



Virtual or Remote Instruction Plan for  
the Hasbrouck Heights Public Schools

County Code - 03

District Code - 2080

District Name - Hasbrouck Heights

Date Submitted - May 22 2020

Revised and Submitted on - July 28, 2023



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**Component 1 - Equitable Access to Instruction**

*Does the plan include equitable access to instruction for all students?*

Yes, all grade levels are engaged in virtual learning through Google Classroom. In the event of remote learning, K-5 students will begin to engage in ScreenCastify lessons in which the teacher instructs over a Google slide or other presentation. They will then follow up with live class meetings. In grades 6-12, students will engage in Google Classroom with instruction mirroring normal instruction, as they follow a minimum day schedule. All students, including all subgroups, have access to virtual instruction. Modifications as well as supplemental support are provided for students with I&RS plans, 504's, students identified as ELLs, and students considered at risk. Special education students' accommodations and modifications continue to be implemented. All teachers will continue to differentiate instruction/assignments, as outlined in the district curriculum.

Teachers are utilizing formative assessment on a daily basis to assess their instruction as well as student progress with NJSLS. Formative assessment is also being utilized to identify struggling students. Additionally, teachers are in regular contact with student guidance counselors to update them on student performance. Specifically struggling students. I&RS committees at all grade levels are in place and functional.

*Does the plan include an overall demographic profile for your district, including students count's for state funded pre-school (non in district), homelessness, low socioeconomic(LSE), Students with Disabilities(SD), and English Language Learners(ELL)?*

The district does not have a state funded preschool. However, we have developed plans for preschool disabled classes and homeless students. All differentiation for LSE, SO, and ELLs will continue, as identified in the district curriculum. Additionally, all accommodations and modifications for students will continue. Please see the special education section included in this plan for related services and services for ELLs.

*Does the plan ensure that all students, with their varied and age-appropriate needs, are addressed through the plan?*

All teachers will follow all differentiation, accommodations, and modifications, as outlined in the regular curriculum. Developmentally appropriate assignments and assessments have been implemented taking into consideration the needs of students academically and emotionally during this closure.

*Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan served by one or more online platforms.*

Yes, all grade levels are engaged in virtual learning through the use of Google Classroom. In the event of remote learning, students in grades K-5 engage in teacher created lessons using ScreenCastify which allows the teacher to instruct over a presentation such as a Google Slide. K-5 teachers then follow up with a live question and answer session using Google Meet to ensure students understand the skills being presented. In grades 6-12, students will engage in Google Classroom with instruction mirroring normal instruction as they follow a minimum day schedule. Grades 6-12 will utilize Voice Over instruction (ScreenCastify and Google Slides) with live instruction and/or feedback through Google Meets.

*\*Does the district's plan account for measuring and addressing any ongoing digital divides that exist, whether it be network access or lack of sufficient access to devices.*

Yes, the district has provided parents with access to free wifi through Optimum, if they needed such access. All students who requested and/or required a device were provided with a Chromebook. Our Technology Department continues to monitor students for any break/fix issues and provides additional Chromebooks, if needed.

Hasbrouck Heights Schools Demographic breakdown

Students in District	1687
Student with Disabilities	326
Total ELL	40
ELL Student with Disabilities	3
I&RS Total	29
Total 504	92
Economically Disadvantaged	251

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**Component 2 - Addressing Special Education Needs**

1 and 2. Students have had access to their teachers' Google classrooms. In, April 23, 2023 special education teachers began live teaching/meetings, as necessary. In collaborative classes, the special education teachers are checking in with students, modifying assignments and meeting with small groups, as necessary, to provide clarification and additional support. Hasbrouck Heights has also partnered with Learning Ally, and all special education teachers and reading specialists have been granted access to allow their students to use audio books.

Our PSD classrooms teachers are sending home weekly schedules with links to the music and activities they would use for morning meetings in the classroom. In addition to this, they are holding virtual meetings at least once a week with the whole class. During that time, the teacher and speech therapist work with students on their goals and objectives. The teacher and speech therapist meet in small groups with PSD students an additional 2 to 3 times a week to address specific speech/language goals, and provide small group instruction.

