

BROOK HILL

Covid-19 Educational Plan

A guide for our school designed with four operational levels allowing us to hold steady, prepare for interruptions, or make changes to reflect new guidance.

**This plan is subject to change*

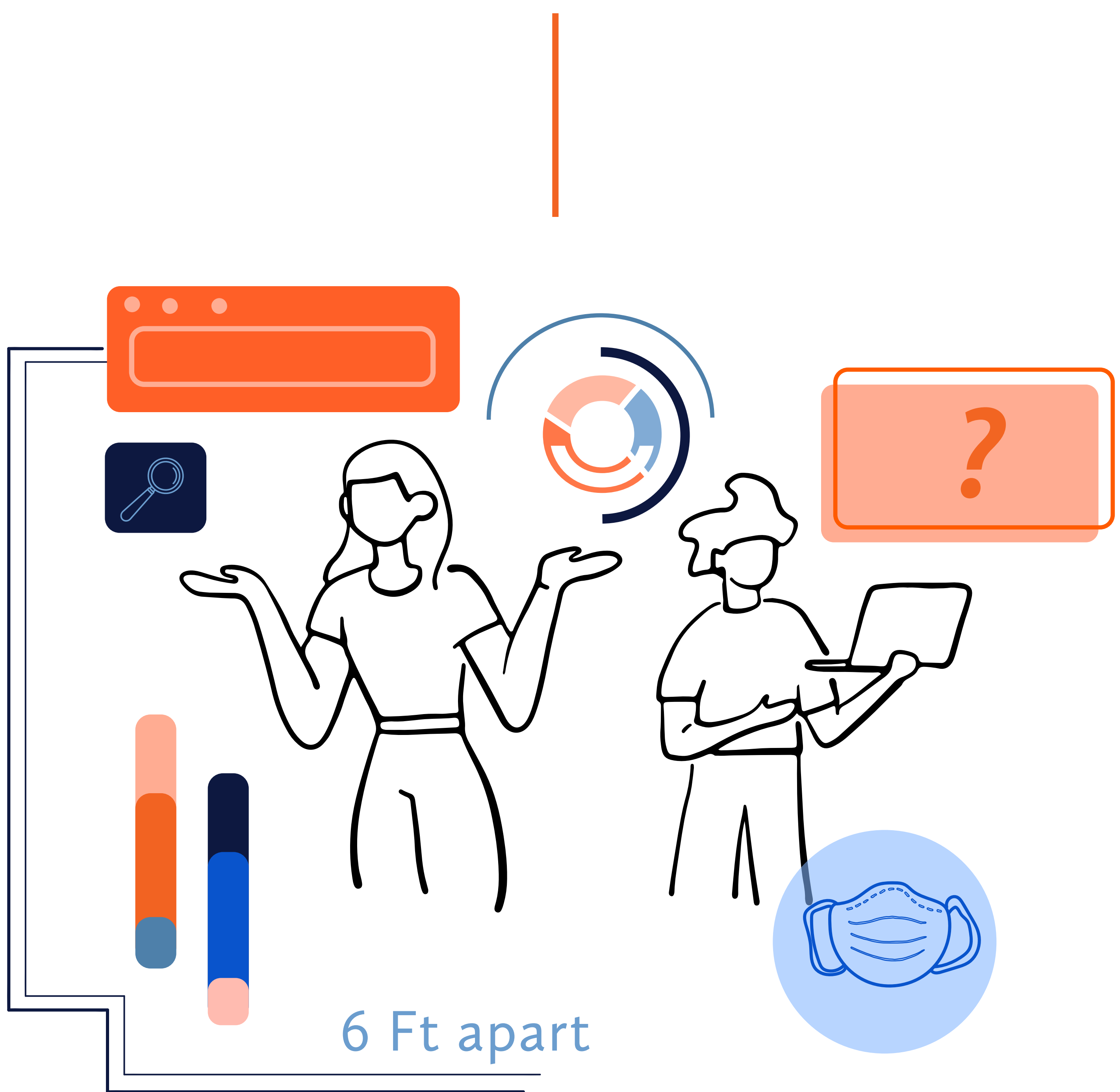


Table of Contents

2

GUIDING PRINCIPLES

3 - 7

COVID - 19 OPERATING LEVELS

8 -II

ACADEMIC CONTINUITY

II

DIGITAL PLATFORMS

I2

ATHLETICS & FINE ARTS

I3 - I6

ENSURING A SAFE CAMPUS

I7

BROOK HILL CARES

I7

FINANCES & OPERATIONS

I8

COMMUNICATION

I9 - 20

CLOSING THOUGHTS

Guiding Principles

The reopening plan for our school has been designed with four operational levels that will allow us to hold steady, prepare for interruptions, or make changes to reflect the new guidance. We will maintain flexibility as we continue to monitor guidelines, recommendations, and requirements as it pertains to the COVID-19 Pandemic.

The following guiding principles reflect the beliefs of The Brook Hill School and will direct the implementation of our reopening in the fall. Decisions concerning the reopening will be influenced by the CDC, local, state, and national government, the Student Health Advisory Council (SHAC), and the COVID - 19 Task force.

1. On campus learning is best
2. A healthy campus environment is essential
3. A smooth transition to distance learning when necessary

The Brook Hill school plans to resume on-campus, in-person teaching, and learning for the 2020-2021 school year beginning August 19, 2020.

For our boarding community, please see our procedures and protocols for the coming year **here**. For questions, please reach out to Shawn Rhoads, Director of Residence Life at srhoads@brookhill.org or Travis Albea, Director of Boarding Admissions at talbea@brookhill.org. We realize the coming year may look different for you, and we are here to support you during this time.

Operating Levels

**Guidelines within the levels are subject to change.
You will be notified if we move from one level to the next*

1

ON CAMPUS
No concern

2

HYBRID LEARNING
Moderate concern

3

HYBRID LEARNING
High concern

4

DISTANCE LEARNING
Extreme concern

Operating Level I

No Concern - Normal Procedures

Schedule	Normal
Athletics	Normal
Fine Arts	Normal
Large Gatherings	Normal
Chapel	Normal
