



# Ho-Ho-Kus School District

## Emergency Virtual or Remote Instructional Plan 2021-2022

*Approved by the Ho-Ho-Kus Board of Education on October 19, 2021*

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## Introduction

The Ho-Ho-Kus School District services 575 students in its facility. The school system encompasses Pre-Kindergarten through Grade 8.

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

## Essential District Personnel

<b>Duties</b>	<b>Staff Member/Title</b>	<b>Contact Information</b>
Governance	Diane Mardy, Superintendent	dmardy@hohokus.org
Facilities/Budget	Mark Jacobus, Business Administrator	mjacobus@hohokus.org
Program	Ali Auteri, Director of Curriculum & Instruction	aauteri@hohokus.org

Special Services	Daniel Patino, Supervisor of Special Services	dpatino@hohokus.org
Technology	Dave Merchan, Technology Coordinator	dmerchan@hohokus.org
Staff management and parent communication	Martha Walsh, Principal	mwalsh@hohokus.org
Staff management and parent communication	Michael Padilla, Assistant Principal	mpadilla@hohokus.org
Health	Kate Cinquegrana, Certified School Nurse	kcinquegrana@hohokus.org

### District Health Committee Members

Name	Title
Diane Mardy	Superintendent
Martha Walsh	Principal
Michael Padilla	Assistant Principal
Ali Auteri	Director of Curriculum and Instruction
Daniel Patino	Supervisor of Special Services
Kate Cinquegrana	School Nurse
Tracy Materetsky	Registered Nurse
Leigh Kossick	Registered Nurse
Christopher Nicpon, MD	School Physician
Jen Lepori	Teacher
Margaret Jusinski	Teacher

Jannette DiPasquale	School Counselor
Tara Wong	Mental Health/Wellness Social Worker
Mary Ellen Nye	BOE President
Anthony Karoleski	BOE Member
Christiana Farkouh, MD	Parent/Physician
Stephanie Levasseur, MD	Parent/Physician
Daniel Osei, MD	Parent/Physician
Gina Behre	Health Officer/NWBRHC
Kirsteen Pinto	Public Health Nurse/NWBRHC

### Virtual or Remote Learning Instructional Plan

In the event of a mandated emergency closing, the following remote instruction schedules will be implemented. The district will ensure that every student participating in remote learning has access to the requisite educational technology and the provision of special education and related services. Full-time remote learning will adhere to the length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing the delivery of services to, and district expectations of, students participating in remote programs and their families.

The school day is as follows:

	Grades	Time
Middle School	5-8	8:15 AM - 3:00 PM
Elementary School	1-4	8:30 AM - 3:04 PM
Kindergarten	K	8:30 AM - 2:30 PM
Pre-K	PK	8:45 AM - 11:15 AM

During full time remote learning, students will have live streamed instruction following their usual schedule, as noted above. In Grades PreK-4, students take part in Specials (PE, Health, Music, Art, etc.) through asynchronous assignments that can be found on the district website.

Virtual Resources/Strategies/Presentations will be shared out via email and posted on the website.

## Technology Services & Access

The district provides Chromebook devices to every student in Grades 1 through 8. Kindergarten students will receive Chromebooks for use in school in December, 2021. All students in Grades 4-8 take their devices home daily. In the event that we abruptly need to transition to remote instruction, a system would be put in place to allow for students to take home/pick up their Chromebooks. Students are expected to use the school device in full compliance with the Acceptable Use Policy and proper care is taken when handling the device. The district completed a survey and all families have access to the internet. If this were not the case, arrangements would be made to arrange for access.

## Special Services

The district will continue to meet its obligation to support students who receive targeted accommodations or special education services, to the greatest extent possible.

- 504 meetings and/or revisions to 504 plans and health plans may be completed to make necessary revisions that align with the individual needs of students.
- Special education programs will service all students who qualify for the specified program. The duration of the program may be modified to match the duration of the general education programs.
- Related service providers will engage in teacher collaboration and deliver services as specified in the IEP.
- IEP modifications will be made individually for students based on their needs.
- Ongoing evaluations will continue; tests will be prioritized and testing protocols will be implemented to ensure safe testing environments for students and staff.
- Student progress on the goals and objectives noted in IEPs will continue to be assessed.

- As per student IEPs, paraprofessionals may be available to support students in breakout sessions within the Google Classroom, and provide organizational and behavioral support.
- Necessary parent meetings will be conducted via Google Meet.

### School Counselors

- Monitor student attendance and engagement
- Reach out to students regularly
- Follow up with families
- Provide strategy-based tools for students that can be worked on at home
- Maintain contact logs

### Nurses

- Track staff illness during closure and report to local health department
- Monitor any health-related issues through communication and engagement with the NJDOH, NWBRHC, CDC, and WHO
- Prepare and distribute supplementary health lessons for K-8 teachers focusing on any relevant health issues
- Assist community wide efforts to support families in need at this time

### School Lunch Program

The Ho-Ho-Kus School District does not participate in a mandated school lunch program. However, when there are cases of need, the Ho-Ho-Kus Angel Fund provides meals for families or gift cards for meals.