



Marcelino Trillo
Vice Principal

ROBERT TREAT ACADEMY
CHARTER SCHOOL
A 2008 NCLB BLUE RIBBON SCHOOL
www.RobertTreatAcademy.org

Theresa Aduato
Principal



Paul Parada
Vice Principal

Emergency School Closing Plan – School/Teacher 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 shall be posted on each classroom homepage on the school website at www.roberttreatacademy.org in the Emergency Closing section of your homeroom pages.
2. Be clear with your instructions for work completion and if/how you expect students to post their completed work for your review.
3. Provide alternatives for students who do not have the ability to print out assignments at home.

Instruction (4 hours daily)

1. A minimum of 4 hours of daily instruction will be provided via livestream lesson or recorded lesson and shall include independent work assigned with each lesson.
2. iReady based instruction will reinforce skills taught, areas of need, and track student growth on an individual student basis.

Grades K-4 Daily Routine

- 8:00-10:00-** Plan and record video lessons and assignments and post to classroom homepage no later than 10:00am.
- 10:00-3:00-** Be available via email to answer parent/guardian/student questions regarding lesson and/or assignments.

Grades 5-8 Daily Routine *The expectation is for you to conduct a livestream during scheduled times. Any variations from this plan need administrative authorization.*

- 8:00-9:00-** Plan lessons for live stream and create class groups with Zoom meeting invitation codes
- 9:00-3:00-** Follow your daily class schedule via live stream (contact Mr. Trillo or Mr. Parada w/ conflicts)
- post recorded lessons to your classroom homepage
 - be available to answer questions regarding lesson and/or assignments.

Special Education/ Resource Room Support

1. Resource 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. Resource teachers will communicate with parents (via email) with a session code and time to join the meeting.



ROBERT TREAT ACADEMY
CHARTER SCHOOL
A 2008 NCLB BLUE RIBBON SCHOOL
www.RobertTreatAcademy.org



Marcelino Trillo
Vice Principal

Theresa Adubato
Principal

Paul Parada
Vice Principal

3. Speech and counseling services will be provided via live stream with either Zoom or Google Meeting.
4. All services in student IEPs are being provided, including accommodations and modifications. Tracking of services is completed by case managers.
5. Case managers routinely follow up with families via email, video conference and/or phone calls to ensure services are provided in accordance with student IEPs.
6. All IEP meetings are completed in accordance with timelines via video conference or teleconference.

Attendance

1. K-4- Attendance will be recorded based on submitted daily assignments and iReady record logs.
2. 5-8 attendance will be recorded based on livestream log ins class schedule.
 - a. Each special activity teacher will be assigned as the parent contact for a group/grade of students to communicate via email missed livestream lessons and assignments.
 - b. Post content related assignments on classroom homepage.
3. Student attendance as it relates to promotion, retention, graduation and discipline will be addressed on a case by case basis.

ELL Services

1. Instruction and student assignments on ELL classroom homepage.
2. Additional instruction is provided through live stream meetings.
3. ELL instructor communicates with families and translates materials in their native language.

Occupational/Physical Therapy

1. Services will continue via teletherapy. School will coordinate a weekly schedule with families.

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. Proper protocol for safe distribution is being followed.

Facilities

1. Custodial staff will disinfect the building and maintain routine upkeep.

Distribution of Devices

1. Device swaps are scheduled for all school issued devices that are damaged or not working properly.

Phase 1-

- Distribute Chromebooks to all students 5th grade students
- Distribute iPad devices to any special education students in need of one



Marcelino Trillo
Vice Principal

ROBERT TREAT ACADEMY
CHARTER SCHOOL
A 2008 NCLB BLUE RIBBON SCHOOL
www.RobertTreatAcademy.org

Theresa Aduato
Principal



Paul Parada
Vice Principal

Phase 2- *transition to 100% of students using electronic distance learning plan*

- Distribute iPad devices to any household in need of a least one device to access classroom homepages via school website
- Provide free internet for any household in need of internet via school internet provider

Summer Programming

1. Robert Treat Academy school year begins on August 3, 2020.

IN THE EVENT OF LIVESTREAMING NOT BEING AVAILABLE, 5-8 TEACHERS WILL FOLLOW THE K-4 TEACHERS DAILY ROUTINE LISTED ABOVE.

Any modifications or changes to this plan will be communicated via email. Contact Mr. Gutierrez or Mr. Hernandez with any technical questions or issues.

Revised 5/5/20