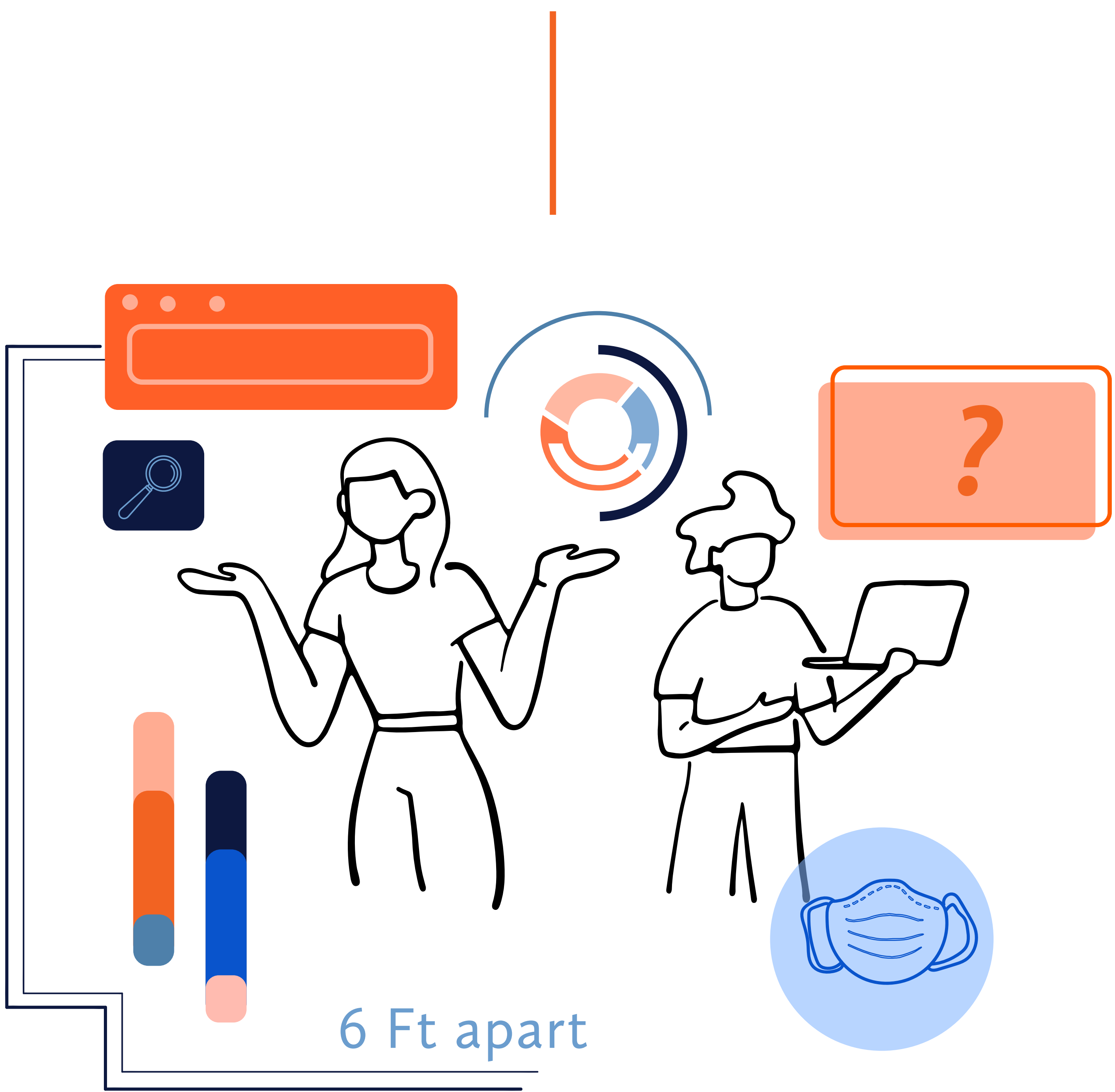


# BROOK HILL

## 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*



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# Guiding Principles

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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 2021-2022 school year beginning August 18, 2021.

