

Clearview Regional High School District - Comprehensive COVID19 Response Plans

CLEARVIEW REGIONAL HIGH SCHOOL DISTRICT  
420 CEDAR ROAD  
MULLICA HILL, NJ 08062

Contact Information

**Superintendent of Schools**

John Horchak III, [jhorchak@clearviewregional.edu](mailto:jhorchak@clearviewregional.edu), 856-223-2765

**Business Services**

Esther Pennell, [epennell@clearviewregional.edu](mailto:epennell@clearviewregional.edu), 856-223-2762

**Maintenance and Facilities**

Steve Nicolella, [snicolella@clearviewregional.edu](mailto:snicolella@clearviewregional.edu), 856-223-2780

**Curriculum and Instruction**

Sherry McAteer, Director of Curriculum and Instr. [smcateer@clearviewregional.edu](mailto:smcateer@clearviewregional.edu), 856-223-2763

**Special Services**

Nathan Barnes, Director of Special Services, [nbarnes@clearviewregional.edu](mailto:nbarnes@clearviewregional.edu), 856-223-2775

Kate Firkser, Supervisor of Special Services, [kfirkser@clearviewregional.edu](mailto:kfirkser@clearviewregional.edu); 856-223-2773

**High School Principal**

Keith Brook, [kbrook@clearviewregional.edu](mailto:kbrook@clearviewregional.edu), 856-223-2701

**Middle School Principal**

Pete DeFeo, [pdefeo@clearviewregional.edu](mailto:pdefeo@clearviewregional.edu), 856-223-2741

**Director of Guidance**

Dodd Terry, [dterry@clearviewregional.edu](mailto:dterry@clearviewregional.edu), 856-223-2741

**Transportation**

Kelle Harbaugh, Transportation Supervisor, [kharbaugh@clearviewregional.edu](mailto:kharbaugh@clearviewregional.edu),  
856-223-2782, 856-223-2735

**Nutri-Serve - Food Services**

Maria Bramante, [mbramante@clearviewregional.edu](mailto:mbramante@clearviewregional.edu), 856-223-2725

**Technology Director**

Kevin Thibault, [kthibault@clearviewregional.edu](mailto:kthibault@clearviewregional.edu), 856-223-2793

**Demographic Profile:**

High School – 1449 students Middle School – 795 students

Low Socio-Economic -286 (free & reduced)

English Language Learners – 3

Student with Disabilities – 302 students

Homeless – 2

## Clearview Regional High School District - Comprehensive COVID19 Response Plans

### Executive Summary of Clearview's Remote Learning Plan:

#### Planning:

- The district initiated its plan for remote learning over two weeks ago. The following items were part of the planning process:
  - Each staff member was surveyed to assess the overall readiness and level of technical proficiency of the individual staff member.
  - Each Parent/Guardian was surveyed to determine the level of technology (device and internet access) that was available to their child at home.
  - Students were surveyed regarding their access to technology to ensure we didn't miss anyone who needs technology supports.
  - On March 10th and 12th, the high school and middle school faculty meetings were focused on planning for a remote learning environment. The high school librarian/media specialist presented a web page entitled, "How to Connect When You're Disconnected," which she developed for teachers as a warehouse of online learning resources and training videos. Each principal as well as the Director of Curriculum & Instruction and the Director of Special Services summarized the plan for teachers.
- Most of the Clearview Regional Teaching staff members use Google Classroom. However, after defining the expectations for remote learning (a Google Classroom set up and shared with all students and parents in their classes), we realized additional training was needed.
- Training links and in-person training was provided to those who requested it.
- March 13, 2020 was a scheduled professional development day for Clearview. We rescheduled the previously-prepared training events and dedicated the day to planning for remote learning.

#### Instruction:

- The district developed a shared Google drive entitled "Remote Learning Plan - Clearview" in collaboration with all Clearview teachers, administrators, counseling staff and Child Study Team.
  - The shared drive contains folders for each department, where teachers have collaborated to complete a plan, per course, with content and resources to deliver instruction to students at home. (A sample remote learning plan is attached to this summary.)
  - The Director of Curriculum & Instruction confirmed that all courses, including the core four disciplines, self-contained special education courses, ELL curriculum, and electives, have resources in place to deliver instruction to students at home.
- The content of each course's remote learning contains content that will be applicable at any point during a unit plan, since the timing of a health-related closure is unknown, making it difficult to predict pacing of lessons and curriculum. The remote learning content is focused on the following:
  - Building upon previously-learning skills
  - Reviewing previously-taught content
  - Practicing requisite skills
  - Introducing new material, only in appropriate ways, such as through previously-created videos of teachers and/or online resources followed up by specific times that teachers are available for 'office hours' to take questions from students and provide monitoring of their learning.
- We defined the length of the remote learning tasks to ensure a manageable length.
  - Middle School, each assignment should not take more than 40 minutes to complete
  - High School, each assignment should not take more than 60 minutes to complete