Day Student Lunch	Normal
Boarding Meals	Normal
Janitorial Cleaning	Normal
Transportation	Normal
Dorms	Normal
Screening	Normal
Guests	Normal
Masks	Optional

Operating Level 2

Moderate Concern - Adjusted Procedures

Schedule	Operating with moderate adjustments
Athletics	Operating with moderate precautions
Fine Arts	Operating with moderate precautions
Large Gatherings	Social distancing when possible
Chapel	Social distancing when possible or small group chapel
Day Student Lunch	Social Distancing- Dining Hall, Commons
Boarding Meals	Social distancing in Commons
Janitorial Cleaning	Significant and frequent maintenance and cleaning
Transportation	Hand Sanitizer, masks, windows open, and regular cleaning
Dorms	Moderate precautions in dorms
Screening	Self-Screening and temperature check at school
Guests	Temperature Screening and masks required
Masks	Optional (may be required at certain times)

Operating Level 3

High Concern - Significantly Adjusted Procedures

Schedule	Operating with significant adjustments
Athletics	Operating with significant precautions
Fine Arts	Operating with significant precautions
Large Gatherings	Social distancing enforced
Chapel	Small group chapel
Day Student Lunch	Small group
Boarding Meals	Small group
Janitorial Cleaning	Increased significant and frequent maintenance and cleaning
Transportation	Social distancing, hand-sanitizer, masks,windows open, and frequent cleaning
Dorms	Dorms as family units are distanced from other dorms
Screening	Self-Screening and temperature checks twice daily at school
Guests	No guests on campus
Masks	Required for grades 3rd and up

Operating Level 4

Extreme Concern - Extremely Adjusted Procedures

Schedule	Distance Learning
Athletics	Cancelled
Fine Arts	Cancelled
Large Gatherings	Prohibited
Chapel	Virtual
Day Student Lunch	None
Boarding Meals	Small group
Janitorial Cleaning	Campus closed - continued cleaning of boarding dorms
Transportation	Cancelled - excluding boarding
Dorms	Dorms as family units are distanced from other dorms
Screening	Campus closed
Guests	Campus closed
Masks	Campus closed

Academic Continuity —

LEARNING MODES

The Brook Hill School strives to fulfill our mission and continue to provide our high-quality Christian education to all students, even during these exceptional circumstances.



