



HIGH POINT REGIONAL HIGH SCHOOL HEALTH RELATED PREPAREDNESS PLAN

299 Pidgeon Hill Rd.
Wantage, NJ 07461



HIGH POINT REGIONAL HIGH SCHOOL

299 PIDGEON HILL ROAD – SUSSEX, NJ 07461-2733

Dear High Point Community:

Enclosed is High Point's *Health Related Preparedness Plan*. Although we hope that this plan never needs to be utilized, its development represents our bold determination to ensure that students continue to learn and achieve, even if High Point is required to close its physical facility at some point in the future.

This comprehensive plan takes into account the diversity of resources to which our students have home access. We are deeply committed to the needs of all students, and we will continue to educate and support our students under all foreseeable circumstances.

High Point's teachers are incredibly dedicated. Their commitment, coupled with the efforts of parents and cooperation from students, assures us that High Point will continue to persevere and succeed should we be faced with such challenges.

On behalf of the High Point Board of Education and our entire staff, we appreciate your trust and support.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Ripley', with a large, stylized flourish at the end.

Scott D. Ripley, Ed.D.
Superintendent
sripley@hpregional.org



Flu and COVID-19 Resources

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[CDC Flu Resources](#)

[CDC COVID19 Interim Guidance](#)

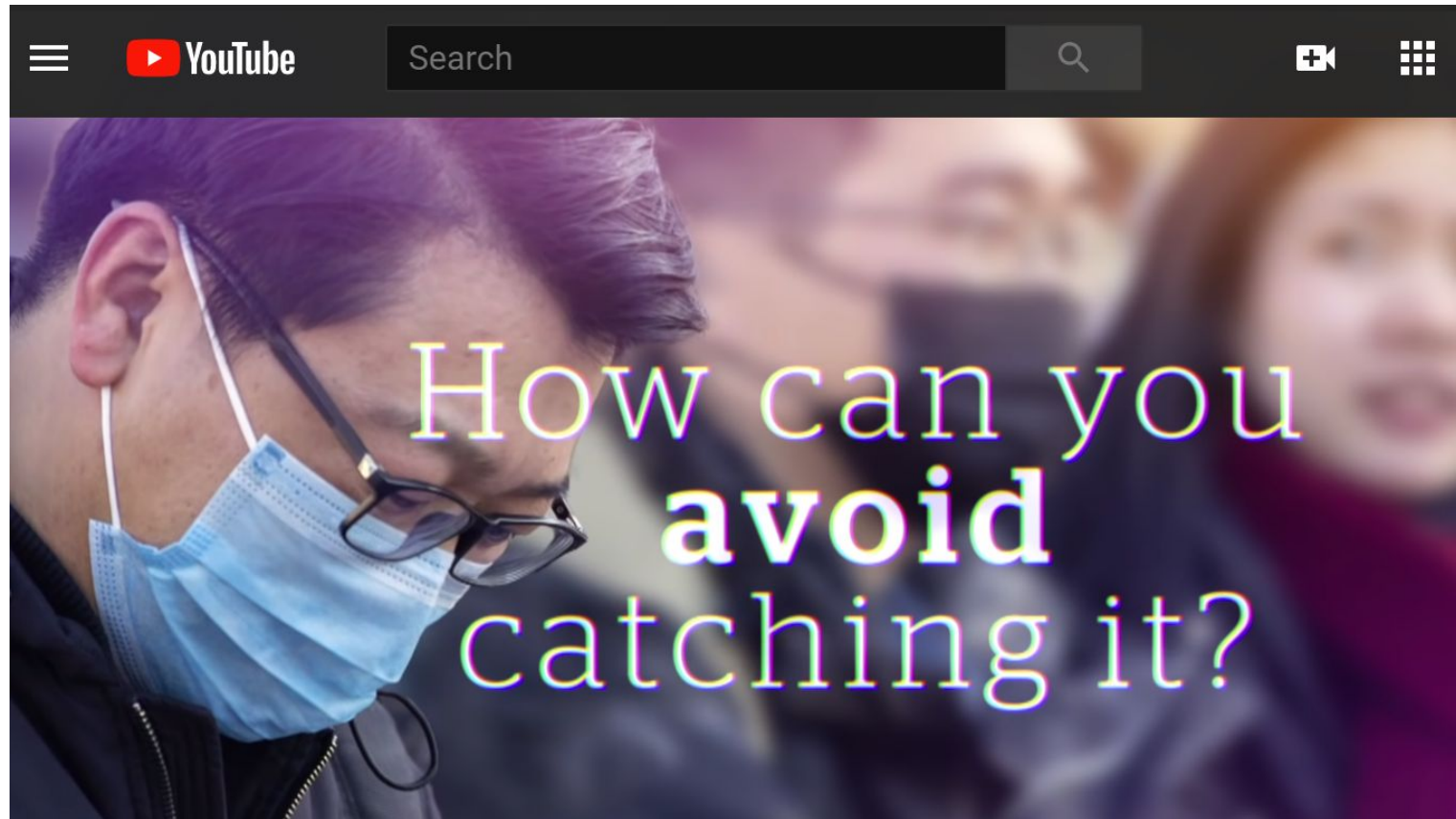
[Wantage Township Health Department/Board of Health](#)