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](mailto:srhoads@brookhill.org) or Travis Albea, Director of Boarding Admissions at [talbea@brookhill.org](mailto: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

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*\*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*

<b>Schedule</b>	Normal
<b>Athletics</b>	Normal
<b>Fine Arts</b>	Normal
<b>Large Gatherings</b>	Normal
<b>Chapel</b>	Normal
<b>Day Student Lunch</b>	Normal
<b>Boarding Meals</b>	Normal
<b>Janitorial Cleaning</b>	Regular Disinfecting
<b>Transportation</b>	Normal
<b>Dorms</b>	Normal
<b>Screening</b>	Normal
<b>Guests</b>	Normal
<b>Masks</b>	Optional



# Operating Level 2

## Moderate Concern - Adjusted Procedures

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

# Operating Level 3

*High Concern - Significantly Adjusted Procedures*

<b>Schedule</b>	Operating with significant adjustments
<b>Athletics</b>	Operating with significant precautions
<b>Fine Arts</b>	Operating with significant precautions
<b>Large Gatherings</b>	Social distancing enforced
<b>Chapel</b>	Small group chapel
<b>Day Student Lunch</b>	Small group
<b>Boarding Meals</b>	Small group
<b>Janitorial Cleaning</b>	Increased significant and frequent maintenance and cleaning
<b>Transportation</b>	Social distancing, hand-sanitizer, masks, windows open, and frequent cleaning
<b>Dorms</b>	Dorms as family units are distanced from other dorms
<b>Screening</b>	Self-Screening and temperature checks at school
<b>Guests</b>	No guests on campus
<b>Masks</b>	Required for grades 6th and up

# Operating Level 4

*Extreme Concern - Extremely Adjusted Procedures*

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

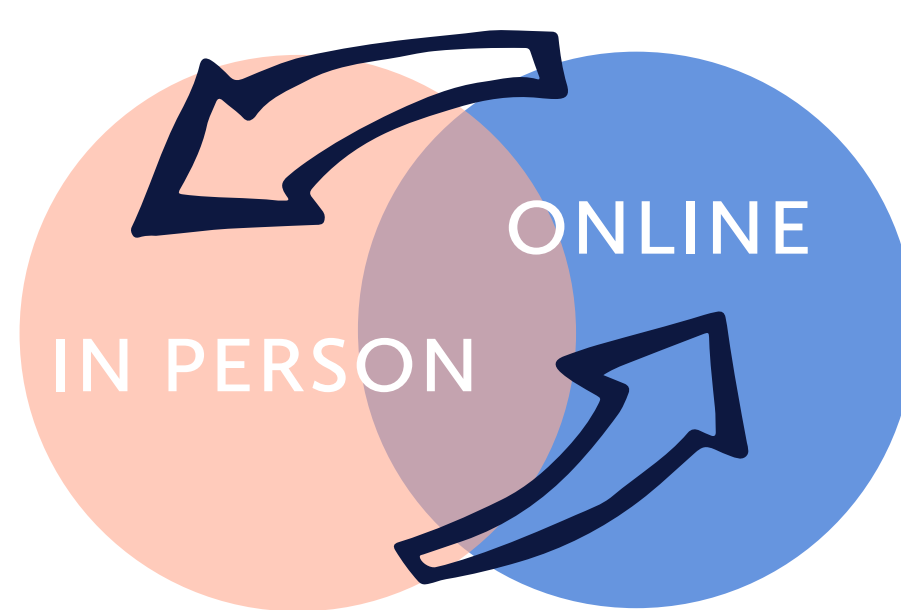
- Students will re-engage in On-Campus Learning beginning August 18 as scheduled on the 2021-2022 school calendar. We will remain focused on current health department information and guidelines as they are issued.
- Regular 5-day school week with the same start and end times.
- Teachers will be trained 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.
- Cadet Club will be offered for students in PK-5th grade.

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## HYBRID LEARNING (OPERATION LEVEL 2-3)