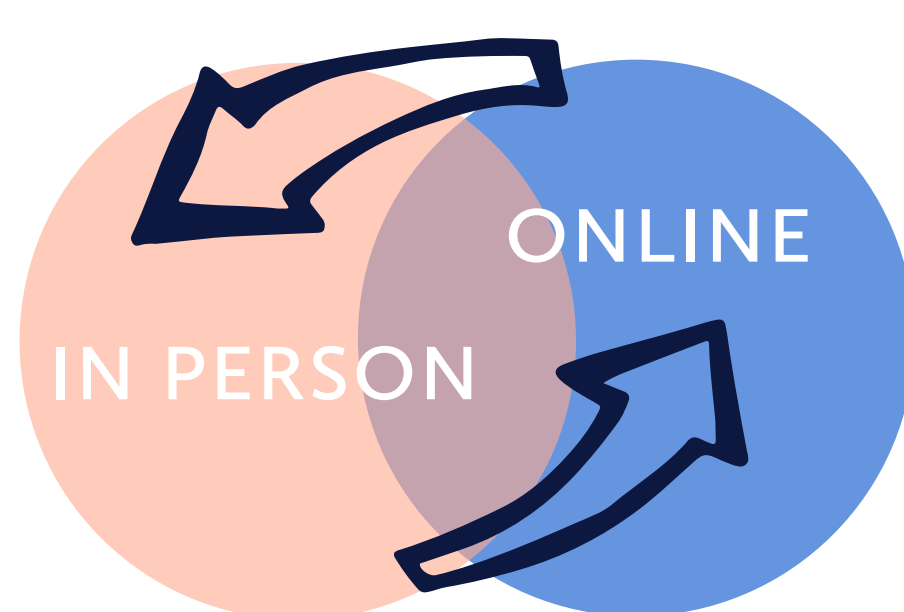
ON-CAMPUS LEARNING (*OPERATION LEVEL 1-3*)

- Students will re-engage in On-Campus Learning beginning August 19 as scheduled on the 2020-2021 school calendar. We will remain focused on current health department information and guidelines as they are issued.
- Regular 5-day school week with the same start and end times.
- School-based instruction in the classroom with enhanced social distancing and safety measures.
- Teachers will be trained in implementing successful Blended Learning strategies to ensure that we are building foundational technology skills in our students.
 - + Blended learning is the integration of technology into the classroom so that the students are learning from both teacher-directed and self-directed methods throughout the curriculum.
 - + In addition to guidance and professional development from our Director of Educational Technology and Innovation, we have added an Assistant Director of Educational Technology and Innovation to provide additional support for our teachers and students.
- Cadet Club will be offered for students in PK-5th grade in compliance with CDC recommendations.

HYBRID LEARNING (OPERATION LEVEL 2-3)

