

Ho-Ho-Kus School Plan Revised 3.20.20

Expectations for Administrators:

- Support teachers in development and implementation of remote learning instruction
- Facilitate collaboration
- Monitor attendance and lessons
- Communicate with staff, parents, and students

Essential Personnel:

- Administrators (Assistant Principal, Supervisor of Curriculum and Instruction, Supervisor of Special Services) will work remotely and communicate through email, Google Hangout, etc.
- The Superintendent will be in district each day and available by email, Google Hangout, etc., when not in district
- The Principal will be in district each day and available by email, Google Hangout, etc., when not in district
- The Business Administrator will work remotely and be in district when needed (2-3 mornings a week)
- There will be one Central Office Staff person in the office each morning; this duty will rotate among the 3 personnel members
- The Custodial and Maintenance Staff (2 full time and 2 part time) will report each day from 7:30 AM - 3:00 PM (full time) or 7:30 AM - 11:30 AM (part time)