

COVID-19 Continuity of Instruction & School Closure Plan
Updated March 19, 2020

INSTRUCTION CONTINGENCY PLAN FOR SCHOOL CLOSING DUE TO CORONAVIRUS

- Surveys of students' access to technology were conducted in preparation for planning. Additionally, teachers are reaching out to families in grades K-8 beginning on March 18th to determine who will need a district issued device, as we prepare for extended remote learning time.
- All instructional staff have created three (3) weeks worth of assignments for each content, which will be submitted by students when they return or real-time via Google classroom. Assignments are grade-appropriate and aligned to the NJSLs.
- Directions are parent/student friendly.
- Instruction was provided through both digital and paper-based options. Students who indicated they had devices and wifi were allowed to submit via Google Classroom in grades 4-8 and those who did not were provided paper options. Any packets that were not picked up or sent home with students were mailed home.
- Specialists, teachers of self-contained, and CST teams prepared assignments/plans that are appropriate for their students. Upon returning to school, the CST will determine if additional services are required.
- Resource and ICS teachers in the content areas modified the general ed assignments.
- Bilingual Education teachers aligned their assignments with the general grade-level teams, providing the assignments in Spanish, when applicable. Further, all instructions are translated and shared with the general education teachers on the team.
- At the high school level, homeless students signed-out a hot spot to allow them to complete assignments via their district-issued chromebook. Homeless students in grades K-8 were provided school supplies and other materials they might need to complete their work.
- Preschool- Activity packets, aligned to Creative Curriculum and the NJSLs have been prepared to reinforce skills and were sent home with each student.
- All assigned material or technology being used is familiar to the students. We are avoiding new skills or concepts that require in-depth instruction.
- All staff will be available for student/parent questions about assignments via district emails from 8:30 a.m. to 12:30 p.m.; the remaining time may be used to prepare for continued instruction and for communication and administrator updates throughout the regular school day. All staff have provided a telephone contact for an administrator to contact him or her. Additionally, beginning March 18, 2020 teachers are required to connect with families/students daily via email and follow up with families via phone if needed. Teachers have been provided directions for establishing a Google phone number to ensure privacy.
- Devices will be provided to teachers who do not have access to a laptop, chromebook, or other hardware.

Communication with Families

- Communication with all families has been established via School Messenger calls, emails, and for the 800 plus families who did not listen to the call and do not have an email, we mailed information home.
- Secretaries who are working from home are tasked with calling families without email addresses on file and getting an active email address from them to enter into our system.
- The district does not currently partner with Head Start or Private Preschool Providers.

Special Education and Related Services for Students with Disabilities

- Every morning there is a conference call with the Director of Special Services and the CST and related service providers.
- The district has had success with having IEP meetings virtually. We have reached agreements with our vendors to participate in our meetings also.
- Social assessments can be completed over the phone or with technology.
- Background information for all other evaluations will be gathered now, and the testing will resume when staff can visit the students.
- We have been contacting the out-of-district schools via e-mail and when possible, we have been able to hold the IEP meetings.
- We are being diligent by documenting all of our attempts to have meetings, provide related services and all of our staff has a conference call daily with the Director of Special Services and the Supervisors to discuss any issues.
- We are also documenting services missed for all of our students including the medically fragile.
- For those students in a facility, the facility is providing the home instruction and they will continue to bill us.
- For all of the students that are not able to access our distance learning, the CST and teachers are working with the families to supplement via technology when possible. At this point all of the OOD schools are closed and they all handled the distance learning themselves.
- Case managers are also checking in on these students.

Meal Service

- Based upon the high number of free and reduced student population, the district is choosing to provide meals, following a "Grab & Go" distribution model to help combat food insecurity for all students.
- Families will be able to pick up their respective meals near the main entrance of the Hackensack Middle School (centrally located and accessible to families).
- Meal Distribution began on Monday, March 16, 2020 and will continue until students return to school.
- Meals can be picked up anytime between 9:00 a.m. and 11:00 a.m.
- Families will be able to pick up breakfast and lunch (2 meals per day).
- Meal content:
 - Breakfast: Cereal or Cereal Bar, Graham cracker, Fruit, Milk, Juice
 - Lunch: Sandwich, Veggie, Juice, Fruit, Milk
- Meal Counting: A Tally Sheet is being kept daily for all meals being served.
- Claiming procedures: The district is applying for the SSO program to get reimbursed.
- Food Safety: Food is being prepared by a separate production staff that doesn't have contact with the parents when they come to collect the food. The meals are packed in single use ziplock bags.