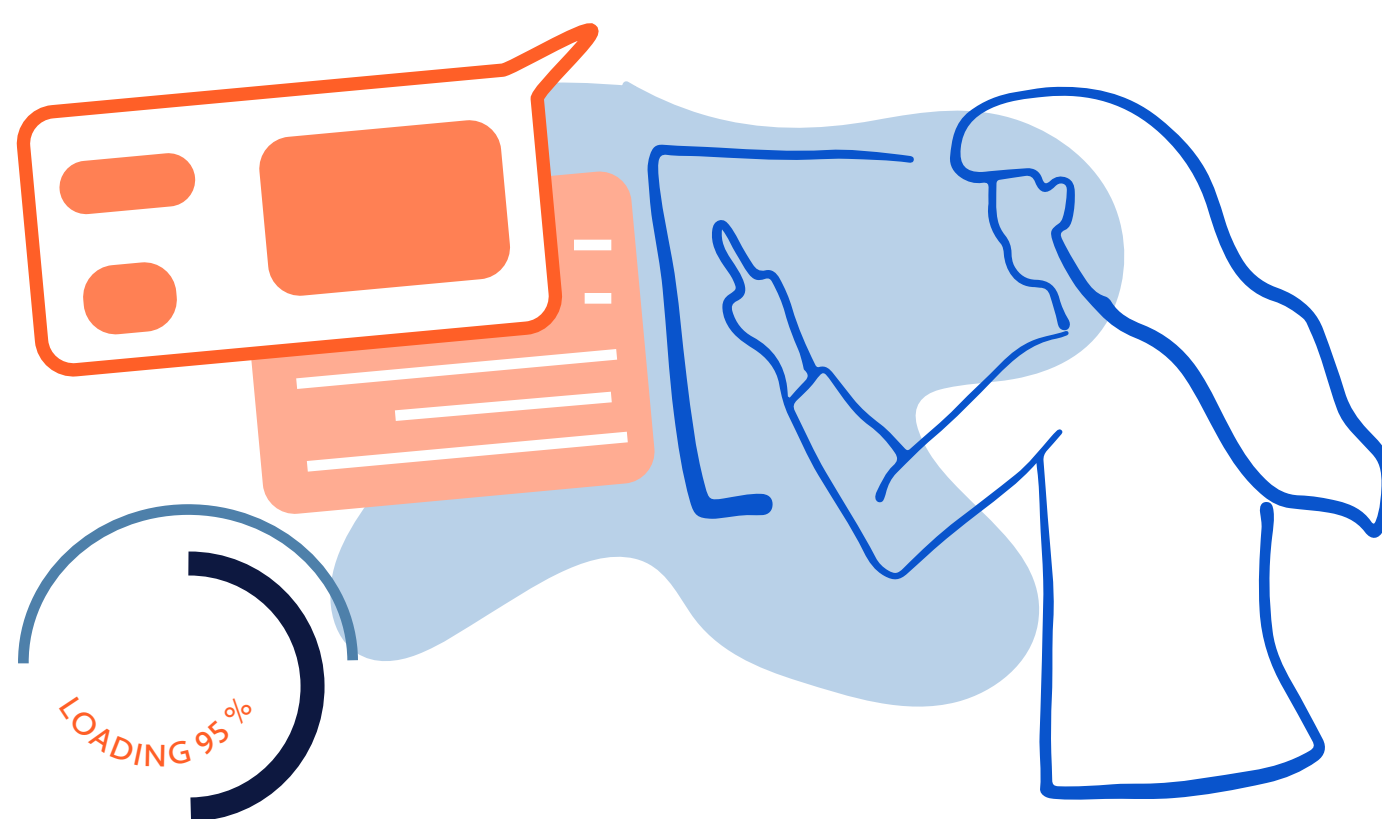
Hybrid Learning is designed to provide support for students and families who must be off-campus temporarily due to COVID -19 related concerns and will remain enrolled as a student at The Brook Hill School.

Hybrid Learning will align as much as possible with On-Campus teaching and learning. However, face-to-face learning will provide the most comprehensive and robust experience for students.



Connection

With Hybrid Learning we want to help students maintain a connection with classmates and teachers while at home. With Hybrid Learning as an option, teachers are offering two separate modes of education simultaneously: on-campus and distance learning through our Learning Management Systems (LMS). The Lower School campus will utilize Seesaw, while the Middle and Upper School campuses will continue using Canvas.



Instruction

While Hybrid Learning is not identical to On-Campus Learning, The Brook Hill School faculty and staff will provide high-quality distance learning instruction to advance student academic progress and attend to the social and emotional well-being of the student until they are able to return to school.



Hybrid Learning may look different in each grade level/division:

- Students will be provided opportunities such as synchronous (live) and asynchronous (accessible any time) classroom instruction being delivered through video-conferencing technology and Seesaw/Canvas
- Teachers will regularly monitor student progress
- Younger students will likely need parental support



Qualification

Families may switch from On-Campus Learning to Hybrid Learning throughout the school year, given their absence is COVID-related and extends longer than five school days. Hybrid Learning needed beyond three weeks must be approved by the campus principal. Parents should have a discussion with the campus principal as soon as possible in the event that they need to utilize the Hybrid Learning Model. The Hybrid Learning Model will remain in place as long as COVID-19 continues to be a concern, as determined by The Brook Hill School.