## Clearview Regional High School District - Comprehensive COVID19 Response Plans

- Teachers were given the discretion to pace the assignments as they deem appropriate. Some assignments may be due daily, while others are more long-term and may be due to the teacher in up to, but no longer than, 3 days. All deadlines for students will be communicated by the teacher.
- Materials to complete assignments should be limited to general school supplies and an electronic device. The district developed a plan to distribute electronic devices and ensure internet accessibility to students as follows:
  - Parents, staff, and students received surveys last week. Survey results were reviewed as follows:
    - 57 families do not have a device at home
    - 21 families do not have internet access at home
  - The Director of Technology and Central Office Administration have developed a Chromebook distribution plan for the 57 students who do not have a device.
  - Alternative assignments/assessments will be provided to the 21 families who do not currently have internet access (until they do). We are going to work with Comcast (they recently offered to provide free internet access to families) to ensure the families are able to receive the benefits as everyone else.
  - The laptop carts that are currently in the High School were 'unbundled' and a laptop is distributed to each student who needed a device to participate in remote learning.

### Expectations of Teachers

- Teachers will be available for district/parent calls and emails during their regularly scheduled work hours.
- Teachers are expected to check and respond to electronic communication from the district, parents, and students frequently; ongoing during their regularly scheduled work hours.
- Teachers are expected to provide ongoing feedback to students on their progress and learning outcomes, which is particularly important before assigning the next lesson.
- Assessments
  - Required assessment minimums are waived as of March 12, 2020. This practice will be re-evaluated upon returning to school.
  - Teachers are expected to keep their Power School gradebooks up-to-date.
  - Any assignments given during the remote learning period should count as minors and/or dailies.
  - Teachers will accept assignments until 11:59PM on the due date, in order to be flexible for families and varying devices and internet access.
- Annual review meetings for students with disabilities will be continuing through Google Meet. Teachers are expected to participate at their assigned times, where applicable.

## Clearview Regional High School District - Comprehensive COVID19 Response Plans

### Special Education:

#### Accommodations and Modifications

- Teachers will address special education accommodations to the best of their ability, with extra time, modified work, shortened assignments, extra notes, scaffolding, text-to-speech, etc.
- Teachers will leverage software that adapts to student needs - IXL, NewsELA, etc.
- Teachers will differentiate assignments and objectives through Google Classroom to targeted groups of students as appropriate.
- The Director of Spec. Educ. will communicate with OOD service providers, parents, and transportation

### Services

- IEPs for students have been written with flexibility in relation to service minutes. Missed minutes of service (PT/OT/Speech/etc.) will be made up when regular school services resume.
- Annual review meetings will proceed as scheduled with participants using Google Hangout feature. Any evaluation or conference that needs to be rescheduled will be rescheduled after regular school services resume. Time-sensitive evaluations or conferences will be held via phone conference.
- A memo will be sent to parents reminding them of their case manager's contact information, should they have any questions or concerns.
- Related services are occurring remotely
- When communicating with parents, we encourage staff to protect their personal information by utilizing \*67 when dialing from their own phones or using Google Hangouts to make calls.

### Guidance, Mental Health, and Other Staff Members

- Counselors will 'check-in' via email or phone calls to the student's home. Counselors may use a hybrid model (home or office) to provide services.
- For the most at-risk students, the assigned school counselors, student assistance coordinator, social worker, school psychologists, etc. will contact on an as needed basis (need as determined by the educational services professional listed above).
- When communicating with parents, we encourage staff to protect their personal information by utilizing \*67 when dialing from their own phones or using Google Hangouts/Meet to make calls.
- Counselors will be available for district/parent calls and emails during their regularly scheduled work hours.
- Counselors are expected to check and respond to electronic communication from the district, parents, and students frequently; ongoing during their regularly scheduled work hours.
- Google classrooms for each grade level 9-12, and for grades 7-8 are established for students, parents to access resources on academic, social, emotional counseling services.
- Counselors will log contact with students and parents through Power School log entries, as usual.
- Resources are also available on the School Counseling/Guidance page on the district website.

## Clearview Regional High School District - Comprehensive COVID19 Response Plans

Sample from our Shared Google Drive: Clearview Remote Learning Plan

Course name: Anatomy and Physiology I and II

Teachers: Various

There is a Google Classroom created for all teachers involved: **YES** M NO

I have a way to easily communicate with parents: **YES** NO

Method of communication with parents Google Classroom

Resources that will be used with students for remote learning:

- Mastering A&P online assignments/quizzes
- Khan Academy
- Youtube Videos
- Google Classroom and Google Docs
- Explore Learning - Gizmos
- Other websites:
  - Multi-resource: <https://www.biologycorner.com/anatomy/>
  - Informational Resource for Students: <https://www.innerbody.com/htm/body.html>
  - Tissue slides: <http://www.histologyguide.com/index.html>
  - Endocrine System Lab (A&P II):  
<http://scorescience.humboldt.k12.ca.us/fast/teachers/Endocrine/index.htm>
  - 3-D models of systems: <https://www.biodigital.com/> (easy and free sign up with Google account)
  - Nervous System Lessons and Projects: <https://projectneuron.org/curriculum-units> (need to create a free account, can probably download materials for students so they will not need an account)
  - Discovering Streaming: <https://www.discoveryeducation.com/>
  - CK 12 - <https://www.ck12.org/book/ck-12-biology-advanced-concepts/section/17.0/>

