

HCS School Health-Related Closure Preparedness Plan

Upon written notification from the NJ Department of Health or Health Department of Hoboken, the Hoboken Charter School will adopt the following Preparedness Plan:

1. Equitable Access to Instruction

a. Online Learning Plan

- According to the guidelines set forth in N.J.A.C. 6A:16-10.1, General Education students are to receive 5 hours of Instruction per week, and Special Education students are to receive 10 hours of Instruction. HCS will exceed that in providing its full course offerings, when possible, to all K-12 students throughout a closure.
- Lower School (K-4)
 1. Teachers will utilize a combination of live instruction via Zoom and asynchronous instruction via Google Classroom.
 2. Teachers will utilize pre-existing blended learning platforms for asynchronous learning opportunities.
 3. Teachers will use Google Classroom for posting assignments and streamlining communications.
 4. Teachers will send home student workbooks.
 5. Teachers will create choice activity menus for various content areas.
 6. Teachers will have students complete writing and reading response activities.
 7. Teachers will host a live morning meeting Monday-Friday.
 8. Teachers will lead live and prerecorded daily lessons.
 9. Teachers will hold daily office hours, focused on content support and one-on-one and small group support.
 10. Students will participate in daily live specials classes (art, music, PE, Spanish).
 11. Students will participate in daily live virtual recess.
 12. Students qualifying for Tier 2 and Tier 3 academic support will participate in live small group lessons.
- Middle School (5-8)
 1. Teachers will utilize a combination of live instruction via Zoom and asynchronous instruction via Google Classroom.
 2. Teachers will lead live lessons three days a week in core content areas (ELA, SS, Science, Math).
 3. Teachers will host office hours on the other two days for additional support.
 4. Students will participate in daily live specials classes (Spanish, PE, band lessons).
 5. Students will be able to complete optional elective class projects independently or virtually with a group (Artsbridge, Enrichment, Mission Labs).
 6. Teachers will utilize the following for asynchronous instructional opportunities: narrated PowerPoints, recorded lectures, flipped classrooms, videos, etc.
 7. Teachers will use Google Classroom for posting assignments and streamlining communications.
- Upper School (9-12)

1. Teachers will continue to deliver instruction using the Google Classroom platform.
2. Options for instruction include: narrated PowerPoints, recorded lectures, flipped classrooms, videos, "in-person" classes, etc.
3. Teachers will assign work as Google Classroom assignments with extended due dates (approximately weekly) to provide families with flexibility when they choose to have students complete work.
4. Teachers will provide extensive feedback to students and update grades in OnCourse frequently.
5. Teachers will be even more proactive than usual in reaching out to students' families when work is not submitted.
6. Teachers will provide support through regularly scheduled office hours, Google Classroom comments, email, etc.
7. All late penalties will be waived. Teachers will continue to assign due dates and encourage students to stay on track but grade all work that is submitted without assigning penalties.
8. Students who do not submit work by the end of the marking period will be granted an incomplete and offered a plan to submit the work over the summer; this includes Seniors.
9. Current 9th, 10th, and 11th graders who have still not passed enough classes to be promoted will be evaluated on a case by case basis with options to include credit recovery courses next Fall, provisional promotion, retention, or other options.

b. Equitable Access - Technology Access & Support

- HCS will conduct a technology access survey with all families to assess their present level of technology capabilities at home, including access to the internet and access to a computer/laptop.
- Students who do not have access to a home computer will be issued a Chromebook from school, which will be thoroughly disinfected upon return.
- Teachers will provide assignments to students that can be completed on the computer that do not require additional technology (e.g. printer).

2. School Nutrition

. HCS will conduct a survey to assess family need in continuing participation with the school food program.

a. Students will participate in their local BOE food programs, when available, and at HCS when unavailable via BOE food program.

b. The availability of ongoing services will be communicated with our families via email and social media.

3. HIB & Mental Health Services

. The school social worker will be available to provide counseling services to students who are struggling with stress, anxiety or other mental health concerns remotely via Google Hangout or a phone call. Mandated educational counseling will continue to be provided to students with IEPs.

a. Resources have been provided to all students and parents to assist with coping strategies during this time, as well as referral information to community service providers.