[Sussex County Health Department](#)

[New Jersey Department of Health](#)



Flu and COVID-19 Resources





Communication & Responsiveness

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- **December 2019: Annual Sanitizing Routines in Advance of Flu Season**
- **January/February 2020: Administrative Meetings in Preparation for COVID-19**
- [March 6, 2020: Letter to High Point Community](#)
- [March 9, 2020: Announcement of Early Dismissal on 3/10/2020](#)
- **March 10-17: Board of Education Committee Meetings and Public Presentation of District's Response to COVID-19**
- [March 10, 2020: Professional Development for Distance Learning](#)



Communication & Responsiveness

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Communication with stakeholders will be provided on a regular basis through our district's website - www.hpregional.org



Communication & Responsiveness



High Point Regional School District / Parent-Community / Health Related Closing - Information Center

Health Related Closing - Information Center

High Point Regional School District / Parent-Community / Health Related Closing - Information Center

Health Related Closing - Information Center

March 21, 2020: A Video Message to our Students from Dr. Ripley



March 20, 2020: Food Services Week of March 23-27

March 17, 2020: Perona Farms Food Donation

March 15, 2020: All New Jersey Schools Likely will be Ordered Monday to Close Because of Coronavirus, Governor Says - nj.com

March 14, 2020: Letter to Parents, Student & Community to Close School 3/14/20

March 14, 2020: Spring Recess Update

March 14, 2020: Rotation Calendar *(updated 3/14/20)*

March 13, 2020: Livestream - Administrative Announcement

March 13, 2020: Outside Group Activities Cancelled

March 12, 2020: COVID-19 Preparedness - Students *(updated 3/15/20)*

March 12, 2020: SATs at High Point Cancelled

March 11, 2020: HPRHS Health Related Preparedness Plan

March 9, 2020: Early Dismissal on Tuesday, March 10

March 6, 2020: COVID-19 General Information

Communication & Responsiveness



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Recent Communication with Stakeholders:

- Leadership Team Meetings in late February and early March 2020
(District and School Administrators, Maintenance Staff, School Nurse)
- Stakeholder engagement with students, parents and faculty
- Collaboration with Sussex County Administrators and Health Officials
- Electronic Communication
 - Alerts through Blackboard Connect
 - Emails to students, staff and parents

Communication & Responsiveness



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High Point Social Media:



@HPRwildcats



facebook.com/HPRHS



hprhs



Wildcat Media Channel



Home Instruction

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No preparedness plan or technological tool can ever completely take the place of traditional classroom instruction delivered in-person by a dedicated teacher. However, with comprehensive planning, a standards-based, quality education can be maintained for a period of time.