Is the remote learning content new material, practice, or a mix? Mix

### Nutrition Services

- We currently contract with Nutri-Serve for our school breakfast and lunch services. We have identified each of the students (286) who qualify for the free and reduced nutrition benefits program. We will be preparing both breakfast and lunch for each of the students who qualify. Our central location for distribution is located at the back of the High School (our schools are geographically located on the same campus) cafeteria. If a student is unable to pick up their breakfast/lunch, we will be using district staff members (bus drivers, custodians, administrators, etc.) to deliver the meals to their houses. We will be using the district vehicles to facilitate distribution. A number (856-223-2725) will be provided to our parent/Guardians of the students who qualify for nutritional services.

## Clearview Regional High School District - Comprehensive COVID19 Response Plans

### Cleaning and Maintenance Procedures

- We are following the New Jersey Department of Health and CDC guidelines. The schools will follow procedures for cleaning and disinfecting with an EPA-registered product. This includes the daily sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, and phones. We have purchased a 'sprayer/fogger' that enables us to cover the entire area of a hard surface in a room. This new technology enables us to cover more area than using the conventional approach alone.

### Support Staff Personnel

- Instructional Aides/Secretaries: Responsibilities at home could include home-based tasks to prepare for future instruction, completion of additional professional development modules or book studies, or offer the opportunity to trade time in the summer when we may need to offer supplemental instruction. Aides will be expected to be available for calls/emails from teachers and parents in specific situations. The target is for our media specialist to prepare Google videos each day and facilitate the acquisition of Google Level 1 certification.
- Maintenance and Custodial staff: These plans are fluid due to the ever-changing situation we're addressing. However, at this point, we anticipate using the first few days as an opportunity for a thorough cleaning of the schools. We will use a hybrid approach - onsite and home - to address additional duties. Some tasks will be completed on-site when it lends itself to 'social distancing', while other tasks could be completed at home. We are developing some professional development options so that staff can be engaged while not on site.
- Transportation: Responsibilities at home could include the completion of professional development modules and initiating the route plans for the upcoming year. Due to limited staff in the office and the ability to not interact with other, the office setting may be available for use while maintaining an acceptable level of social distance. Also, the aid-in-lieu applications are typically processed at this point in the year. It may be possible to initiate that process in addition to other paperwork during this period. Transportation staff will also assist in the with the delivery of food. If private schools remain open, the drivers who are assigned to those routes will continue to driver their normal routes.

### Administrative / Offices

- There are numerous tasks that can be accomplished throughout the period the district implements online learning. Offices will be open on a daily basis for varying lengths of time. Administrative team members will be onsite intermittently and working remotely to ensure the remote learning plan is implemented as efficiently as possible and to ensure district operation continue.

**Clearview Regional High School District - Comprehensive COVID19 Response Plans**

<b>List of Essential Employees by Category</b>	<b>Role of Employee</b>	<b>Duties/ Work Stream</b>	<b>How Many Essential Employees Per Category</b>
<b>Administration - Central</b>	Superintendent , Business Administrator	District oversight, Respond to community needs, Operations, Business functions	1-2 on site and remote
<b>Administration-Spec. Ed./C &amp;I</b>	Director of Special Education, Director of Curriculum	Coordinate Special education services, Support Instruction	1-2 working remotely, Stopping in <b>if necessary to address student's needs regarding instruction</b>
<b>Central Office / Administration Support Staff</b>	Payroll / Accounts Payable / Admin support	Process payroll, Accounts Payable, Support admin, Special education needs	1-2 working remotely, Stopping in <b>if necessary to address student's needs regarding instruction</b>
<b>Administration - School</b>	Administrator	Respond to urgent issues from staff, students, and parents if needed	1-2, Working remotely, On site <b>if needed</b>
<b>Maintenance</b>	Maintenance	Check mechanical systems	1 per day intermittently - 2.5 hours
<b>Custodial</b>	Custodian (Certified Black Seal license)	Clean/Sanitize cafeteria (free/reduced) and offices	1 per day - 5.5 hours
<b>Technology</b>	Technology Coordinator	Support technology infrastructure, distribute computer devices if necessary	1 per day, <b>as needed</b> - Work at home as much as possible
<b>Technology</b>	Technician	Support instruction, Fix/Distribute devices if necessary	1 per day Part-time <b>if needed</b> - Work at home as much as possible
<b>Transportation</b>	Driver / Aide / Supervisor	Coordinate & deliver Free/Reduced meals if requested	1-2 staff, 1-2 hours <b>if needed</b> , Intermittent
<b>Food Service Personnel</b>	Food Service Comp. and District Staff	Prepare / Distribute Free & Reduced breakfast/lunch	2-4 per day (based on demand), approx. 4 hours
<b>Teachers</b>	<b>Hours per day</b>	<b>Remote</b>	<b>Onsite</b>
	7	Remote learning	n/a at this point