

**South Hackensack School District
Memorial School
03-4870**



**Emergency Virtual or Remote Instruction Plan for
the 2023-2024 School Year**

In compliance with the New Jersey Department of Education and pursuant to N.J.S.A. 18:A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2 as well as Governor Murphy's Executive order P.L.2020, c.27, the South Hackensack Public School District has developed its Emergency Virtual or Remote Instruction Plan. The plan outlines how virtual or remote instruction will be provided to students in the event of declared emergencies resulting in a district closure. This plan would be implemented during a district closure, emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

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Equitable Access and Opportunity to Instruction

In the event we have to return to virtual or remote learning, the South Hackensack School District will provide all students and staff equitable access and opportunity to instruction. All students are provided with a district device (Chromebook (K to 8) or Kindle (PreK)) to be able to access their teacher(s) and the curriculum.

- The staff will follow a full-day schedule for Remote Learning Instruction. Zoom/Google Meet and Google Classroom will be the official tools for delivering virtual and remote instruction.
- All teachers in the South Hackensack School District will work their regularly scheduled time whether in-person or remote. We will follow the regular full day and early dismissal schedules (i.e. the same in-person schedules as indicated on the approved district school calendar).
- All schedules in the elementary school level include lunch and recess (see schedule below). We will have a 60 minute lunch period for lunch/recess.
- Pre-K through 8th grade scheduled times will mirror each other, so as not to interfere with synchronous specials area instruction as well as pull out programs such as ESL, Gifted and Talented, and Basic Skills Instruction.

Please see below for Elementary and Middle School breakdown.

Period/Time	Elementary: PreK-5
Per. 1: 8:30-9:10am	<ul style="list-style-type: none"> • Morning Meeting/Introduction of the day's schedule • MATH, READING, PHONICS, and WRITING teacher directed instruction <ul style="list-style-type: none"> ○ Note: Content Areas other than (Reading, Phonics, Writing, Math) may vary. • Direct Instruction Platform: Zoom/Google Meet <ul style="list-style-type: none"> • PreK-2nd Grade: Seesaw; 3rd-5th: Google Classroom
Per. 2: 9:10-9:50am	
9:50-10:00am (Break)	
Per. 3: 10:00-10:40am	
Per. 4: 10:40-11:20am	
11:20-12:20pm	LUNCH
Per. 5: 12:20-1:00pm	<ul style="list-style-type: none"> • Synchronous SPECIAL AREAS instruction (Music, STEAM, Art, World Language, or Physical Education); times vary according to schedule • Asynchronous Activities may include (Reading A-Z, IXL, Lexia, Mystery Science, etc.)
Per. 6: 1:00-1:40pm	
1:40-1:50pm (Break)	
Per. 7: 1:50-2:30pm	

Per. 8: 2:30-3:10pm	<ul style="list-style-type: none"> • Afternoon Meeting - Closure of the day's schedule
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- Zoom/Google Meet is **required for each period for attendance and educational purposes**. Students must sign into the Zoom within the first three minutes of class for periods 1-8.

Period/Time	Middle School (Grades 6-8)
Per. 1: 8:30-9:10am	<ul style="list-style-type: none"> • Homeroom Attendance and Check in conjunction with first period class. • All content areas and special areas instructional lessons are synchronous, consisting of mini lessons, independent work sessions, and posted formative and/or summative assessment.
Per. 2: 9:10-9:50am	
9:50-10:00am (Break)	
Per. 3: 10:00-10:40am	
Per. 4: 10:40-11:20am	
11:20-12:20pm	LUNCH
Per. 5: 12:20-1:00pm	<ul style="list-style-type: none"> • Synchronous SPECIAL AREAS instruction (Music, STEAM, Art, World Language, or Physical Education); times vary according to schedule. • Independent work activities may include (IXL, Lexia) to be used in conjunction with small group instruction through break-out rooms.
Per. 6: 1:00-1:40pm	
1:40-1:50pm (Break)	
Per. 7: 1:50-2:30pm	
Per. 8: 2:30-3:10pm	