- All food is being kept at temperature in a walk-in refrigerator and is packed in thermal bags with ice packs to maintain appropriate temperatures while the meals are served to the students.

Athletics, Extra-Curricular and Field Trips

- All events/trips will be canceled during an extended school closing due to health and safety concerns.
- All athletic practices and games have been canceled during the extended school closing.
- No outside groups will be meeting in any district locations.

Custodians/Maintenance

- Sanitization of all contact surfaces will continue.

Teachers

- Teachers are required to contact families daily, and check in with each student/family weekly. Students/families that they are not able to contact are reported to their Principal for further follow up.
- Teachers are asked to continue planning beyond the 15 days that were originally completed. They are asked to consider content and standards that will need to be addressed. The district has begun to plan for providing students with devices for additional and expanded remote learning.
- Teachers are asked to be available to students between the hours of 8:30 and 12:30 for questions, and have been provided instructions to create Google phone numbers and virtual classrooms. Google Hangout has also been enabled so students can connect with their teachers.
- Support staff, such as social workers and nurses are also contacting students that have been identified as needing additional follow up related to social/emotional or medical needs.
- Teachers are expected to manage their regular workload as it relates to report card windows (the second trimester for elementary ended before the school closure).
- At this time all staff is working remotely, and we are evaluating teachers coming into the building as a possible option in the future.

Essential Personnel

Beginning Wednesday, March 16, 2020, and until further notice, most Hackensack Public Schools staff members will work remotely from home. This requirement will continue as long as necessary to ensure the health and safety of our staff. The following staff members are critical to the operation of the district during a school closing and may be required to work from the Central Office or other specified location, as needed. This, of course, is subject to the direction of the Health Department. If need be, all staff will work from an off-site location, which may include each staff member's home.

Name	Title	Duties	Category
Robert Sanchez	Superintendent	Oversee the operations of the District	Administration
Dora Zeno	Interim BA/BS	Oversee the financial operations of the District	Administration
Lydia Singh	Asst. Business	Assist with financial	Administration

	Administrator	operations of the District	
Rosemary Marks	Asst. Superintendent	Oversee the HR Department	Administration
Andrea Parchment	Asst. Superintendent	Oversee Curriculum & Instruction	Administration
Darius Pemperton	Director Special Services	Check in regularly with special services staff and CST Respond to parents Manage regular workload	Administration
Lauren Kazmark	Director of Curriculum	Check in regularly with curriculum staff and preschool staff Plan for and manage Continuity of Instruction Manage regular workload	Administration
Marielle Messina	Director of ESL/Bilingual and World Languages	Check in regularly with Bilingual/ESL/World Language staff Respond to parents Manage regular workload	Administration
Adrian Cepero	District Technology Coordinator	Check in regularly with Technology Staff Plan for and manage device distribution for Continuity of Instruction Support staff working remotely Manage regular workload	Coordinator
Magy Fischer	Systems Information Coordinator	Support staff working remotely Manage regular workload Assist with SIS support for parents and staff	Coordinator
Melissa Sanzari-Stevens	Instruction and Data Coordinator	Vet online resources for remote learning Revise pacing for curriculum implementation Support staff working remotely Manage regular workload	Coordinator

Ramona Shaulmaheed	Payroll Coordinator	Carry out payroll procedures to ensure timely payment of employees	Coordinator
All Principals, Assistant Principals, District Supervisors	All Principals, Assistant Principals, District Supervisors	Check in regularly with School staff Support staff working remotely Respond to parents Manage regular workload	Administration
All Confidential Secretaries	Confidential Secretaries	Assist respective supervisors	Administrative Assistants
Servet Kazazi	Director of Facilities	Check in regularly with maintenance staff Manage sanitizing and cleaning of buildings Manage regular workload	Administration
All Custodians/ Maintenance	Custodians/ Maintenance	Sanitize schools	Custodians
Food Services Workers	Food Services Workers	Prepare and distribute Grab and Go meals to families	Food Services
Others on an as needed basis			

Category	Total Number of Personnel
Administration	29
Coordinator	4
Administrative Assistants	40
Custodians/Maintenance	51
Food Services	7

If you require any additional information please let me know.

Sincerely,

Robert Sanchez
Superintendent of Schools