

Hillsdale Public Schools

School Health-Related Closure Preparedness Plan

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March 19, 2020(updated submission)

County: Bergen

District: Hillsdale Public Schools

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Plan and Guidelines for the HPS COVID-19 Online Home Instruction School Days

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Demographic Profile

Total Number of Students:-1,104

Low Socioeconomic (LSE) : 52

Students w. Disabilities - 226

English Language Learner (ELL) - 26

Essential Question - How does the Hillsdale Public Schools (HPS) create a meaningful and continuous home instruction for students during a written, declared public health emergency where we are told that schools must close, and have it still “count” under State requirements for the 180 day mandate? [[State guideline memo](#), March 5, 2020]

Proposed Solution - If HPS is closed by order of the NJDOH or local Public Health Officer via a written order, we will implement online home instruction, pending county educational office approval. HPS is looking for an experience where students can "work collaboratively in a safe and supportive learning environment that addresses individual students' needs" [[Hillsdale Public Schools Mission Statement](#)] and meets state guidelines.

Preparation - Instructional staff will prepare lessons and learning activities that will be communicated to students via the district’s learning management platform, which is the Google Suite of Applications for Education or via a homeroom teacher’s individual web page. These current platforms are currently utilized by students and/or familiar to parents and staff. The lessons and learning activities should be asynchronous (completed at the learner’s choice during the day). Each class should have a learning objective, an active engagement section and/or a reflection/collaboration component. Students should have the lesson available to them at or prior to 8:30 am each morning. Weekly goals, planning and projects are highly encouraged, but scaffolded for students into daily time management suggestions.

Accountability

- To ensure that students get credit for “attendance” in grades 2-8, as students log in and/or communicate with their teacher via a Google tool, the teacher will mark that

student “present” in Realtime. If the student does not make a digital connection with the teacher during class time the student shall be marked “absent”. Students that are not connecting digitally will be contacted via teacher/principal to parent communication for follow-up, troubleshooting or strategizing on the experience both present and future. To ensure credit in grades K-1 students will follow homeroom teacher guidance and independently or with the help of a parent/guardian to complete a Google Form identifying tasks completed and/or complete activities using Raz Kids and/or Lexia. Each of these online tools will allow teachers to monitor online learning and record attendance in our student information system, Realtime.

- Middle school students (5-8) will follow their normal 6-day schedule (Days A, B, C, D E, F). Elementary students (K-4) will utilize their normal Monday-Friday schedule. Both schools will utilize their minimum day/early dismissal schedules to provide guidance on school day length and class periods during the health-related school closure.
- Teachers will be available to communicate with students/parents throughout the day via video conference, email or online discussion during times when they would normally have class. [i.e.: If a teacher has a English class during Period 1, from 8:10am-8:45am, they will be available on the video conference] Additionally, it is reasonable to expect that if a student communicates with the teacher via email that the teacher would respond either during their regular class time or within a reasonable amount of time via email during the school day. The goal of the day is student-teacher interaction and peer-to-peer collaboration, as the vast majority of our staff so often do already.
- All lessons will be aligned with district-approved curriculum and New Jersey Student Learning Standards. All lessons will have a student learning objective and a means to check for student understanding of that objective and offer specific student feedback.

English Language Arts, Social Studies, Science, Math, World Language, Technology Instruction

Lessons will be run asynchronously. The lesson will need to have peer and/or teacher interaction. To keep the approach as manageable as possible for students, we will stick to tools that students and teachers are already proficient in. Teachers will not be permitted to simply assign a reading or a worksheet without interaction as the lesson for the day. Examples of tools that could be used for the lesson may include

- Collaborative writing in a **Google Doc** with teacher feedback.
- A threaded discussion **via Google Classroom**.
- Use **DocHub** to share and edit PDF's.
- Having a **Gmail** exchange between teacher and

student.

- View and reflect on a **TED-ed** video.
- Using **Screencastify** to provide students with a voice over as slides/lessons are presented.
- Have students engaged in a conversation with the teacher and/or each other using **Google Meet**.
- Having the teacher demonstrate a NJSL learning objective (i.e. experiment, solving a math problem) via video or YouTube and then have students have a reflective dialogue with the teacher and/or peers about their results in **Google Classroom**.
- Having the class access the teacher's **BlackBoard** district website where a procedure or concept is explained and tasks are listed for completion.
- Creating a **Google Form** with questions for students to assess or poll. (Videos and images can be added.)
- Sharing class notes using **Google Docs** based on a teacher presentation.

Special Education and Related Services for Students - Collaborative teachers will support classroom teachers with creating and sharing differentiated and scaffolded learning opportunities for students. The special education teacher will be available to support students with their work through online methods and provide feedback to students. Collaborative teachers will proactively reach out to students with IEPs in their class as they may have challenges related to this type of learning activity. Related service providers contracted by HPS will assemble at-home practice of tasks that reinforce the IEP goals and objectives.