1. Lesson plans will be submitted as normal in Google Drive. The plans are reviewed and approved by the immediate supervisor/administrator.
2. Teachers will follow the curriculum pacing guides for each content area, offering elementary students instruction that emphasizes support of the learning they have acquired while also carefully introducing new topics.
3. Teachers will monitor student progress through live, synchronous instruction via Zoom and/or Google Meet; through assignments/pictures submitted through Google Classroom; and by live interaction with students' writing in Google Docs.
4. Teachers will offer extra help in Zoom and/or Google Meet or by remaining in Zoom and/or Google Meet class meetings to answer questions from students and parents after class ends or when it is most convenient
5. Lessons will be conducted in the following content areas/subjects:
 - a. Reading

- b. Writing
 - c. Phonics (PreK-2)
 - d. Mathematics
 - e. Science
 - f. Social Studies
 - g. Special Areas: (Media Center/Library, Physical Education, Art, Music, World Language, STEAM)
6. Students will bring home materials: Math workbooks, Reading/Writing workbooks, writing journals, etc.
7. The classroom community for Grades PreK-2 will make use of Seesaw for the following reasons:
 - a. View student work
 - b. Pictures
 - c. Drawings
 - d. Record videos
 - e. Student portfolios
 - f. Assessments
 - g. Parent/teacher communication
8. The classroom community for Grades 3-8 will make use of Google Classroom for the following reasons:
 - a. Google Slides - Interactive Presentation
 - b. Collaborative project/research based assignments
 - c. Classroom videos
 - d. Google Forms - Assessments
 - e. Articles/Worksheets
 - f. Zoom and/or Google Meet
9. Web-Based Applications (Skill based; Accountability-time spent on programs/data; Individualized instruction).
 - a. Reading A to Z
 - b. RAZZ Kids
 - c. SplashLearn
 - d. Lexia Core5
 - e. Lexia Powerup
 - f. IXL (ELA, Math, Science)
 - g. BrainPop; BrainPop Jr.
10. Assignments and small group instruction will continue to be differentiated and aligned with core standards and individual learning goals. Data will be collected through live whole or small groups as well as individual instruction, and used to target areas of individual student needs. Students are encouraged to participate in their learning in a variety of ways, and teachers should provide materials and assignments to meet different learning styles and achievement levels. Students in this band are encouraged to demonstrate their understanding and mastery of skills and standards through assignments that offer more choice. South

Hackensack will continuously measure student growth and learning through the following:

- a. Formative Assessments (lesson tickets, conversation, student generated feedback)
- b. Summative Assessments
- c. Benchmark Assessments (LinkIt!, DRA)
- d. Digital Portfolios
- e. Continued implementation of MTSS and I&RS services

11. Assignments and learning expectations are being differentiated to meet the needs of all students, and to provide opportunities to practice higher-level, 21st Century skills.

Teachers will take into consideration the content, process of delivery, and the types of products students create when differentiating their lessons, units, and activities.

Additionally, care will be taken to ensure that student learning styles are addressed in the types of activities offered.

- a. Additionally, teachers will consider the needs of their individual students by providing auditory support such as reading a text for providing audio files of a text being read so that students can follow along. Texts should be presented at different levels of difficulty, and graphic organizers, images, charts, or other visual supports should be available when applicable to ensure that content is digested.
- b. Process - Students in a virtual learning situation may need to process their content differently than they do in a physical classroom. Teachers will address those needs by providing assignments that address needs through (but not limited to) activity choice boards, collaborative project-based assignments, asking students to demonstrate understanding in written or video form, participation in virtual learning sessions, choice participation in group discussions, debates, creation of music or poetry. Additionally, promotion of student-centered learning through data-identified targets to create small groups provides teachers with the ability to target areas of weakness or exception such as with gifted and talented students.
- c. Assessment - Teachers are expected to create, present, and utilize differentiated rubrics to score student work and provide authentic feedback on student products. Additionally, exemplars should be provided for all difficulty levels. They will gather formative and summative data in order to provide the most tailored differentiation possible and embed results in their instructional planning and design.

12. In the event we have to return to virtual or remote learning, the South Hackensack School District will provide all students and staff with free access to WiFi. The District implemented a 1:1 initiative several years ago. At the beginning of the 22-23 school year, all of our staff have new laptops and all students have new chromebooks (Grades K-8) or Kindle tablets (PreK). If virtual or remote learning is required, our staff will utilize their laptops and students will

utilize their school issued device.