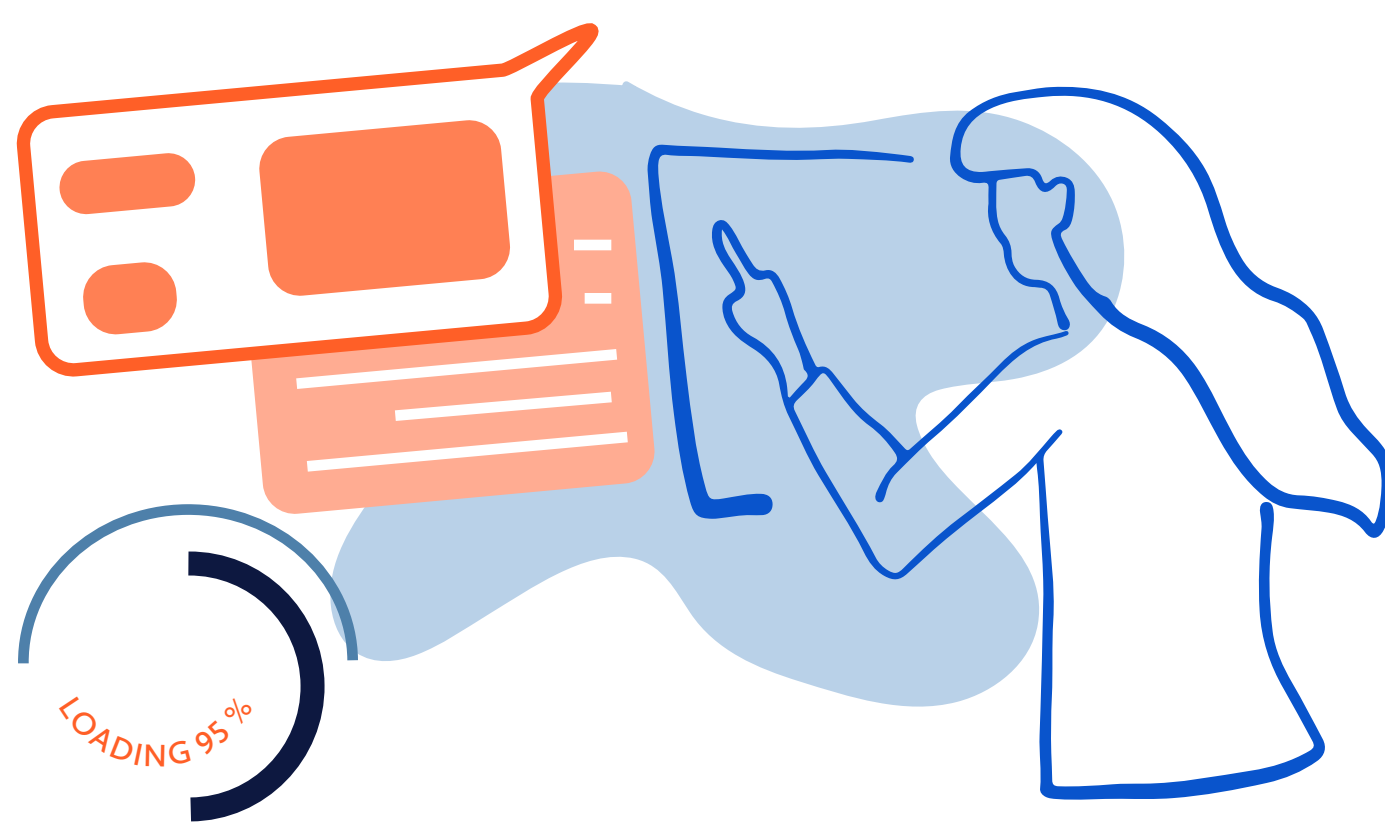
Hybrid Learning is designed to provide support for students and families who must be off-campus temporarily due to COVID -19 related concerns and will remain enrolled as a student at The Brook Hill School.

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

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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.

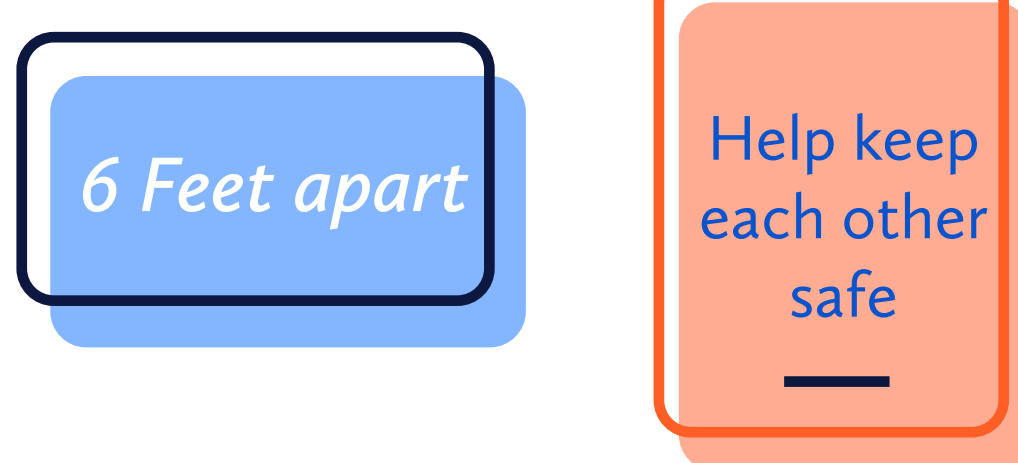
Click ***here*** for further information from the Athletic Department.