Attendance and Grading in Hybrid Learning

Attendance in the Hybrid Learning modes will be measured by participation and completion of assignments on Seesaw/Canvas. In the event that a student is absent for a COVID-19 related reason, all assignments and assessments are expected to be completed.

DISTANCE LEARNING (OPERATION LEVEL 4)

In the unlikely event that the government closes schools or The Brook Hill School experiences a significant outbreak of COVID-19 and an interruption of on-campus learning occurs, we will be prepared to shift to Distance Learning for all students immediately and effectively. With the implementation of technology platforms during on-campus learning, the goal is to make this transition for students and parents as seamless as possible. All students will remain home and instruction will be delivered remotely through technology platforms (Zoom/SeeSaw/Canvas/etc.) and a structured schedule for each grade level/course will be established.

DIGITAL PLATFORMS



Zoom

Zoom is a video conferencing platform that can be used to provide LIVE (synchronous) virtual class meeting space similar to Google Hangout/Meet.



RenWeb Facts

RenWeb/FACTS will continue to be our school's main information system. Parents and students can access grades, calendars, announcements, and more.



Canvas (Middle and Upper School)

Canvas will be used for students in grades 6-12. Canvas is The Brook Hill School's Learning Management System (LMS) and provides an online component for courses. Students may take tests, turn in assignments, and participate in collaborative learning environments.



Seesaw

Lower School

Athletics and Fine Arts



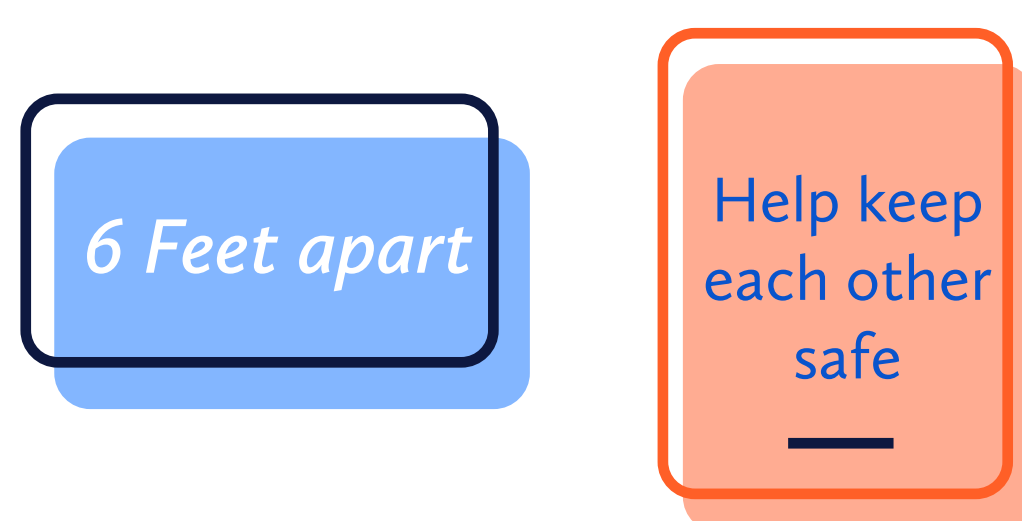
Both the Athletic and Fine Arts Departments are working diligently to prepare for the fall season and first semester activities. As always, we must follow the guidelines provided by governmental agencies and TAPPS in regards to practices, contests, etc. Health guidelines based on the different "Operating Levels" can be obtained by contacting the Athletic or Fine Arts Departments.

Click ***here*** for further information from the Athletic Department.