13. Our Technology Coordinator continues to operate when the district is engaged in virtual or remote learning and addresses any technology issues for students and faculty/staff.

- a. Support (fill out [Google Form](#))
- b. Scheduling a virtual or in-person support is by appointment only.

Addressing Special Education Needs

1. All students with disabilities will receive instruction that is aligned to their Individualized Education Plan (IEP). Assignments are modified according to a student's IEP as would have been in a live classroom setting. Teachers follow the goals and objectives outlined in the IEPs. For collaborative classes, the co-teachers plan, grade, and monitor co-teaching classes together.
2. All IEP meetings will continue via Zoom and/or Google Meet.
3. In the event that a student is not able to participate via a virtual platform, a meeting will be held to discuss solutions on an individual basis with the CST and related service providers.
4. The CST will keep track of any testing. Background information for all evaluations will be gathered, and the testing will continue in the event of an emergency closure. In the event that testing is not possible the district will convene an IEP team to decide the best available resources.
5. We plan to contact the out-of-district schools via e-mail in order to coordinate the continuation of IEP meetings.
6. We will document all meetings, provide related services, and meet daily as a team via Zoom and/or Google Meet with the Supervisor of the Child Study Team and the case managers to discuss any issues such as services missed for all of our students.
7. For primary grade students, parents will assist in logging on through Zoom/Google Classroom and receive activities for the day that include reading, writing, phonics, math, etc. These activities will be modified accordingly, based on the individual education plan for the student. All students will have assignments every day through Seesaw/Google Classroom.
8. Depending on the grade level of the special education students, a variety of learning interventions will be utilized during this virtual environment for our students.
 - a. Primary:
 - i. Zoom and/or Google Meet lessons will be utilized to reteach lessons and address IEP goals.
 - ii. Modifications will be implemented to students with IEPs, such as extended time to finish activities.
 - iii. Teachers will utilize classroom aides to help reteach a lesson to a group for students who may need extra help.
 - iv. Student progress will be assessed by virtual Zoom and/or Google Meet classes, with parent assistance submitting work. There may also be small group assessments.

- b. Elementary/Middle School:
 - i. Special Education teachers will use Zoom and/or Google Meet for whole class instruction.
 - ii. Special education teachers will make themselves available to students for extra help on a daily basis and they also create small group and individual zoom meetings daily to work on individual IEP goals. This is especially helpful when students are having difficulty reaching their goal in the whole class zoom meeting.
 - iii. Special Education Teachers will track progress and use modifications based on student output. Some examples include: reading text aloud, by either creating a video and reading for the student to listen to or send an audio version of the required texts.
 - iv. Middle School: Special Education Teachers will use a variety of techniques to help deliver modifications at this level. If an IEP calls for frequent redirection and prompting, then prompting and reminders will be provided through messages to students through private messaging during Zoom and/or Google Meet and during instruction. If a student requires extended time, it will be extended to receive full credit for class work.
 - v. Progress on goals will be monitored and reported quarterly on report cards.
9. Related Services:
- a. All related services will be implemented via a virtual platform unless specified otherwise in a student's IEP. The related service providers will continue to track services, and keep teachers updated on student progress.
 - b. Students will attend small group or individual speech and language therapy, Occupational Therapy, and/or Physical Therapy through Zoom and/or Google meet to address IEP goals.
 - c. The service providers will contact the parents and students to set up times that will work for both parties to provide services.
 - d. The service providers will be available to meet with parents/students via Zoom and/or Google Meet as necessary.
 - e. Any behavior interventions and strategies will be recommended on a case-by-case basis to help support students and their parents during school closures. Parent training and guidance on how to implement these strategies will be provided when necessary.
 - f. Case managers will join in during classroom meetings and will also attend the small group Zoom and/or Google Meet meetings to confirm that accommodations and modifications are meeting student needs.
 - g. Case managers will check in with all of their students and keep a Google Doc log that keeps track of phone calls, emails, and IEP Zoom and/or Google Meet meetings.
 - h. Case managers will also communicate with parents to ensure they have all the necessary information from virtual learning to other pertinent information regarding their student.
 - i. All related services set forth in students' IEPs, including nursing services, will be delivered electronically, virtually and remotely.

