



**PASSAIC VALLEY  
REGIONAL HIGH SCHOOL**

**Public Health-Related Closure  
Preparedness Plan:  
Virtual/Remote Instruction**

Parent and Community Guidance  
2023-2024 School Year



# PASSAIC VALLEY REGIONAL HIGH SCHOOL

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# PASSAIC VALLEY REGIONAL HIGH SCHOOL

100 EAST MAIN STREET, LITTLE FALLS, NEW JERSEY 07424

**Mr. Bracken Healy**  
Superintendent



**Mr. Colin Monahan**  
Business Administrator

Dear Parents and Guardians:

Executive Order P.L.2020, c.27 maintains that school districts may provide virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during a school 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 health agency or officer to institute a public health-related closure. The Passaic Valley Regional High School Public Health-Related Closure Preparedness Plan covers the following key areas:

- Equitable Access and Opportunity to Instruction;
- Addressing Special Education Needs;
- Addressing English Language Learners (ELL) Needs
- Attendance;
- Safe Delivery of Meals;
- Facilities;
- Athletics and Activities;
- Essential Employees.

A day of virtual or remote instruction, if under this plan approved by the New Jersey 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 course credit, and other such matters as determined by the New Jersey Commissioner of Education.

Communication to students, parents, and the school community will be delivered to you via RealTime, email, our district website ([pvrhs.org](http://pvrhs.org)) and social media platforms such as Facebook, Twitter and Instagram. Please follow Passaic Valley Regional High School on social media for the most current information. We thank you for your anticipated cooperation and support in ensuring the safety of our students and staff.

Educationally yours,

A handwritten signature in blue ink that reads 'Br Healy'. The signature is written in a cursive, flowing style.

Bracken Healy  
Superintendent

## **Equitable Access and Opportunity to Instruction**

All PVRHS instructional staff are trained and prepared to deliver instruction via the Google Education Suite through synchronous and/or asynchronous virtual or remote learning plans. In accordance with our 1:1 technology initiative, all PVRHS students have their own chromebook for use at school and home. PVRHS will provide students with access to free WiFi hotspots and other peripheral devices as needed to ensure continuity of instruction.

Passaic Valley Regional High School will communicate with students and parents via RealTime. Google Classrooms, established for each class, will be used as the platform to house all classroom communications, including relevant links, assignments, and instructional resources. Accommodations such as extended time, text to speech, and color overlay will be enabled for all learners.

Teachers will be available for individualized virtual support via Google Meet each day between 2:30-3:05pm. Meetings should be scheduled by the student and teacher at a mutually agreeable time.

Teachers will continue to update their gradebook accordingly in RealTime. All grading procedures will be in accordance with our in-person grading policy. Non-instructional staff members (Administration, Guidance Department, CST, etc.) will be available via email throughout the day.

The PVRHS Teen Center and mental health supports will remain available virtually to assist in supporting all students.

## **Addressing Special Education Needs**

Special Education students' accommodations will be implemented in accordance with the student's IEP as if school were in session in-person. All students are guaranteed equitable access to tools, platforms, and materials. Case Managers will monitor their students' academic progress and performance and communicate with teachers, students, and families to provide support.

CST meetings (IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities) will utilize Google Meet as the platform for virtual communication. Families should familiarize themselves with the app and reach out to their child's Case Manager for support as needed.

### **Passaic Valley/Bergen ABA Program Protocols**

Lesson Plan and Instructional Supports:

- Teachers and therapists will create plans and materials (as needed) for a home instruction model for each student. Plans will include as appropriate, but not be limited to, motivation systems, activity schedules to address the student's current IEP goals and objectives.

- Activities will be planned that can be supported by materials typically found in a home or by school provided materials such as consumables/copies (worksheets etc.), file folders, task analysis, links to online programs accessible outside of school, apps, etc.
- Teachers will contact families daily to discuss instruction and outcomes and record the details of the discussion.
- Therapists will contact families according to their regularly scheduled sessions and record the details of the discussions.

#### Behavioral Supports:

- Behavior specialists will ensure that current BIPs are provided to each student's family.
- Behavior specialists will contact each family minimally once a week.