Ensuring a Safe Campus

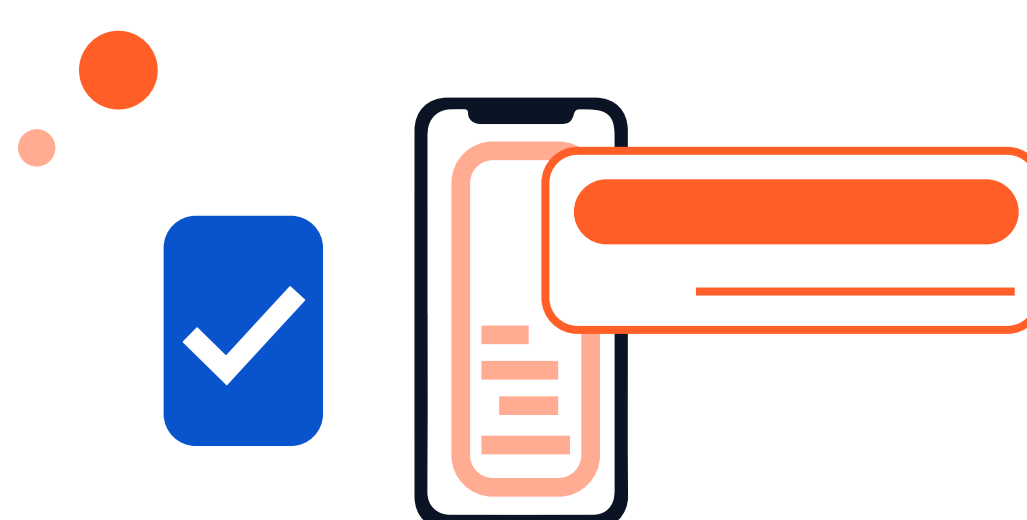
Keeping our campus healthy will be a collective effort, one we are asking everyone in our school community to support. With everyone’s understanding and cooperation, we have a much better chance of minimizing risk and maintaining a healthy environment for our students, employees, families, and the community. The school will implement daily screenings (following the current "Operating Level") to determine the health of students, faculty/staff, and guests entering the school campus. As recommended, this may involve a questionnaire, temperature checks, and symptom checks.

Specific decisions and plans will be finalized in the coming weeks as more information and updated public-health guidelines are issued. Strategies in the following areas are in development.



Safety Signage

The Brook Hill School will post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face cover).



Safety Procedures Training

The Brook Hill School is implementing many changes to support best practices necessary for schools to reopen safely. To ensure everyone is familiar with these changes, along with our new safety protocols and guidelines, The Brook Hill School is providing all students and employees with Safety Procedures Training. Faculty and staff will receive training during Inservice and students will be trained during the first days of school.



Sanitation & Hygiene

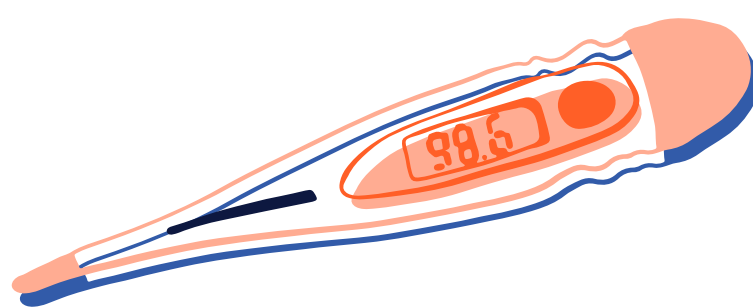
We are exploring all options to ensure our campus is as clean and safe as possible. Hand sanitizing stations have already been added across campus. All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels. We have also replaced the carpeting in classrooms for Grades PK-1 with vinyl flooring to ensure the classroom is able to be cleaned and sanitized easily.

Students, faculty, and staff will be trained in the importance of washing and sanitizing hands regularly. While the maintenance staff will increase cleaning protocols based on the "Operating Level" implemented, students will partner with faculty/staff to prioritize regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.