- Our teaching staff has received significant training on how to effectively implement distance learning.
- Tools such as Google Classroom, Flipgrid, Voxer, Kahoot, Screencastify, Google Apps for Education and email will enable teachers to provide continuous instruction and to successfully meet all existing learning objectives.



Home Instruction

In order to increase our existing capabilities to oversee distance-learning, High Point held a professional development session on the afternoon of **March 10, 2020:**



High Point Regional High School



Half-Day In-Service

Tuesday, March 10, 2020

Time	Activity	Staff	Facilitator	Location
12:40 - 12:55	Staff Meeting	All-Staff	Administration	Cafe Annex
1:00 - 1:30	Tech Tools & Breakout Sessions	All-Staff	Various Staff	Cafe Annex
The Basics	Google Classroom	Staff-Select	Dave Ruppert, Todd DiNetta	Room 212
Advanced	Google Classroom & Google Sites	Staff-Select	Cari-Bodnar Keimel	Room 231
Extensions	Google Classroom Doctopus/Goodrich	Staff-Select	Stacey Zaremba	Room 202
Don't Flip Out... Flipgrid!	Flipgrid & Voxer	Staff-Select	Jacqueline McCarthy	Room 206
Invisible Touch	Genesis	Staff-Select	Chris Dexter, Gib Carter	Room 208
That was Easy!	Copy & Scan	Staff-Select	Jessica Briggs	Room 213
Hang Ten	Google Hangouts	Staff-Select	Ben Kappler, Alex Gonzalez	Room 123
Techsters	IT/Tech Support	Staff-Select	Dan Yardley, Anthony Tokar	Room 204
What a hoot!	Kahoot from Home	Staff-Select	Aldo Deodino, Kelly Reynolds	Room 209
1:30 - 2:37	Lesson Planning	All-Staff	Supervisors	TBD



Home Instruction

High Point Regional High School
Half Day In-Service
Tuesday, March 10, 2020

RUBRICS IN CLASSROOM!!
SHORT AND G Suite

G Suite For Education

High Point Regional High School
Half Day In-Service
Tuesday, March 10, 2020

- Tech Tools & Breakout Sessions
- Google Classroom
- Google Classroom & Google Sites
- Google Classroom Doctopus/Goodrich
- Flipgrid & Voxer
- Genesis
- Copy & Scan
- Google Hangouts
- IT/Tech Support
- Kahoot from Home



Home Instruction

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- Learning materials will be made available to all students through digital or hard copy format, depending upon student need.
- Instruction will continue to be properly differentiated and personalized to maximize the opportunity for all students to be successful.
- Distance learning will differentiate in order to meet the needs of all students, including:
 - a) ESL/ELL
 - b) Special Education
 - c) 504
 - d) At-Risk
 - e) Gifted & Talented



Home Instruction

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- High Point teachers have developed lesson activities suitable for distance learning, and these lessons are ready to be implemented (3/10/2020).
- High Point teachers are able to deliver several days worth of distance-learning lessons at this time and they are preparing for home instruction through Thursday, April 9, 2020.
- Our goal is for all teachers to have 14 days of online lessons ready for dissemination, and potentially to have lessons developed to effectively provide instruction for up to 20 consecutive school days.
- Student work will be graded from home during “home instruction” school days, asynchronously through tools such as Flubaroo, Kahoot, etc., and upon return to school through traditional or modified means.



Home Instruction

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3/18/20 Red Day

Period 1 - 9:00 - 10:00
Period 2 - 10:00 - 11:00
Period 3 - 11:00 - 12:00
Period 4 - 12:00 - 1:00

For more information visit www.hpregional.org



3/19/20 Silver Day

Period 5 - 9:00 - 10:00
Period 6 - 10:00 - 11:00
Period 7 - 11:00 - 12:00
Period 8 - 12:00 - 1:00

For more information visit www.hpregional.org
#hprwildcats



Logistics

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- **Employment**

- High Point's administration is working with its local education association, NJDOE and legislative leaders to ensure that we are meeting our legal and financial obligations.