Addressing English Language Learners (ELL) Plan Needs

1. English Language Learners will continue their learning with daily Zoom and/or Google Meet lessons from certified ESL teachers.
2. Teachers will be synchronous with ESL students and interact with their writing through Google docs.
3. ESL teachers are fluent in Spanish and the teachers will use Google translate when/if needed.
4. South Hackensack will communicate with families of our ELL students through information and correspondence that is translated into their native language.
5. We are following the State's mandate regarding our English Language Learners. A home language survey is provided to families of new registrants to the district. The survey is translated. When possible, interviews may be conducted in the native language to obtain information from parents and guardians. Past school records of students are reviewed, and if applicable the student will be assigned an "informal" designation of ELL. Upon returning to school, students will be officially screened, and placed in our ELL program.
6. The ESL Coordinator and ESL teachers will be available to parents and families for assistance and consultation through Zoom and/or Google Meet. Times will be arranged mutually by the teacher and parents.
7. All South Hackensack teaching staff members are trained in the Sheltered Instruction and its teaching strategies to assist our ESL students within the general education setting. Teachers will differentiate assignments for students of various language proficiency levels using the most recent WIDA ACCESS for ELLs scores.
8. All ESL students will have access to their Chromebooks and technology resources provided by the district and directed by the ESL teachers.
9. In conjunction with the ESL Coordinator, the district will continue to provide staff with support implementing culturally responsive teaching strategies in all content areas. Our social worker and school psychologist will continue to support the entire school community with social-emotional learning and trauma-informed teaching for students affected by forced migration from their home country. Our school nurse will continue to support with health guidance. The district also has a partnership with CarePlus and Bergen's Promise to continually support the entire school community.

Attendance Plan

1. South Hackensack Attendance Policy 5200 will continue to be followed and enforced.
2. Attendance is recorded in Genesis daily.
3. Students are expected to attend class every day and follow the schedule assigned to them.
4. Parents should email the homeroom teacher if their child is not participating for the day. If a student is absent or has not joined a class, the parent will be contacted, either by email or phone.
5. Administration and our social worker will monitor attendance to ensure student contact.
6. The attendance team will run daily reports and follow policy procedures regarding attendance.
7. Wellness checks by the South Hackensack PD may be requested when students are absent and there is difficulty getting in contact with a parent/guardian.

Safe Distribution of Meals

1. During emergency virtual or remote instruction, the district will distribute breakfast and lunch from 9:00 a.m. to 11:00 a.m. at South Hackensack Memorial School on Mondays, Wednesdays, and Fridays, giving those the opportunity to pick up meals in advance.
2. Meals are provided to all students enrolled in the South Hackensack School District, regardless of their parents'/guardians eligibility status. Families may pick up meals on a "Grab & Go" basis. An email will go out to the parents of all our students to remind them to pick up their meals.
 - a. Delivery of meals for special circumstances will be provided.
 - b. Meal distribution will continue until students return to in-person instruction.
3. Tables will be set up in an outdoor area, when weather is permissible, so that parents/families/students can pick up their meals. When weather is not permissible, tables will be set up indoors using our cafeteria doors.
4. Meal counting will be kept using a tally sheet for all meals served.

Facilities Plan

1. Custodians continue to sanitize all buildings to ensure the safety of essential staff who are working in the offices and schools.

2. Cleaning Procedures:
 - a. Bathrooms: Clean and disinfect walls, toilets, sinks, etc.
 - b. Hallway cleaning and dusting of window ledges, walls, etc..
 - c. Thoroughly sweep and mop floors in ALL classrooms and mechanical rooms.
 - d. Dust ALL corners, light fixtures and other areas.
 - e. Spot clean and wash walls in classrooms.
 - f. Thoroughly clean all desks, chairs and furniture.
 - g. Thoroughly clean all glass windows on doors, door knobs and surrounding areas including outside of door frames.
 - h. Clean all air vents, fans, shades, whiteboards, clocks, etc.
 - i. Re-apply floor wax finish to worn down floors.

3. Head Custodian will :
 - a. Work on completing open permits and projects.
 - b. Continue daily maintenance and work orders.
 - c. Provide daily reports to Administration/Administrative Assistant to the CSA.