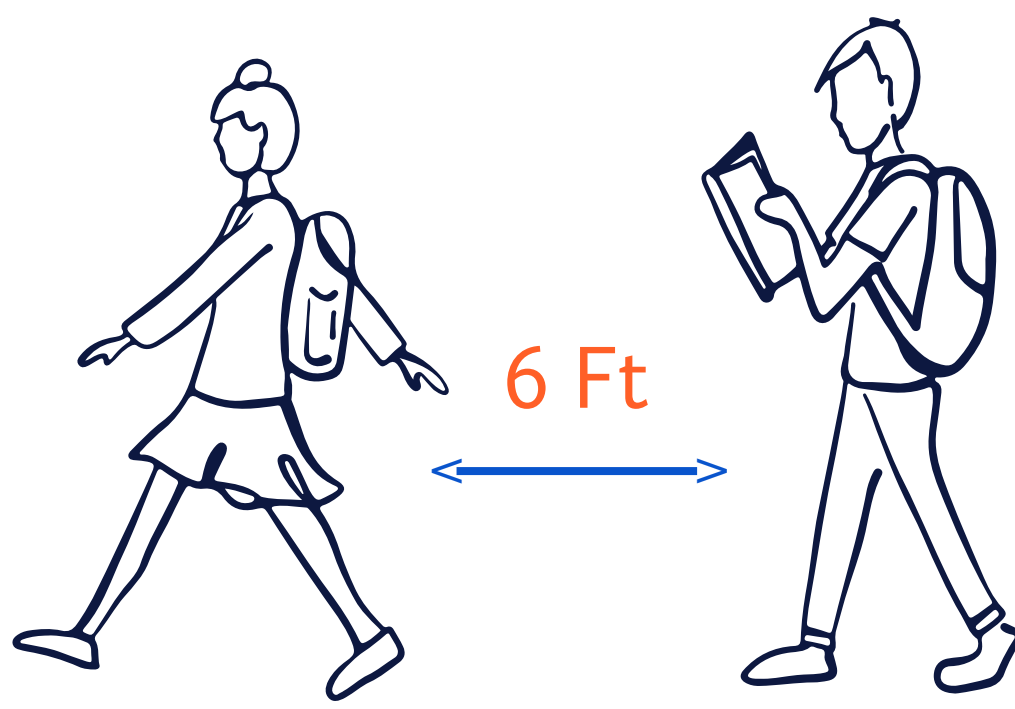
Face Masks

The Brook Hill School recognizes the evolving recommendations from the CDC, the government, and the health department concerning face coverings. Students will have the option of wearing a face-covering even when not required. Brook Hill will follow the guidelines for the "Operating Levels" as far as face coverings are concerned.



Daily Temperature Checks

To further support a healthy campus, we are asking families to perform daily temperature checks of their children before coming to school for the day. If a student has a temperature of 100.4 or higher, they should stay home. In addition, daily temperature checks may be taken at school for all students depending upon the current operating level.



Physical Distancing

Understanding that schools by design are not conducive to physical distancing, The Brook Hill School will implement guidelines in order to maintain a safe learning environment. We understand that in a school environment and especially for small children, the rule of six feet distancing will be difficult to follow, so we will continually encourage and monitor good hygiene practices.



Visitors

Campus visitors, including vendors, may be asked to use a face covering while in our buildings depending on our current operation level.



Gatherings

We will modify large gatherings such as Chapel to comply with limits on crowd size and physical-distancing measures in accordance with our current operation level.



Positive Cases / Communication

It will be important for the school to know if anyone has tested positive for COVID-19, resides with someone who has tested positive for COVID-19, and/or has come in direct contact within 14 days with someone who has tested positive for COVID-19. Tracing diagnosed cases within our school community will allow us to have a better understanding of the overall school-wide health condition.

Please call or email your campus nurse as soon as you receive a positive Covid-19 test or have come in direct contact with someone who has received a positive Covid-19 test. Lower Campus school nurse , Emily Hukill at ehukill@brookhill.org. Middle/Upper School nurse, Jerrie Reynolds at jreynolds@brookhill.org .

Absences related to COVID-19 will be handled separately from Brook Hill's current absence policy documented in the student handbook.

Brook Hill Cares

School Community Health and Well-Being

Equally important, the social, emotional and spiritual health of our students, staff and our community is one of our highest priorities during this unprecedented, evolving situation. A daily school routine connecting with teachers and students can increase feelings of safety and security, and therefore, the school will cultivate time and space for students and staff members to reflect, to interact, and to process their experiences throughout this journey.

Whether we are on campus or learning from a distance, we will take care of our community.

