

Hasbrouck Heights Public Schools

County Code- 03

District Code- 2080

Emergency Virtual or Remote Instruction Plan for the 2024-2025 School Year

Board of Education Approved: 7/25/24

Link to website: <https://www.hhschools.org/domain/39>

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Introduction

Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs In April 2020, Governor Murphy signed A-3904 into law (P.L.2020, c.27, or “Chapter 27”), which, in part, requires each school district, charter school, renaissance school project, and Approved Private School for Students with Disabilities (APSSD), hereinafter referred to as Local Educational Agencies (LEAs), to submit a proposed program for emergency virtual or remote instruction (Plan) by July 31 annually to the New Jersey Department of Education (NJDOE). In July 2022, the NJDOE readopted N.J.A.C. 6A:32, School District Operations, with amendments and new rules which include updates to the components of the LEA’s Plan. This law provides for the continuity of instruction in the event of a public health-related district closure, by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.A.C. 6A:32-13.1 & 13.2. To assist LEAs in the submission of Plans, the NJDOE is issuing “Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs,” which includes a checklist to identify components that must be included in the Plan.

By July 31 annually, each Chief School Administrator must submit the LEA’s Plan for the next school year, approved by the district board of education or charter or renaissance school project board of trustees, and the completed checklist to the respective County Office of Education. As a reminder, an LEA must also post the Plan prominently on the LEA’s website. If you have any questions, please contact your County Office of Education.

Component 1- Equitable Access and Opportunity to Instruction

In the event we have to return to virtual or remote learning, we will provide all students and staff with free access to wifi. Hasbrouck Heights will address any ongoing digital divide issues (lack of internet access, network access and/or sufficient access) by providing students and families with devices and internet. Accessibility is a priority for all students, families and staff members.

The District implemented a 1:1 chromebook initiative several years ago. If virtual or remote learning is required, staff will utilize their laptops and students will utilize their chromebooks. Students in K-12 will utilize chromebooks for synchronous and asynchronous learning. Google Classroom is the district's Learning Management System (LMS). Google Classroom will be utilized as a platform for announcements, information, and assignments K-12. Students will also engage in a hybrid approach during virtual/remote learning. The district will continue to utilize online platforms like enVision, IXL, Learning A-Z, Brain Pop, etc. for instructional use. In addition, the district will continue to implement LinkIt benchmark assessments to assess students progress, intervention, growth, and student achievement.

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.

Component 2: Addressing Special Education 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 greatest 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.

IEP meetings are being held within timelines via Google Meet during virtual learning situations. Consent for virtual meetings is sent to families prior to meetings taking place. General education and special education teachers are participating in IEP meetings along with related service providers, when appropriate. Families of students with open evaluations received an email in March and informed that evaluations would be on hold until it is safe for in person evaluations to take place. For re-evaluations not signed prior to the closure, parents were informed that testing will be on hold until it is safe. The CST is maintaining a list of students who are due for re-evaluations or initial evaluations and, once we reopen, students will be evaluated, in priority order, starting with students aging out of PSD, ELL referrals, new referrals and reevaluations.

Component 3: Addressing Multilingual Learners (MLL) Plan Needs

MLL students will continue to receive services to the greatest extent possible. The ESL program is aligned with state and federal requirements to meet the need of our MLLs. Our ESL teachers have worked with MLL students utilizing technology and would continue to do so in the case of virtual or remote learning. The ESL program offers alternate methods of instruction that are differentiated, sheltered instruction, and UDL. The use of these best instructional platforms with online tools will ensure MLLs access the same standard of education as their non-MLL peers.

Communication with Parents

The district website and education applications have 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 MLL students.

Professional Development

The Hasbrouck Heights School District continues to provide all staff with professional development opportunities. Some of these opportunities involve TESOL Sheltered instruction, culturally responsive teaching, socio-emotional learning, and trauma informed teaching for students affected by forced migration from their home country.

Component 4: Attendance Plan

Attendance Policy

The district attendance policy will still be applicable. During virtual or remote learning, student attendance is tracked by their attendance on virtual synchronous classes in grades K-12.

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 Department in grades 6-12.

Component 5: Safe Delivery of Meal Plans

In the event the district transitions to remote learning, we will continue serving meals to our student body, especially our eligible students. 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.

Component 6: 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.

Component 7: Other Considerations

Accelerated Learning Opportunities

The district will provide summer enrichment 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.

Virtual and Remote Instruction Program

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 instructional services and instructional supplies to accelerate learning and close learning gaps.

21st Century Community Learning Center Programs

The district will continue to provide 21st century education to all students to prepare them for college, career and beyond.

Credit recovery

The district will work with students to provide additional support and time for students to complete coursework and graduation requirements.

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.

Component 8: Essential Employees

Superintendent

Business Administrator

Director of Special Services

Director of Curriculum

Director of Guidance

Director of Athletics

Director of Buildings and Grounds

Supervisor of Instruction and Programming

Principals

Vice Principals

Maintenance Staff

Technology Staff

Virtual and Remote Instruction Program

Maintenance and Custodial Staff

Transportation

Support Staff: Executive Assistants

Teaching Staff

Paraprofessionals

CST Members

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)

Virtual and Remote Instruction Program

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

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

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.