

April 2, 2020

Good Afternoon Clearview Parents and Students:

We hope this message finds you and your family healthy and safe. The entire Clearview community of students, parents, teachers, and administration have risen to the challenge presented by remote learning and we are beginning to thrive under this new, temporary normal. Together we have learned new ways to collaborate virtually, and persisted through these 3 challenging weeks. In preparation for week 4 of learning at home, we have developed updated procedures to improve the experience for students, families, and teachers moving forward. Please read the information below carefully to familiarize yourself and your children with the new Remote Learning Framework, which launches on Monday, April 6, 2020.

### **Values**

We value the physical, emotional, and social health and wellness of our students and teachers above anything else. Staying healthy by eating well, exercising, reducing stress, getting enough rest, social distancing, and maintaining personal connections is our main focus for our entire school community of students, parents, staff, and administration during this time.

### **Priorities and Outcomes**

In order to communicate and support our values, we need to reduce the workload expectations of our students and teachers as well as provide more time and flexibility in our grading practices. To that end, the following changes have been made:

- As of April 6, 2020, what was previously quarters 3 and 4 (two separate grade reporting periods) will now be merged into one grade reporting period as a semester 2 grade. No grades or report cards will be posted under quarter 3 as previously planned. Semester 2 consists of all work completed during quarters 3 and 4. A semester 2 grade, not quarters 3 and 4 grades, will be posted on the students' report card.
- Students' grades will be the average of all assignments and assessments completed during semester 2. Effective Monday, April 6, 2020, there will be no minimum number of majors, minors, and daily assignments. Consequently, assignments will all be weighted equally in all courses, including AP courses. GPA weights for certain levels of courses (Honors and AP) have not changed. Dual credit partnerships with local colleges and universities have not changed.
- An instructional framework for the remote learning period is being implemented as of April 6, 2020. This framework prioritizes the health and safety of our entire school community by identifying how many hours of instruction and assignments will occur in each course over the period of one week.

## **Goals**

The goal of this framework is to provide a student-centered, fair, and equitable approach to remote learning. We must recognize and account for this remote learning time as a non-traditional school. We do not expect or want our teachers trying to replicate the rigor or expectations that exist during traditional school. Rather, we aim to provide teachers the flexibility, grace, and space to become true pioneers during these circumstances. We are encouraging and providing additional resources for them to innovate. They are trying new online learning tools. We know that the full curriculum and traditional assessments will not be achieved. Our goal is to ensure that students are learning the core skills for each course while reducing student, teacher, and family stress to provide a home environment that is supportive of the health and wellness of all. Our students, staff, and families staying healthy means more than “covering” all the New Jersey Student Learning Standards. Teachers will be working together to consider what the critical components of the curriculum are, and breaking these critical components into smaller, achievable goals during remote learning.

## **Framework Summary**

The framework will begin on April 6, 2020. It outlines the following expectations:

- There will be no more than 2 total hours per week spent on each course. The 2 hour weekly maximum will be the sum of instruction, assessments, and assignments.
- The 2-hour maximum spent on each course will include no more than 2 assignments per week.
- Departments are paired together in a schedule, listed below, based on what would be most manageable for a student under the current circumstances. Teachers will adhere to the schedule as listed below.
  - The schedule includes 2 days per department of new and/or direct instruction, 2 days of teacher office hours, and 1 day of guided and/or independent practice for students.
  - Assessments can be administered on any of the days. Teachers are required to give 5 days notice for assessments.
- The schedule is listed on the next page. Detailed definitions and expectations of what occurs on each day are listed after the schedule. In addition, teachers will touch base with their students through Google Classroom every day.

## **Updated Guidance on Live and/or Recorded Video Lessons, Video Conferences, etc.**

Our initial implementation of remote learning was planned as a short-term, two-week period. Therefore, as a district, “live” video conferencing was not implemented. As the current global health crisis unfolded, students, parents, and teachers expressed an ongoing desire to connect with one another during this at-home time. Therefore, we are implementing revised policies and procedures to allow video conferencing with students. “Live” video lessons, meetings, and check-in’s between teachers and students are now permitted for all students and teachers except students whose parents/guardians opt out of this option. A survey is being sent to parents *which only needs to be filled out if you wish to opt out of any video conferencing or video lessons for your children.* A list of students who have opted out of this option will be provided to teachers to prepare

for next week. All members of the school community should note the following: Clearview holds high value on kindness and empathy. Expectations for student conduct remain in effect as if school were in session. Appropriate student dress during any type of video conferencing is expected. Disciplinary action will be taken for any student violations of the code of conduct. HIB investigations and reports follow the same procedures. Consequences will be applied when school re-opens or could carry over into next school year.