4. Students with Special Needs

. According to the guidelines set forth in N.J.A.C. 6A:16-10.1, Special Education students are to receive 10 hours of Instruction per week. HCS will exceed that in providing it's full course offerings and supports to all K-12 students with special needs throughout the closure.

a. Special education teachers will provide services consistent with the student's IEP to the fullest extent possible. Students will receive individualized and/or small group instruction with special education teachers as outlined in the IEP according to service mandates. Assignments will be modified and accommodations will be implemented using a blend of assistive technology and live support via teleconference. Special education teachers will continue to monitor student progress in accordance with goals and objectives outlined in the IEP through the use of virtual meetings and evaluation of work samples. Communication with parents and students via email and surveys will be conducted regularly to assess the nature and severity of student needs during remote learning.

b. IEP meetings will be held via teleconference with all relevant parties in attendance. Related services provisions in the IEP will be met through teleconference. Any outstanding compensatory services will be provided upon return to school.

c. Extended School Year (ESY) - ESY services will be provided in person or remotely in accordance with the child's IEP, based on directives from NJDOE.

5. English Language Learners

a. Services for English Language learners will be provided consistent with the approved ELL plan. Academic Support teachers will be available to provide supplemental virtual instruction. Staff will be available to provide translation support during virtual meetings with parents, as needed.

6. Roles for Instructional & Non-Instructional Staff

a. HCS will conduct a technology access survey with all faculty and staff to assess their present level of technology capabilities at home, including access to the internet and access to a computer/laptop. Faculty/Staff who do not have access to a computer will be issued a laptop from school, which will be thoroughly disinfected upon return.

b. Administrators and Office Support Staff will review their job responsibilities with the Executive Director or a building principal to ensure that they have what they need to continue all aspects of their job remotely.

c. The custodian will return to school weekly and additionally as needed for facilities work.

d. A deep cleaning will be conducted in advance of students' return to school.

e. Onsite work will be limited to work deemed essential such as checking on facility, mail review, technology exchanges, etc.

f. Instructional aides and other contracted staff who do not meet the criteria above will be given tasks to support the operations of the school remotely.

- K-8 instructional aides will be utilized to support the instructional program as follows: small group and one-on-one live teaching support, virtual recess, etc.

7. Communication -

a. Throughout the closure, the Executive Director and building principals will provide updates on services and supports and programming opportunities as well as any pertinent information from the School or State Department of Education.

b. *The Parents Association and Board of Trustees will reach out to all families in the school to see if they need anything and to offer support in any time of need.*

8. Facilities

a. The custodian will return to school weekly and additionally as needed for facility maintenance.

b. A deep cleaning will be conducted in the school in advance of students' return to school.

9. Attendance

a. Attendance will be documented through a combination of participation in online meetings, completion of online assignments, and completion of Attendance Forms.

- K-4 students will be marked present if they:
 1. Attend morning meeting and participate in office hours on a given day OR
 2. Complete assigned work for a given day
- Middle School – students will be marked present if they:
 1. Mondays, Wednesdays and Fridays

a. Actively participate in live core classes on a given day OR

b. Complete assigned work for a given day

2. Tuesdays and Thursdays

. Participate in office hours on a given day OR

- a. Complete assigned work for a given day
- Upper School- students will be marked present through documentation of a combination of the following:
 1. Completion of assignments
 2. Participation in live classes and/or office hours
 3. Completion of the weekly attendance form

b. Attendance will be used to document student participation in online learning and to flag students who may be at risk. HCS will continue with at risk procedures for students who are not considered present for online learning.

c. Every effort will be made (including emails, phone calls, etc.) to contact families of students not participating in online meetings and/or assignments. Participation and attendance will be closely monitored and reported to the building principal. Non-responsive students and parents will be contacted via multiple methods of communication and referred to the school social worker for additional support.

10. Preventative Measures During a Health Emergency When School Occurs Onsite

a. The custodial staff and teachers will follow protocol to disinfect surfaces such as doorknobs, computers, phones, desks, faucet handles, etc. multiple times daily.

b. Students will be reminded to wash their hands before and after eating snack and lunch daily.

c. The School Nurse will meet with all K-12 classes and communicate with all K-12 families and faculty/staff to review CDC and DOH recommended precautionary measures. Signs are posted around the school to remind the community of best practices around precaution. Practices are as follows:

- Children and staff should stay home when sick. Children must be fever and symptom-free for 24 hours without the use of fever reducers before returning to school.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer. Please note- hand sanitizers are not as effective as washing your hands with soap and water.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with an elbow. When tissue is used, throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

- Visit your healthcare professional if you are feeling ill and advise them of the symptoms so they can take necessary precautions.
- Get vaccinated every year.

d. School events and field trips that involve engagement with people outside our typical school community will be reviewed on a case-by-case basis.