



Marcelino Trillo  
Vice Principal

**ROBERT TREAT ACADEMY**  
CHARTER SCHOOL  
*A 2008 NCLB BLUE RIBBON SCHOOL*  
[www.RobertTreatAcademy.org](http://www.RobertTreatAcademy.org)

Theresa Aduato  
Principal



Paul Parada  
Vice Principal

**Emergency School Closing Plan – Parent Guide**

In the event of an emergency school closing due to public health related school closures, Robert Treat Academy is prepared to continue instruction remotely in a limited virtual capacity. The following plan has been created to maintain the integrity of our program and provide the highest level of instruction possible under the circumstances.

**Update assignments daily on School Website**

1. All assignments will be posted on each classroom homepage on our school website at [www.roberttreatacademy.org](http://www.roberttreatacademy.org) in Emergency School Closing section of your homeroom pages. To find your classroom pages click on the Directory tab, then classroom directory and choose your child's homeroom page.

**Grades K-4 Daily Routine**

1. Teachers will plan, record, and post video lessons and assignments by 10am on their classroom homepages.
2. To view these videos you will most likely need to download a free video player. We highly recommend VLC media player (<https://www.videolan.org>) to view these daily recordings. If you are still having difficulty viewing the videos please contact Mr. Hernandez ([hernandez@roberttreatacademy.org](mailto:hernandez@roberttreatacademy.org)), or Mr. Gutierrez ([gutierrez@roberttreatacademy.org](mailto:gutierrez@roberttreatacademy.org))
3. These videos may also have additional links or downloads associated with the lesson.
4. Please follow your teacher's instruction on posting completed assignments.
5. Teachers will be available via email from 10am – 3pm to answer any questions related to these assignments. If you do not know your teachers email address, you may find it on our website under Directory, Faculty and Staff Directory.

**Grades 5-8 Daily Routine**

1. Every 5<sup>th</sup>-8<sup>th</sup> grade student has been issued a Chromebook that is capable to receive live instruction via communicate with teachers via student email or Google Classroom.
2. Modified Livestreaming schedules will be posted on each classroom homepage. RTA will continue to follow the normal class schedule as close as possible in the 4 core subjects (ELA, MATH, SCIENCE, SOCIAL STUDIES). For example, on a normal school day, Student John Doe may have ELA from 9-10, Math from 10-11, Science from 11-12, Social Studies from 12-1. Following this schedule remotely, John Doe would join ELA livestream at 9, Math livestream at 10, Science livestream at 11 and Social Studies livestream at 12. After all livestreams are completed, John Doe would have time to complete any work given or communicate with his teachers via Email or Live Chat from 1-3pm for any additional help.
3. All livestream sessions will require a specific meeting ID to join the stream. This code will be emailed to students prior to each livestream session. The meeting ID and schedule will also be posted on the Classroom webpage.
4. All livestream sessions will be recorded and posted to their classroom webpage by the end of the school day. In the event your child cannot attend the livestream, they may view this recording at a later time.



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**Grades 5-8 Daily Routine (continued)**

**\*\*\*IN THE EVENT OF LIVESTREAMING IS UNAVAILABLE, 5-8 TEACHERS WILL FOLLOW THE K-4 TEACHERS DAILY ROUTINE LISTED ABOVE.\*\*\***

**Special Education/ Resource Room Support**

1. Teachers will create a modified schedule to accommodate their students to live stream with a student or a small group of students using either Zoom or Google meeting.
2. RTA does not supply K-4 students with Robert Treat Email accounts. Therefore, any K-4 Student that receives special services will need a parent to create a zoom meeting account. To create a free Zoom account please visit, <https://zoom.us>, click on the "Sign up, its free" button and follow the on screen instructions

zoom

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SIGN UP, IT'S FREE

3. Once your account is created you may contact the following teachers to let them know you have registered.
  - Ms. Alfano ([alfanoa@roberttreatacademy.org](mailto:alfanoa@roberttreatacademy.org))
  - Ms. Wetzela ([wetzela@roberttreatacademy.org](mailto:wetzela@roberttreatacademy.org))
  - Ms. Cryan ([cryank@roberttreatacademy.org](mailto:cryank@roberttreatacademy.org))
4. Resource room teachers will communicate with parents (via email) with a session code and time to join the meeting.

**Provisions for students who do not have internet access or compatible devices for use at home**

1. Teachers will prepare 2 weeks' worth of lessons, worksheets or any other necessary material to complete the weekly assignments and submit to the office for parent pickup. Parents, please call the office to identify the student, grade, and homeroom and to arrange a pickup time.

**Food Distribution Procedures**

1. All students (free/reduced/paid) are eligible for a daily breakfast/lunch grab and go package.
2. Meals will be distributed from the main entrance of each campus between the hours 8:00am – 12:00pm daily.

**Any modifications or changes to this plan will be communicated via OneCallNow**