- **Building Access**

- High Point has identified essential employees who will be permitted access to the high school under specific circumstances as determined by the Superintendent. These essential employees are identified within this plan and the Sussex County Office of the NJDOE has been notified of this designation.



Logistics

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- **180 Day Requirement**

- By having a *Health Related Preparedness Plan* on file with the New Jersey Department of Education (NJDOE), and by starting the delivery of “home instruction” as soon as we are mandated to close by a local, state or federal authority, the days on which we are closed, but delivering “home instruction,” will count towards our required 180 days of school.



Food Services

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Food Services

- a) During the first week of school closure (3/16/20 - 3/20/20) High Point worked with Maschio's, the Sussex County Department of Health and local food pantries to organize, communicate and execute a food distribution plan which ensured that all High Point students eligible to receive free and reduced lunch would be provided with nutritional support.
- b) Multiple days worth of food (bagged lunches) were delivered to students on Monday and Thursday. Food was distributed from the front of the high school's main entrance.
- c) Staff distributing food were reminded to respect the privacy rights of students and families who came to school to receive food. Several meals were delivered directly to students' homes.



Food Services

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Food Services

- d) Information for the New Jersey Department of Agriculture and the U.S. Department of Agriculture:

SFA Name: High Point Regional High School (37-2165)

Agreement #: 03702165

Meal distribution commenced: Monday, March 16, 2020

Meal distribution ceased: TBD

Meals to be claimed per day: One per student.



Food Services

Food Services

- e.) High Point has been delivering pre-bagged meals to eligible students which have consisted of a bagel with cream cheese, fruit, milk, vegetables, etc.
- f.) <https://maschiofood.com/> is a licensed school food vendor in New Jersey. Their website details how they satisfy all related nutritional and safety requirements.
- g.) High Point has kept all food refrigerated, and followed all local and state regulations related to food safety.
- h.) [FERPA](#) protects the privacy of student records. High Point has addressed this aspect of our food distribution plan and continues to maintain student privacy.



Student Demographics

In order to ensure the effective and equitable delivery of instructional and support services to all students, this plan, and its execution, maintain an awareness of the student population served by High Point.



Student Demographics

High Point's student enrollment is 887.

Enrollment Trends by Student Group

This table shows the percentage of students by student group for the past three school years.

Student Group	2016-17	2017-18	2018-19
Female	48.2%	48.9%	48.7%
Male	51.8%	51.1%	51.3%
Economically Disadvantaged Students	14.9%	15.5%	15.9%
Students with Disabilities	16.0%	18.0%	18.9%
English Learners	0.1%	0.1%	0.1%
Homeless Students	0.2%	0.3%	0.2%
Students in Foster Care	0.1%	0.2%	0.1%
Military-Connected Students	0.0%	0.0%	0.0%
Migrant Students	0.0%	0.0%	0.0%

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Access & Equity

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Every aspect of our Home Instruction program has been vetted to ensure equitable services for all students.

Instruction:

- a) All students were invited to complete a survey to help identify students in need of computer or internet support during home instruction.
- b) More than 95% of students completed the survey. Staff met with students who did not complete the survey. So, computer and internet access was determined for 100% of students.
- c) More than 90% of students indicated that they had access to a computer device as well as to reliable internet service.



Access & Equity

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Instruction:

- d) High Point distributed Chromebooks to 60 students between Friday, March 12, 2020 and Tuesday, March 16, 2020.
- e) High Point purchased 25 Chromebooks with embedded wifi capability/data plans. These devices will help us to support families experiencing inconsistent internet service.
- f) Every teacher at High Point is using a digital platform such as Google Classroom, and all four academic supervisors have access to every class taught by every teacher. Each day our administration cross-references attendance records and seeks to identify students who might not be engaged with their work.
- g) High Point has identified Board of Education building staff as essential workers. These staff will print and mail home hard copy assignments as needed for students with internet and computer difficulties.



