

## Brookfield Schools Cherry Hill Campus: Brookfield Academy Health-Related School Closure Plan

The following plan is set up as an attempt to prevent any major concerns involving staffing, and other scenarios, which would otherwise prevent the building from functioning at full capacity. This plan will allow for the Cherry Hill Campus to remain “open” in a remote fashion under circumstances that otherwise would cause it to close for the school day, ultimately avoiding the need to incorporate an additional day into the school calendar for the year.

1. This plan will be implemented during a district closure lasting more than **THREE** consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. In addition, in the event that **THREE** or more content area teaching staff, or **TWO** content area and **ONE** or more elective area teaching staff are out for the day (under the current staffing structure) without sufficient staff available for class coverage, either by prior request or last-minute request, BSCH campus will be required to shift to an all-remote learning day. An emergency broadcast (RealTime system blast announcement) will be made and sent out to all families/caretakers of students and all staff.
3. Students will log into their Google Classroom Homerooms by 8:30am to account for attendance with Sandy Manning. Students are required to be logged on for at least four hours, aside from lunchtime, in order for the school day to count.
4. Remaining staff will still be required to be in the building on these remote days (unless otherwise specified).
5. Teachers and students will follow their usual daily, in-person schedules on these days remotely through Google Classroom. All classrooms have been set up and established with the students. The regular in-person bell schedule has been provided to each student and will be followed as closely as possible in a virtual/remote format. The last period of the school day ends at 2:20. The

expectation is for students to be logged on for all 8 periods of the day, with exception of their scheduled lunch period.

6. For any teachers who are absent and cannot work remotely from home, or post a remote assignment/lesson (without teaching live), during an Emergency Remote day, their students will receive remote lessons that have been provided by the teachers in their Emergency Lesson Plans. Laura Hakun, Principal, or Ed Santos, Assistant Principal, will post any assignments necessary to the appropriate remote classrooms for those teachers who are unable to do so.
7. Students who have difficulty with logging onto the internet, or do not have internet at home (and therefore, are unable log on for the day), will be marked “Absent Excused” in the attendance records as to not penalize them for missing the school day or classwork. Students in need of internet connection are notified to contact the school. Brookfield will set up the families with an internet service provider for their area. Chromebooks are given to every student to bring from class-to-class daily, as well as to travel home with, so no student should be without a device.
8. If it is known in advance that BSCH campus will require an Emergency Remote day, teachers will provide paper assignments to those students without proper internet access. These are to be handed in the next time the student is scheduled to return to the building for in-person instruction.
9. Both virtually present staff and students will be required to fulfill the entire school day. They will need to log into each class and complete lessons in a collaborative effort to ensure educational standards are met with fidelity.
10. Scheduled lunch “periods” that are built into the daily schedules may be followed as usual, taking a break from remote teaching/learning for both staff and students. Teaching staff will follow their scheduled prep time as well.
11. Students will have breakfast/lunch meals available to them here at the school upon request of the caretaker on Emergency Remote Days. Brookfield will establish a pickup time with the caretaker and provide meals as necessary. It is also possible for students to receive meals from their sending district, if reporting to Brookfield for pickup is not feasible.
12. On an Emergency Remote School Day, school therapists will be required to conduct their “as scheduled” individual student sessions via BlueJeans to ensure that all students are delivered fair and proportionate therapeutic services. Therapists should communicate these meeting times with the appropriate teaching staff, as to not mistakenly mark a student absent. They

should also remain available to any staff or student in need of further assistance on the therapeutic and/or social emotional level.

13. All teachers will make the appropriate accommodations for the students' learning needs based on their IEPs and accommodations made for in-person instruction. Any specific needs that will be adjusted should be done so with the student's individualized needs in mind.
14. Any scheduled IEP meetings will continue to take place virtually. All districts and DCMs will be notified of our remote status and the virtual meeting will commence as planned.
15. Teachers will continue to be observed and monitored through Google Classroom and will be held to the same status as in-person. All requirements regarding pedagogy, classroom management, student accommodations and needs, and educational pacing will be held to a high standard virtually just as they are in the classroom.

#### **Buildings and Grounds:**

Buildings and grounds personnel are considered essential personnel and will continue to maintain and perform repairs on school facilities as needed.

#### **Essential Personnel:**

In the event of a transition to remote learning, a list of essential personnel will be compiled and provided to the County Office of Education.

The Emergency Remote School Day plan for the Brookfield Schools Cherry Hill Campus is *subject to change at any time* for further development.