Other Considerations

1. Accelerated Learning Opportunities
 - a. The district offers a variety of accelerated learning opportunities, including school based tutorial programs for students with the most significant learning loss, enrichment after school programs in the Arts (Cultural Arts Club and STEAM (Robotics Club). In the event of remote learning, many of these activities can be moved to virtual offerings, as was done in past years.
 - b. Students identified as Gifted and Talented by the South Hackensack benchmarking and rubric-based evaluation system, will continue to receive G&T services, instruction, and support virtually.
2. Social and Emotional Health of Staff and Students
 - a. The district social worker and school psychologist will continue to support the entire school community. Our district nurse will continue to support with health guidance. The district also has a partnership with CarePlus and Bergen's Promise to continually support the entire school community.
3. Title I Extended Opportunities
 - a. The district offers tutorial programs after school. This program would move to virtual offerings, and any materials needed would be offered to parents/families to pick up.
4. 21st Century Community Learning Center Programs
 - a. South Hackensack is not currently affiliated with a 21st Century Community Learning Center Program under the requirements of the Grant.
5. Credit Recovery - South Hackensack is a PreK-8 district only and sends to Hackensack High School.
6. Other extended learning opportunities
 - a. Extended learning opportunities such as Extended Curriculum or Summer Learning Program would be offered following previously stated protocols for instruction. Any materials that are physically required would be provided for pick-up.
7. Transportation
 - a. All transportation will be provided per district policy to off campus sites.
8. Extra-Curricular Programs

- a. Every attempt to continue extra curricular programs such as student interest-based clubs will be made. Where possible, students and their advisor can meet on Zoom or coordinate projects through Google Classroom and Seesaw. Any materials that are physically required would be provided for pick-up.

9. Childcare

- a. The district has a relationship and agreement with an outside agency as well as with our contracted Preschool providers to provide childcare for parents. Parents and guardians make arrangements with the provider for these services.

10. Community Programming

- a. Our district has established relationships with the Center for Food Action Food Pantry in Hackensack to provide food and other resources to support families.

Essential Employees

The following staff members are critical to the operation of the district during a school closing and may be required to work from the school's Main Office (Central Office) or other location, as needed. These essential staff members are working full-time. If needed, all staff will work from an off-site location, which may include a staff member's home if deemed necessary by the Health Department. Access to buildings will be limited to essential personnel only with all other swipe access cards deactivated. Any other staff that may need to enter a building must obtain prior authorization from the building administrator.

Name	Title	Responsibilities	Department	Contact
Jason Chirichella	Superintendent/ Principal	Oversee all district operations	Administration	jchirichella@shmemorial.org
Robert Brown	Interim Business Administrator	Oversees the financial operations of the district	Administration	brownrob@hhschools.org
JoAnne Zahn	Vice Principal	Oversees Curriculum & Instruction, Remote Learning, District Policy	Administration	jzahn@smemorial.org
Stephanie Kropp	Administrative Assistant to Superintendent/ Principal	Oversees all secretarial and confidential work as assigned by the Superintendent	Administrative Assistant	skropp@shmemorial.org
Lynne Crawford	Interim Director of Special Services	Oversees Special Services and the Child Study Team	Administration	lcrawford@shmemorial.org
Kathy Khoury	Assistant to the BA	Assists with the financial operations of the district	Administration	khourykat@hhschools.org
Silvio Marini	Head Custodian	Oversees all facility operations; Manages the cleaning and sanitizing of all building property.	Custodian	smarini@shmemorial.org

Elizabete Schaefer	Board Secretary/Assistant to Business Administrator	Carries out payroll procedures to ensure timely payment of Employees; Provide support to the business office	Secretarial	eschaefer@shmemorial.org
Tom Matty	Technology Coordinator	Oversees all technology and remote learning for the district, including the distribution of devices for all school students and staff; manages and updates the District Website	Coordinator	matty@hhschools.org
Ashley Velasquez	Head School Nurse	Oversee the Nursing operations and services for the district	Nurse	avelasquez@shmemorial.org
Custodians	Custodial Staff	Clean, sanitize, perform repairs, and general maintenance of the building	Custodian	
Food Service Worker	Food Service Staff	Prepare and distribute "Grab & Go" meals for students	Food Services	

BOARD APPROVAL: The South Hackensack Board of Education approved this plan on July 24, 2023