<b>Department/Course</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All English Language Arts courses  All Career/Technical Education courses	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Guided and/or Independent Practice	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction
Science: All HS Biology and Physics courses, all MS Science courses  All Health/Physical Education courses	New/Direct Instruction	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Guided and/or Independent Practice	Teacher Office Hours, 10-11 AND 1:20-2:20
Science: Anatomy & Physiology courses, all Environmental Science courses, and all Chemistry courses  All Social Studies Courses  All Visual & Performing Arts course	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Guided and/or Independent Practice
All Mathematics courses  All World Language courses	Guided and/or Independent Practice	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction
Self Contained Program-Schedule can vary per individual student needs	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Teacher Office Hours, 10-11 AND 1:20-2:20	New/Direct Instruction	Guided and/or Independent Practice

## **Definitions and Guidelines**

### **Teacher Office Hours**

- All teachers will be available to students during office hours on their listed day/times.
- Participation in teacher office hours is optional for students.
  - Purpose of teacher office hours
    - A designated time for teachers and students to connect and check-in with one another
    - A time for students to ask questions “live” about instructional content, request clarification on an assignment, etc.
- The format of teacher office hours is at the discretion of the teacher.
  - “Live” office hours with students using Google Meet, Zoom, or any other video conferencing tool is now permitted (unless the parent/guardian opts out of this service).
  - “Live” office hours with students using audio (telephone, Google Meet audio only, etc.) is another option.
  - Being available for students via email and/or other formats such as Google Classroom where they can interact with their teacher is another option.
  - Any other appropriate ways that the teacher develops to interact with students during office hours upon approval of the department coordinator is another option.
- Teacher office hours are not intended exclusively as the only time teachers will answer questions or provide feedback and connections. This outline provides a structured time for these connections; however, students can reach out to teachers outside of their office hours and the teachers will continue to respond with feedback within 24 hours. Teachers are not expected to respond to emails or work outside their contracted day.

### **New and/or Direct Instruction**

- Blocks earmarked for new and/or direct instruction are dedicated times that teachers will explicitly teach either new material or a continuation of existing material.
- The format of delivering new and/or direct instruction to students is at the discretion of the teacher, while following the schedule.
  - “Live” instruction with students using Google Meet, Zoom, or any other video conferencing tool is now permitted (unless the parent/guardian opts out of this service). However, students are not required to log on “live” at the exact designated times in order to remain flexible for families. An alternative for students who cannot join the video lessons “live” will be offered by the teacher; such as, a recording of the instruction. Please refer to all the resources previously provided for support in recording the lesson, if needed.
  - A virtual lab, lesson, or experience can be provided and used as direct instruction. For example, a Khan academy or Brain Pop video, could be used to reinforce or teach skills.

## **Physical Ed/Health Considerations**

Health is delivered in Physical Education/Health classes for one quarter of the school year. All Physical Education/Health classes that were scheduled to change on the first day of the scheduled fourth quarter will still undergo this change. (For example, all Health classes in the third quarter (Q3) , will transition back to PE for Q4; and also all PE classes that were scheduled for Q4 Health will start Health. These changes will take place on Tuesday, April 7. A semester grade will still apply at the end of Semester 2, following the typical practice that Physical Education/Health receives one final grade overall.

## **Implications for Gradebooks and College Admissions**

High School Students: At the conclusion of the school year, students and parents will see the following headings for high school students in PowerSchool: Q1, Q2, S1, S2, F1. For college admissions purposes, a final average grade for each course is what is reported on transcripts to college. Therefore, there is no anticipated or unintended impact on the college admissions process.

Middle School Students: In PowerSchool, students and parents will see the following headings for MS students: Q1, R1, Q2, R2, R3, S2, F1

## **Contacts for Questions or Concerns**

Parents and/or students are encouraged to contact the appropriate department coordinator with any concerns or delineations to this instructional framework. Department coordinators are listed as follows:

Diane Bernstein	ELA and Social Studies	<a href="mailto:dbernstein@clearviewregional.edu">dbernstein@clearviewregional.edu</a>
Kate Pereira	Science, Technology, Engineering, and Mathematics	<a href="mailto:kpereira@clearviewregional.edu">kpereira@clearviewregional.edu</a>
Tom Jones	Business	<a href="mailto:tjones@clearviewregional.edu">tjones@clearviewregional.edu</a>
Greg Horton	Health & PE	<a href="mailto:ghorton@clearviewregional.edu">ghorton@clearviewregional.edu</a>
Mike Holm	Media Arts	<a href="mailto:mholm@clearviewregional.edu">mholm@clearviewregional.edu</a>
Kate Bourquin	Visual & Performing Arts	<a href="mailto:kbourquin@clearviewregional.edu">kbourquin@clearviewregional.edu</a>
Dawn Scalfaro	World Language	<a href="mailto:dscalfaro@clearviewregional.edu">dscalfaro@clearviewregional.edu</a>

Wishing everyone and their families a healthy and safe weekend.

With Pioneer Pride,  
Mrs. Sherry McAteer  
Director of Curriculum & Instruction