

March 13, 2020

Dear Parents and Guardians,

With rapidly changing information and widespread school closures, I am writing to share and answer questions regarding the North Haledon specific plan of action. In the event of a Public Health School Closure, students will utilize the online digital platform (Google Classroom) and/or the hard copies of instructional materials sent home on March 10, 2020.

Please take the time to ensure you review the following overview of our district plan, guidelines for specific programs and grade levels, important district contact information and responses to some of the most Frequently Asked Questions from parents in our community, and being asked state wide.

While the current situation is ever evolving and changing at an extremely rapid pace, we will continue to send updates as we receive pertinent information. Please check emails from the school often, and visit our district website ([www.nhschools.net](http://www.nhschools.net)) for the most recent information.

**As a reminder, at this time, there is no indication that our schools will be ordered to close, but it is in our best interests to be prepared in the event that should happen.**

Thank you for your patience and understanding as we navigate through this uncharted and unprecedented territory.

Sincerely,



Nicholas Coffaro

Superintendent of Schools

## **Summary for Parents Regarding the Potential Public Health School Closure**

In the event schools are ordered to close due to a Public Health School Closure, our district will utilize two platforms for Home Instruction to provide instructional services to our students. This includes the digital Google Classroom in grades 3-8, with an optional paper version of all assignments. Please note, the paper version mirrors the Google Classroom. Students are not expected to complete both. Each can choose what works best in individual scenarios.

## **EXPECTATIONS OF ALL CERTIFIED STAFF DURING HOME INSTRUCTION**

During the period of home instruction, all staff will have a regular presence online. While this will appear different in every grade level, all educators will be available to provide assistance and work with your child.

### **Grades Pre-K through 2**

The classroom teacher is the primary reference. All students have received packets with instructional materials. The materials are labeled by day as to the assignment's students should focus on. Please reach your child's teacher via email with any questions or concerns.

### **Grades 3-4**

The classroom teacher is the primary reference. All course work can be accessed via the Google Classroom. Your child must check his/her school email for the invitation to be added to this Google Classroom. All students have also received packets with instructional materials. The materials are labeled by day as to the assignment's students should focus on. Your child may choose the format he or she is most comfortable with, or best aligned to your technological resources at home. Please reach your child's teacher via email with any questions or concerns.

### **Grades 5-8**

Each subject area teacher is the primary reference. All course work can be accessed via the Google Classroom. Your child must check his/her school email for the invitation to be added to this Google Classroom. All students have also received packets with instructional materials. The materials are labeled by day or with an agenda as to the assignment's students should focus on. Your child may choose the format he or she is most comfortable with, or best aligned to your technological resources at home. Please reach your child's teacher via email with any questions or concerns.

Please note that all work is aligned with the courses the student is currently enrolled in, and prepared by the teacher s/he works with daily for instruction.

## **CLASSROOM/INSTRUCTIONAL EXPECTATIONS DURING HOME INSTRUCTION**

During this time, all students, staff and families are working with an unprecedented scenario. Our staff remains mindful of this as we navigate through the course work.

Primary hours of instruction will remain 10:00 am through 2:00 pm. Emails and messages through Google Classroom can be sent to teachers at any time. Staff will do their best to respond in an expeditious manner to all questions. Students should complete work to the best of their ability and ask questions to the teachers as needed.

We are aware that students may experience technical difficulties along the way. All digital assignments will be closely monitored. If students are completing paper-based assignments, you may choose to scan and email these to teachers or send a photo of the work to receive feedback. This is not a mandatory expectation, but an available option. All students who complete paper assignments will be expected to submit the work upon return to school.

During this home instruction period, all other district staff will be working remotely, but available to support the staff, parents and students. Email will be the ideal means of reaching an administrator or teacher. All teacher email addresses can be found on the district webpage ([www.nhschools.net](http://www.nhschools.net)) by going to the "Contacts" tab on the upper right side of the screen. Then, choose the location to view a list of all staff.

Pertinent district contacts may also include:

Mr. Nicholas Coffaro, Superintendent	ncoffaro@nhschools.net
Mrs. Michele Mazzola, Director of Curriculum, Instruction, Assessment and Student Services	mmazzola@nhschools.net
Mrs. Antonella Lind, Principal HMS	alind@nhschools.net
Mrs. Melissa Tait, Principal Memorial	mtait@nhschools.net
Mrs. Deb Huizing, Secretary HMS and to the Superintendent	dhuizing@nhschools.net
Mrs. Linda Panagia, Secretary Memorial	lpanagia@nhschools.net
Mrs. Rosann Hood, Secretary Memorial	rhood@nhschools.net
Mrs. Lori Romeo, School Nurse HMS	lromeo@nhschools.net
Mrs. Dena Allen, School Nurse Memorial	dallen@nhschools.net

## **FREQUENTLY ASKED QUESTIONS**

1. If school were to close, do the days need to be made up?  
No. School districts submitted detailed plans to the county as to preparations and remote instruction. The plan was approved and therefore, our school days would count.
2. If school were to close, when will it reopen?  
We cannot predict the duration of a closing. Guidelines from the municipality, county and state would be reviewed to ensure the health, safety and well-being of our students and staff. Upon return, we will work toward transitioning the students back to their routines.
3. Will eligible students still receive meals?  
North Haledon School District has been advised it does not need to provide eligible students with meals during the public health emergency.
4. Is the amount of work going to be the same as if my child was in school?  
Our district staff has worked diligently to roll out this new platform to students gradually to ensure success. Expectations will build, concepts will be scaffolded, and material aligned to the New Jersey Student Learning Standards. An important component is the teacher's support and feedback online to students. We encourage you to keep open lines of communication with the teachers and administration.
5. Is my child expected to be online during a certain time of day or can s/he work at his/her own pace?  
Primary hours of instruction will remain 10:00 am through 2:00 pm. Emails and messages through Google Classroom can be sent to teachers at any time. Staff will do their best to respond in an expeditious manner to all questions. Students should complete work to the best of their ability and ask questions to the teachers as needed.
6. I have a Child Study Team Meeting scheduled for my child with an IEP. Will this still occur?  
Yes. Your case manager will reach you regarding setting up a conference call to have the meeting.
7. My child is in a replacement course or an advanced level course. Will s/he receive work from that teacher?  
Yes. Work was developed and aligned to the students' current daily schedules and courses being taken.