Physical Education Classes - PE classes will shift to a focus on overall well-being while in a virtual day mode. Physical Education/Health teachers will take a grade level focus that is in the curriculum (K-8) and focus lessons on exercise, healthy diet, hygiene and self-care as well as lessons that complement the work they have already done with mindfulness, stress reduction, and mental health awareness. Students should also be encouraged to log physical activity/exercise at home if they are otherwise healthy as a supplemental activity.

Visual and Performing Arts - The focus of these classes should be individual performance and creation. Give students the opportunity to try something different and use the power of digital tools and collaboration to make this happen. Students can create and post performance videos of music, a visual work of art, or a meal cooked with a parent/guardian and share with their teacher for feedback. For example, performing arts teachers can have students use their available technology to collaborate and play/sing from their own homes.

Guidance and CST Members' expectations will be shared with their respective departments for ways to be productive and engage with students during this day. Counselors and CST members will document work-flow with their direct supervisor (principal or supervisor of special services) and establish available office hours for students and/or parents to communicate with them. Counselors and CST members will be responsible for staying in touch with students whom we know might find this type of learning a challenge. Additionally, counselors, where feasible can support the academic experience and interaction with staff.

Supervisors/Building Administrators - Should remain in communication with their teachers throughout the day and monitor instructional activities. They are available to remotely meet, troubleshoot issues and offer advice and suggestions.

Equitable Access - Students without WiFi access have been identified and will be provided with access to a shared network (i.e. Optimum) or provided non-digital materials to support continued learning. Additionally, HPS will also support students/families with a Chromebook to ensure equitable access.

School Nutrition - Maschio's, the district food service provider, will accommodate cold packaged grab-and-go lunches for ease of delivery and pick-up by parents and guardians.

SFA name: Hillsdale Public Schools

Agreement # 00302180

Date: Meal distribution will begin on Monday, March 16th, 2020 and continue until school resumes its normal operations or direction is given to suspend this service by a local, County, State or Federal authority.

Site: George G White Middle School

Times: 11:00 AM - 12:00 PM

Feeding Plan for Free/Reduced Lunch Students

- The parent and/or guardian of Free/Reduced lunch students will be contacted on 3/13/20 via Google Form and person-to-person phone to determine participation. Phone calls will be made in English and Spanish.

- Maschio's, the district food service provider, will supply three employees to prepare and distribute "grab-and-go" lunch for these families from George G. White Middle School between the hours of 11AM-12PM each day we are faced with a health related school closure. A table/distribution area will be set-up upon entrance to the building nearest the cafeteria doors. The HPS SLEO III officer will be present to offer security and safety to students/families as they approach the school and will assist with street crossing as needed.
- One meal(lunch) will be claimed for reimbursement per day
- All existing food safety protocols will remain in place by our provider, Maschio's.
- A roster of all eligible student names for all lunch meals picked up will be maintained.
- Follow-up communication regarding menu and/or service changes will continue throughout the closure period.

Essential Personnel/Services:

Business Administrator(1)/Payroll(1): Hillsdale's School Business administrator/BOE Secretary, in conjunction with the district payroll consultant will be responsible for keeping the payroll system operational. In cooperation with our Payroll Consultant, the Business Administrator will be able to maintain payroll procedures remotely as long as Internet service remains available to the District. The opportunity for elements of this role to be completed on-site may be required, therefore, limited access to the administrative offices will be permitted based upon the wellness of each individual.

School Facility Supervisor(3)/Building and Grounds(1): The HPS School Facility Supervisors and the Supervisor of Buildings and Grounds will be available and assigned to buildings within the Hillsdale Public School district during a health-related school closure. Works hours and days may be modified at the discretion of the Superintendent while considering the health and safety of each employee and the children that will enter the building at the conclusion of a health-related school closure.

Technology Coordinator (1): Our technology coordinator will remain engaged and active for the duration of a health-related school closure. This role remains essential to support our students, their hardware as well as the IT infrastructure of the District allowing instructional staff to offer online home instruction. The opportunity for elements of this role to be completed on-site may be required, therefore, limited access to the school buildings will be permitted based upon the individual's health and wellness.

Supervisor of Special Services(1): The Supervisor of Special Services will remain active and available to support the role of special education instructors, maintain workflow of Child Study Team members and monitor the services provided to our special needs population.

Supervisor of Curriculum, Instruction and Assessment(1): The Supervisor of Curriculum, Instruction and Assessment will remain active and available to support the role of all instructors and administrators. This individual may provide feedback and guidance to staff about the delivery of curriculum via remote/online methods and offer solutions to instructional challenges that may arise.

Chief School Administrator(1): The CSA will remain active and available to all personnel, local OEM and health professionals during health related school closure. Regular communication with staff, community and local officials will remain on-going and consistent to preserve the health and wellness of all associated with the Hillsdale Public Schools

Conclusion - The Hillsdale Public School District online home instruction will be successful. Although we are closing for a public health emergency as directed by the NJDOH or local health agency, our students and staff have experienced digital learning for several years and utilize these tools on a regular basis.

Submitted by:

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