On April 1, 2020 all related services have moved to a virtual platform. As of July 1, 2023, all related services are in-person. Providers have created classrooms with reinforcement activities to be completed between sessions. During virtual learning, they reach out to families once a week to schedule virtual sessions, as prescribed in IEPs, to work with students. Therapists send reminders and are working with CST and classroom teachers to get maximum participation from students. In addition, students with BCBA services in their IEPs are having family support provided by the BCBA. Students who utilize behavior charts or token boards had replicas dropped off at their homes.

3. Case managers are in constant communication with teachers. When students aren't engaged in Google classroom, they are reaching out to families to check in. CST is also working with teachers to make virtual accommodations and modifications to help students achieve success. Related services are charting, on a weekly basis, the students who engaged or declined virtual sessions. The Director of Special Services is meeting with CST and Speech teachers weekly to provide the CST with

updated information pertaining to the closure as well as to assess progress at every level. In addition to these meetings, the Director of Special Services is also meeting regularly with the clinician from Care Plus for updates on students who are utilizing this service and their progress.

Case managers are utilizing Google Meet and Google Voice, in addition to emails to correspond with families. In addition, the Director of Special Services has sent out multiple emails to families since the closure to update them on changes in special education.

4. 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.

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**Component 3 - Addressing ELL and Bilingual Needs**

Detail how remote instruction meets the needs of English Language Learners (ELL) and Students with Disabilities to the greatest extent possible, including the provision of related services.

- In grades K-12, the ESL instructors have set up Google Classrooms and deliver ESL instruction to ELLs each day. All correspondence has been translated to assist families during the school closure. Also, guidance counselors and ESL instructors have reached out to families to provide assistance in learning, technology, and overall social and emotional well-being. We are confident that our ELLs have, and continue to have, consistency in instruction and support.
- English Language Learners  
Describe the provision of ESL and bilingual education to meet the need of ELLs.
- ESL instruction has continued on a daily basis for all ELLs in grades K-12 during the Health-Related School Closure. Through the use of Google Classroom, ESL instructors have been able to seamlessly transition to online instruction
- Describe how the district communicates with ELL families, including the translation of materials and instructions.
- All district correspondence has been translated for families of ELLs.
- ELL families have also been provided with resources such as Best Practices for Serving ELLs and their Families During the Pandemic Parts I and II from the NJDOE.
- Materials are provided in the student's native language, when available.
- ESL instructors have joined the general education/content area Google classrooms to provide modifications and accommodations to assignments as well as to support students in understanding content



Describe how the district uses alternate methods of instruction, differentiations, access to technology, and strategies to troubleshoot ELL access challenges.

- The district has provided ELLs with wifi, if needed. We have also provided our students with Chromebooks to ensure that they have a device during the school closure.
- ESL instructors have included the use of online learning programs to assist in differentiating learning for students including, but not limited to, EPIC, Learning Ally, Reading A to Z, IXL, Khan Academy, etc. Professional development has been provided remotely in the use of these programs as well as in the Teacher Resources for Remote Learning provided by the NJDOE.
- <https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml>
- Our technology department has assisted with technology needs during the school closure and has ensured that ELLs have all the necessary materials/devices to be successful.

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**Component 4 - Safe Delivery of Meals Plan**

Maschio's Food Company

Agreement# 00302080

Date Meal Distribution will Begin: In the event of a school closure

Date Meal Distribution will End: At the conclusion of the school closure School/Site where distribution of meals will take place: Middle School entrance

We are not eligible for reimbursement

Please outline the SFA's method for meal distribution:

Grab-and-Go Meal content: Bagels w/ cream cheese, yogurt, and a drink

Meal counting and claiming procedure: PaySchools POS system

How are food safety requirements being followed:

Following school safety plan:

- They wear masks and gloves

- Parents are spaced 6 feet apart

- Food is not touched - Food is delivered packaged

- Area of pick up is sanitized daily

- Sanitation sections throughout the process

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**Component 5 - Length of Virtual or Remote Instructions Day**

Building Principals/Vice-Principals will be in daily contact with teaching staff and continue to develop and assist in teacher lesson planning.