Access & Equity

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Special Education:

- a) High Point's guidance counselors and child study team members work together to make contact (phone and email) on a weekly basis with all students who have an IEP or a 504 plan. This communication aims to determine how we can support students, it also involves regular communication with parents.
- b) All teachers have been reminded of the requirement to continue modifying instruction and abiding by student IEP's while delivering home instruction.
- c) Communication between High Point and out of district (OOD) schools educating High Point students is carried out and documented on a regular basis. This communication addresses the unique transportation needs of students attending out of district facilities and it involves High Point communicating with third-party transportation providers.



Access & Equity

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Special Education:

- d) The needs of medically fragile students will be met to the best of High Point's ability. We have worked closely with the Sussex County office of the New Jersey Department of Education to determine how we can provide services such as occupational, physical and speech therapy.
- e) High Point has worked with its food service partner (Maschio's) to ensure students with sensitive dietary needs are receiving appropriate nutrition.



Access & Equity

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Social and Emotional Wellness:

- a) High Point requires all students to answer a daily/essential question. This question helps track student attendance, and it also provides a daily opportunity for students to communicate with administrators and counselors during a time of considerable isolation.
- b) Sometimes the daily question is specifically focused on wellness. In all instances students have the opportunity to express themselves through a writing prompt. Our counseling staff works with the administration to identify and respond to student answers which indicate a potential risk to student well-being.
- c) Teachers, administrators and student leaders have worked together to post uplifting, encouraging video messages online.

Sample Daily/Essential Question:

https://drive.google.com/file/d/1_FAHqRI990UdrQtwsLlugjDCo5uOudQM/view?usp=sharing



Essential Staff

High Point Regional High School (37-2165) Pandemic Plan Addendum - Employees (updated: 6.11.20)			
Emergency Contact Information:			
Dr. Scott D. Ripley, Superintendent; sripley@hpregional.org			
Seamus Campbell, Director of Curriculum; scampbell@hpregional.org			
Jon Tallamy, Principal; jtallamy@hpregional.org			
*List reflects the maximum number of essential employees per category permitted to access building at one time. Administration will ensure that current legal requirements and safety guidelines are observed.			
List of Essential Employees by Category	Role	Duties/ Work Stream	*How Many Essential Employees Per Category
Board of Education Members	Board functions	Conduct meetings; authorize payments, etc.	Nine per day.
Administration	Overseeing instruction, facility and community interactions	Managing critical facility, personnel, community, Board and financial matters.	Nine per day.
Administrative Assistants	Assisting administrative staff with all essential operations.	Payroll, communication with community, mail, banking, recording of compliance with regulations.	10 per day.
Maintenance/Grounds	Maintaining buildings, cleaning and sanitizing facilities	Painting, work orders, repairs.	Seven per day.
Custodial	Cleaning and sanitizing facilities	Maintaining the cleanliness of buildings	Seven per day.
Technology	Overall IT oversight, instructional applications, communication systems	Helpdesk role for teachers using various technology for classroom instruction; working with vendors to ensure reliable access to necessary IT equipment.	Three per day.
Food Service Personnel	Meal service and/or distribution; facility maintenance.	Preparing and distributing meals. Closing kitchen down and preparing kitchen for September opening.	Five staff members spread over four internal locations and one external distribution area.
Security	Campus security	Enforcing quarantine; ensuring safe operations	Four personnel, working on a rotating basis
Transportation Coordinator's Office	Oversee student transportation	Ensure all routes are staffed and help coordinate food delivery to at-risk students.	Two per day.
Nursing/Health Services	Fulfill required duties of school nurse and related health services	Edit and maintain health records; assist with staff and student health needs.	Three per day, including retiring school nurse and incoming school nurse.
Faculty	Teachers, counselors, case managers and other certificated staff.	Access materials related to instruction and support services; Meet to discuss professional responsibilities.	No more than 12 at any time; under the direction of building administration.