#### Assessment:

- Assessment will be in the form of anecdotal records recorded during instructional contact time and review of permanent product (digitally) returned during or at the end of the home instruction period, including but not limited to screenshots and task analysis.

## Addressing English Language Learner (ELL) Needs

English Language Learners' accommodations will be implemented as if school were in session in-person. ELL students will receive instruction in alignment with their peers with additional support, such as ESL instructional aides, in place to ensure academic equity. All students are guaranteed equitable access to tools, platforms, and materials. School Counselors, the ESL Program supervisor, and teachers will monitor their students' academic progress and performance and communicate with students and families. Translation materials and interpretative services are provided via the Office of School Counseling, and all communications via RealTime messenger and our PVRHS website may be accessed in the student/family's home language. PVRHS staff have been trained in culturally-responsive teaching and learning, socio-emotional learning, and trauma-informed teaching.

## Attendance Plan

Students' daily attendance will be logged for each scheduled class. Students are expected to be present virtually via Google Meet for each scheduled class following our regular bell schedule and rotation. The approved PVRHS Attendance Policy will continue to be implemented.

Teachers will conduct outreach with their students via email or other approved messaging platforms. Attendance Office staff will continue to log and monitor student attendance and communicate with students and families. Accrued absences recorded as time out of the classroom and are subject to loss of credit as outlined in the PVRHS Attendance Policy.

An absent student will be considered truant unless a call has been received by the Attendance Office from the parent/caregiver at the start of the school day, or the parent/caregiver has marked their child “absent” in the parent portal. Confirmation phone calls verify that a student is not truant, but does not excuse an absence for the day. An automated phone call will go out to every parent/caregiver of “unverified” absent students during the first block of the day.

## Safe Delivery of Meals

PVRHS will continue to provide nutrition services for students who are eligible for free and reduced lunch. Passaic Valley Regional High School’s kitchen will remain open and continue to provide meal service. Students should report to the cafeteria between the hours of 9:00 am – 12:00 pm for meal pick-up. Both breakfast and lunch will be available during this time. We will provide breakfast and lunch using a *Grab and Go* model. Students will enter the school’s cafeteria using the back entrance to pick up their meals. We recommend that students arrive at approximately 10:15 am so they are able to pick up their meals for both breakfast and lunch at the same time.

Our food service vendor (Pomptonian) has completed a review course with employees regarding food handling techniques. Our kitchen is cleaned and sanitized daily and our custodial staff is thoroughly sanitizing all common areas, especially where food is handled.

## Facilities Plan

During a time of school closure, we anticipate continued custodial services on the premises without interruption. Custodians will continue to sanitize all classrooms, common areas, facility areas, restrooms, stairwells, and buses. The cleaning will be accomplished rigorously without students and staff present in the building following CDC guidelines.

Athletics and activities will be monitored and any changes will be communicated to coaches, advisors, players, and families by our Director of Athletics. School closures for public health-related reasons supersede all plans regarding practices and activities scheduled both off and on campus, and will be considered on a case-by-case basis. Coaches may utilize Google Classroom or other platforms to assign and coach students in strength and conditioning methods or to give other information or direction; theater production preparations will continue through Google Classroom instruction.

Internships, Dual Enrollment and SLE Programs will adhere to the following schedule:

| <b>Program</b>       | <b>Schedule</b>                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------|
| SLE Programs         | Suspended until school returns to in-person learning.                                                        |
| Hornet Helping Hands | Suspended until school returns to in-person learning; students should continue to work on assigned projects. |
| Internships          | Suspended until school returns to in-person learning.                                                        |
| Technical Schools    | If Passaic Valley Regional High School is closed, students will not report to their Technical Schools.       |

|                   |                                                                                                                                                                                       |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | If Passaic Valley Regional High School is open and the Technical School is closed, students will report to Passaic Valley Regional High School for their regularly scheduled classes. |
| WPU Certification | Classes will run virtually for the duration of the school closure through William Paterson University.                                                                                |

**Essential Employees**

A list of essential employees will be maintained and submitted to the county office at the time of transition to remote or virtual instruction.