In the event of virtual or remote instruction, students in grade 6-12 will be following their regular course of instruction through Google classroom.

**MS/HS SINGLE SESSION DAY SCHEDULE**

PERIOD 1 - 7:55-8:33 AM  
PERIOD 2 - 8:36-9:06 AM  
PERIOD 3 - 9:09-9:39 AM  
PERIOD 4-9:42-10:12 AM  
PERIOD 5- 10:15-10:45 AM  
PERIOD 6- 10:48-11:18 AM  
PERIOD 7-11:21-11:51 AM  
PERIOD 8-11:54-12:24 PM

Students in grades K-5 will be implementing the Study Island program . If closure is longer than two weeks transition to Google Classroom. All K-5 students have transitioned to Google Classroom

**ELEMENTARY SINGLE SESSION DAY SCHEDULE**

8:25 am - 12:35 pm

Teachers are required to engage in Google Classroom 2-hours per day and students are provided with 2-hours of work daily. Students are allowed to complete the work at any time on that day. This accounts for parents that are working and cannot work with their child until the evening.

**Elementary Schedule**

All elementary school teachers have created a Google Classroom as their virtual learning platform. In all grade bands, students are provided standard based instruction with materials differentiated based on independent levels. Various programs such as Reading A-Z (for K-2 band) and Epic (all grade level bands) allow teachers to provide assignments based on individual reading levels to monitor progress. Book choice is differentiated and comprehension questions are based on individual levels to allow for learning

progression. All special area teachers, including Gifted and Talented, Basic Skills, Reading Intervention (to further support I&RS students), physical education, art, media, and music provide instruction via Google Classroom. The use of Google Classroom allows teachers to provide timely feedback to keep students engaged in the learning process. In the third-fifth grade level band, programs such as IXL for Math are utilized and progress is monitored in each standard. Additionally, teachers are providing live Google Meet sessions as well as using various programs (ScreenCastify, Loom) to demonstrate instruction in a video format.

## **Middle School**

The Junior Aviators are learning in a variety of ways. Each day, the students attend all their classes in a single session schedule. The students are responsible for answering a "Do Now" question to check attendance. Next, the teacher begins their lesson. Teachers are using many different methods, recordings, Google Meets, ScreenCastify, Go Guardian, Edulastic, and the google classroom to help the students learn.

We are also incorporating projects in a few areas where students need to learn how to work in a group virtually. We are currently using our normal grading system with six assessments each marking period to keep the rigor up for the virtual classroom.

## **High School**

Each day, the students attend all their classes in a single session schedule. The students are responsible for answering a "Do Now" question to check attendance. Next, the teacher begins their lesson. Teachers are using many different methods, recordings, Google Meets, ScreenCastify, Go Guardian, and the google classroom to help the students learn. We are also incorporating projects in a few areas where students need to learn how to work in a group virtually. We are currently using our normal grading system with six assessments each marking period to keep the rigor of up for the virtual classroom.

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**Component 6 - Attendance Plan**

**Monitoring Staff Attendance**

In the event of remote or virtual learning, daily Attendance at the MS/HS: Staff will sign in to a Google attendance sheet daily. The attendance sheet will be monitored by the Administrative team and the Business Office. The students are responsible for answering a "Do Now" question to check attendance.

Daily Attendance at the Elementary Schools: Staff sign in to a Google sheet. Students submit work by the end of each day. This is used to track student attendance.

Follow-Up: If a student at any grade level misses a day or course, the school secretary or administrator(s) follow up with the child and their family.

Absence: All absences will be recorded by the Business Office.

Personal/Sick/Bereavement Days: Will be recorded by the Business Office and all notification requirements will remain in place per District policy.

