenance plan in place for all equipment. It is updated to include additional tasks for more frequent cleaning of the interior of HVAC materials. The district follows the manufacturer's recommendations. High touch areas of HVAC and other building service systems are disinfected regularly. The district added MERV 13 filters.

During all virtual or remote learning daily cleaning activities will be scheduled.

Other Considerations

Accelerated Learning Opportunities

The district will provide summer and before and after school tutoring when students return to regular learning.

Social and Emotional Health of Staff and Students

The District has contracted with CarePlus to add additional counseling services for students.

The District will provide staff with contact information for additional mental health services.

Title 1 Extended Learning Programs

The District will utilize Title 1 funds to provide additional push in and pull out services for students.

Transportation/Extracurricular Programs

Drivers and bus aides wear face coverings and use hand sanitizer when entering the bus for the first time. Drivers and aides continue to use hand sanitizer as warranted.

Signs are posted on the bus reminding students that face coverings must be worn.

When possible, students are seated individually in every other row. The district uses 3M 40A disinfectant cleaner RCT EPA approved from the EPA's list of acceptable products.

Transportation for NJSIAA events follows the guidelines outlined by that governing body.

Essential Employees

Superintendent

Business Administrator

Assistant to Superintendent

Principals

Maintenance Staff

Technology Staff

Appendix A

*Virtual or Remote Learning***Virtual Schedules for Elementary Schools**

*Kindergarten classes will be split in half during remote instruction and will consist of an AM and a PM schedule.

Sample Virtual Kindergarten Schedule

AM Schedule

8:35–10:50	MATH, READING, and WRITING teacher directed instruction Note: Content Area order (Reading/Writing/Math) may vary. <ul style="list-style-type: none"> • Google Meet- Mini-Lesson to demonstrate concepts. • Independent Practice/ Google Meet: Conferences/Small Group Instruction • Google Meet- Closure/Assessment of Learning
2 hours of independent work	Asynchronous activities (Reading A-Z, IXL, Mystery Science, etc.)

PM Schedule

2 hours of independent work	Asynchronous activities (Reading A-Z, IXL, Mystery Science, etc.)
12:45–3:00	MATH, READING, and WRITING teacher directed instruction Note: Content Area order (Reading/Writing/Math) may vary. <ul style="list-style-type: none"> • Google Meet- Mini-Lesson to demonstrate concepts. • Independent Practice/ Google Meet: Conferences/Small Group Instruction • Google Meet- Closure/Assessment of Learning

Sample First/Second Grade Schedule

8:35–9:20	MATH, READING, or WRITING Note: Content Area order (Reading/Writing/Math) may vary. <ul style="list-style-type: none"> • Google Meet- Mini-Lesson to demonstrate concepts. • Independent Practice/ Google Meet: Conferences/Small Group Instruction • Google Meet- Closure/Assessment of Learning
9:20–9:40	Student Break

9:40-10:10	MATH, READING, or WRITING
10:10-10:53	SPECIAL AREA (Music, Media, Art, World Language, or Physical Education)
10:53-11:13	Student Break
11:13-11:45	MATH, READING, or WRITING
11:45-12:45	LUNCH
12:45-1:30	MATH, READING, or WRITING
1:30-1:50	Student Break
1:50-3:00	Google Meet-Science/Social Studies to demonstrate concepts

Sample Third-Fifth Grade Schedule

8:35-9:35 9:40-10:40 10:45-11:45	MATH, READING, or WRITING Note: Content Area order (Reading/Writing/Math) may vary. <ul style="list-style-type: none"> ● Google Meet- Mini-Lesson to demonstrate concepts. ● Independent Practice/ Google Meet: Conferences/Small Group Instruction ● Google Meet- Closure/Assessment of Learning
11:45-12:45	LUNCH
1:00-1:30	Vocabulary Workshop
1:38-2:20	SPECIAL AREA (Music, Media, Art, World Language, Physical Education)
2:20-3:00	Google Meet-Science/Social Studies to demonstrate concepts

Google Meet is **required** for each period for attendance and educational purposes. Students must sign into the Google Meet within the first three minutes of class for periods 1-8.

HS/MS Full Day Virtual Schedule **Monday, Tuesday, Wednesday, Thursday & Friday**

Period 1: 7:55-8:35 am

Period 2: 8:38-9:18 am

Break 9:18-9:28 am

Period 3: 9:28-10:08 am

Period 4ab: 10:11-10:51 am

Break 10:51-11:01 am

Period 5: 11:01-11:41 am

Lunch 11:44-12:23 pm

Period 6: 12:26-1:06 pm

Period 7: 1:09-1:49 pm

Break 1:49-1:59 pm

Period 8: 1:59-2:39 pm