Financial Stability

In response to the challenges this present crisis poses to the financial health of Brook Hill and its families, we have established two objectives:

- 1. Maintain the financial stability of Brook Hill*
- 2. Meet the needs of Brook Hill Families & Employees*

Maintain the Financial Stability of Brook Hill

Now, more than ever, The Brook Hill School will rely on the generosity of our families and supporters through gifts to The Brook Hill Fund. Throughout Brook Hill's history, God has always provided the financial resources the school needs to thrive. We believe that this year will be no different and that God will continue providing for our school.

Meet the Needs of Brook Hill Families & Employees

We consider all of our students, parents, and employees as family, and we want you to be part of our future. Whether you are experiencing short-term needs or extended financial distress, we are here for you. Please contact us so that we can work with your family during your time of need.

Communication



Communication is crucial to any organization, and never more so than during a crisis. Brook Hill's goal is to provide timely, transparent messages and updates. We strive to connect our community in meaningful ways through a variety of initiatives and will continue to provide the information you need, when you need it. Our communication channels are designed to provide you with updated information as often as possible.

Head of School Communications

We will continue delivering regular communications from the Head of School to serve as a primary source of information.

Parent Alert

When we need to communicate quickly, we will supplement Head of School emails with a text alert to parents/guardians using RenWeb's Parent Alert notification system.

Brook Hill App

We will use The Brook Hill School App to provide quick access to important resources and relevant information.

Social Media

Facebook, Instagram, and Twitter will provide insights into life at Brook Hill and important updates.

Ensure Proper Enrollment Management Standards

Our Admissions Team now offers both in-person and virtual admissions experiences. We have enhanced our digital presence to incorporate virtual tours, virtual open houses, webinars, and more to ensure that new families can thrive at Brook Hill.

Manage Fund-Raising Initiatives and Communications

The Brook Hill Fund supports tuition assistance and benevolence efforts. All gifts to The Brook Hill School will provide critical support to our families and staff.

Create and Promote Community Connection Opportunities

We will continue to ensure that our community events provide meaningful connection opportunities whether in person or virtually.

Closing Thoughts

The Brook Hill School is preparing for students to return to campus on August 19, 2020 for the first day of school. As we move forward in planning and preparation, we will closely monitor the guidelines and recommendations as they are released by the government.

We anticipate ending the school year as planned for Lower School on May 19, 2021 and Middle and Upper School on May 20, 2021. While our priority is to be on campus as much as possible, we are also preparing for potential interruptions and may need to adjust the calendar accordingly. As always, we will communicate with you and provide families with more information when and if needed.

The Brook Hill School has established a COVID -19 Task Force and Student Health Advisory Council (SHAC) that will monitor this evolving situation and provide recommendations to the Head of School. The task force and council are working diligently to continue developing this reopening plan that allows for flexibility, transparency, and prioritizes the health and safety of our community while getting students back on campus.

We will provide further information on the following in the coming weeks:

Meal plans
Response to individual cases of the Coronavirus
Boarding Life details
Parent Support & Volunteering
First Week of School & Arrival Protocols

COVID-19 TASK FORCE

Bobby Brasher
Jerrie Reynolds
Emily Hukill
Ken Dulany
Jon Lasse
Shawn Rhoads
Scott Ryle
Wally Dawkins
Kris Shustella
Michelle Rozell
Laurie Humphries
Ashley Swinney
Travis Albea
Jamie Whitten

**STUDENT HEALTH
ADVISORY COUNCIL**

Dr. Gregory Freimer, MD
Dr. Andrew Bowers, MD
Jerrie Reynolds, RN
Emily Hukill, LVN
Mallory Winkler, Athletic Trainer
Tawni Newburn, RN

**EXECUTIVE LEADERSHIP
TEAM**

Rod Fletcher, Head of School
Wally Dawkins
Laurie Humphries
Shawn Rhoads
Michelle Rozell
Kris Shustella

BOARD OF TRUSTEES

Steve Dement, Chairman
Jill Goates
Glen Graves
Jared Green
Mark Jones
Shirley Lake
Joseph Z. Ornelas
Bryan Selden
Chase Tarrant
Becky Wangner



**all of this is subject to change*