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**Component 7 - Facilities Plan**

All maintenance and custodial staff:

- These staff members will be asked to report to work on a modified schedule
- They will be cleaning classrooms, performing building checks, and prepping outside fields.
- Boiler logs will be required
- Disinfecting school building - weekly
- Will assist in the food distribution for Free lunch recipients

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**Component 8 - Summer Programming**

**ESY**

Hasbrouck Heights ESY program will run from July 6 July 28, 2023 from 8:30 12:30 every day. In the event of remote learning, teachers are being asked to spend a minimum of one hour a day in Google meet. It is anticipated for the younger students that this hour will be broken up in smaller meets throughout the day starting with the morning meeting, and then moving to check ins throughout the day. Attendance will be taken during the morning meeting and sent to the Director of Special Services.

Related services will be provided virtually as prescribed in student IEPs, the BCBA will continue to provide teacher and parent support via google meet.

There will be an overarching theme this summer to help guide activities. Based on state guidelines at the end of the program a culminating drive through experience maybe provided to display student work through the ESY program.

**Assess Academic Loss**

Assessing academic loss, prior to closure, 3rd marking period progress reports had been completed for academics. In addition, related services providers had documented session progress to that point. A checklist has been prepared and will be shared with CST, teachers and related service providers to document progress made during the closure. All of this data will be used to determine loss during the closure.

**Summer Programming Plan Component 8**

- o 21st Century No
- Assessment for Credit loss: We will use CARES Act monies to provide opportunities for credit recovery during the summer if needed.

- Assessments of learning loss and an initial plan for potentially addressing learning loss: At this time there is no plan to formally assess learning loss, however we are having meetings with teachers to address areas in which remediation for the 2020 2021 school year will need to be completed. We will assess students at the beginning of the school year to assess individual learning levels. Curriculum adjustments will be made over the summer months to accommodate learning loss. Formative assessments are being administered daily to assess student learning and progress in NJSLs. When students return in Sept. we will administer a LinkIt assessment to assess learning needs of students. We plan to utilize CARES Act funds to provide academic assistance for students that have fallen behind during the pandemic
- STEM or other programs using reallocated grant fund: No
- Title 1 extended learning programs: We do not provide summer programming. We may revise the Title 1 eligibility criteria to capture students who may have regressed during the pandemic.

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**Component 9 - Board  
Approval**

The plan was approved at the July 27, 2023 Board Meeting.

**Component 10 - Is the Plan Posted on District  
Website**

The plan was posted on the district website on July 28, 2023

[www.hhschools  
.org](http://www.hhschools.org)



EXTRACT OF THE MINUTES OF A MEETING  
OF THE BOARD OF EDUCATION OF  
THE BOROUGH OF HASBROUCK HEIGHTS  
COUNTY OF BERGEN, NEW JERSEY  
AS RECORDED IN THE OFFICIAL MINUTE BOOK

The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, New Jersey, convened in Regular Session on July 27, 2023 @ 7:30 p.m.

E07-20-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Updated Virtual or Remote Instructional Plan

STATE OF NEW JERSEY- COUNTY OF BERGEN

I, Robert Brown, Board Secretary of the Borough of Hasbrouck Heights Board of Education in the County of Bergen, State of New Jersey, hereby, certify that the foregoing extract from the minutes of the meeting of the Board of Education of said district duly called and held on July 27, 2023, has been compared by me with the original minutes as officially recorded in my Office in the Minute Book of said Borough of Hasbrouck Heights Board of Education, and is a true, complete copy thereof and of the whole of said original minutes so far as the same relate to the subject matter referred to in said extract. In witness I have hereunto set my hand and affixed the corporate seal of Said Board of Education this 27th day of July, 2023.

Board Secretary

## **Component 11 - List of Essential Employees**

Superintendent  
Building Principals and Vice-Principals  
Building Secretaries Director of Special  
Services Director of Curriculum  
Supervisor of Instruction and Program  
Supervisor of Guidance  
Business Administrator and Business Office Staff  
Secretary to the Superintendent Supervisor of Building  
and Grounds Technology Dept.  
Custodial Staff  
Buildings and Grounds Staff  
Security Officers  
Athletic Director  
Teachers are essential, but not on school grounds