# Ensuring a Safe Campus

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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.



## Safety Signage

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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).



## Sanitation & Hygiene

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Hand sanitizing stations have been added across campus. All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes, and paper towels.

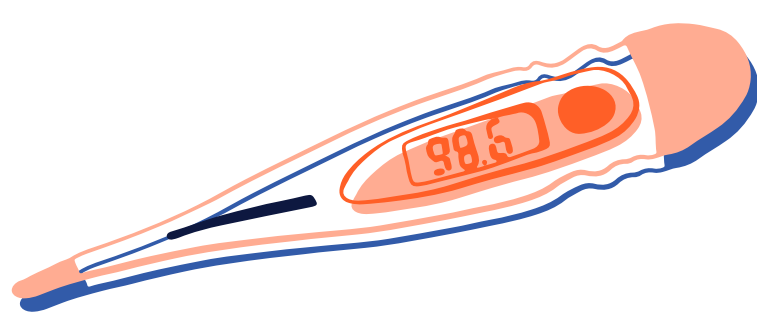
Students, faculty, and staff will be trained in the importance of washing and sanitizing hands regularly. While the maintenance staff will increase cleaning protocols based on the "Operating Level" implemented, students will partner with faculty/staff to prioritize regular cleaning practices for desks,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



## Face Masks

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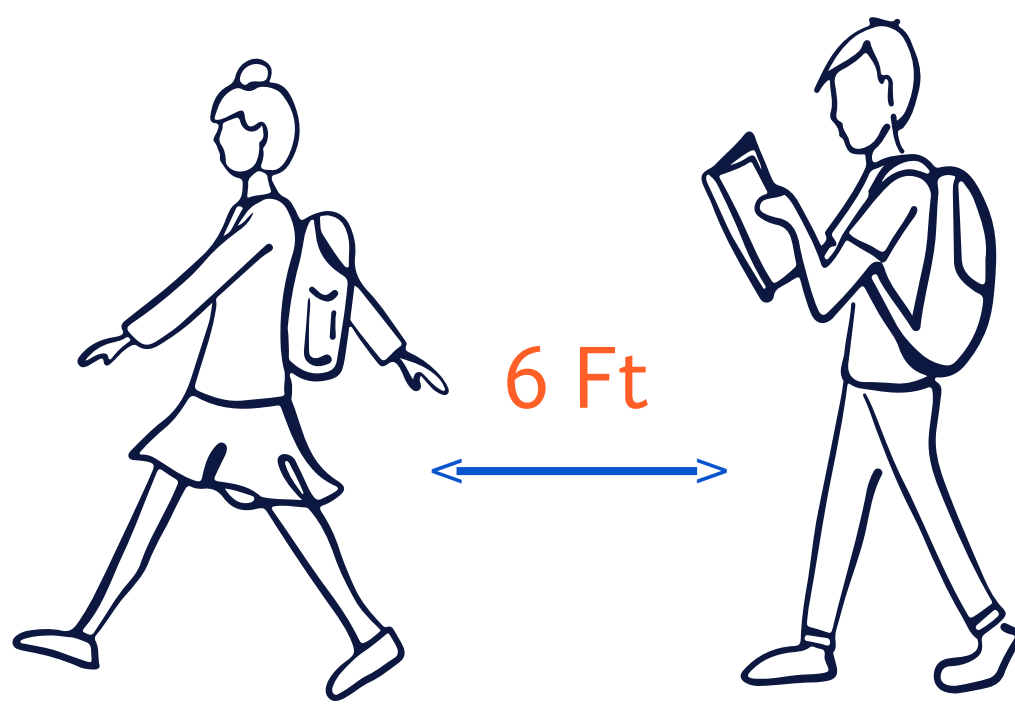
The Brook Hill School recognizes the evolving recommendations from the CDC, the government, and the health department concerning face coverings. Students will have the option of wearing a face-covering even when not required. Brook Hill will follow the guidelines for the "Operating Levels" as far as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



## Daily Temperature Checks

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To further support a healthy campus, we are asking families to monitor the temperature 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

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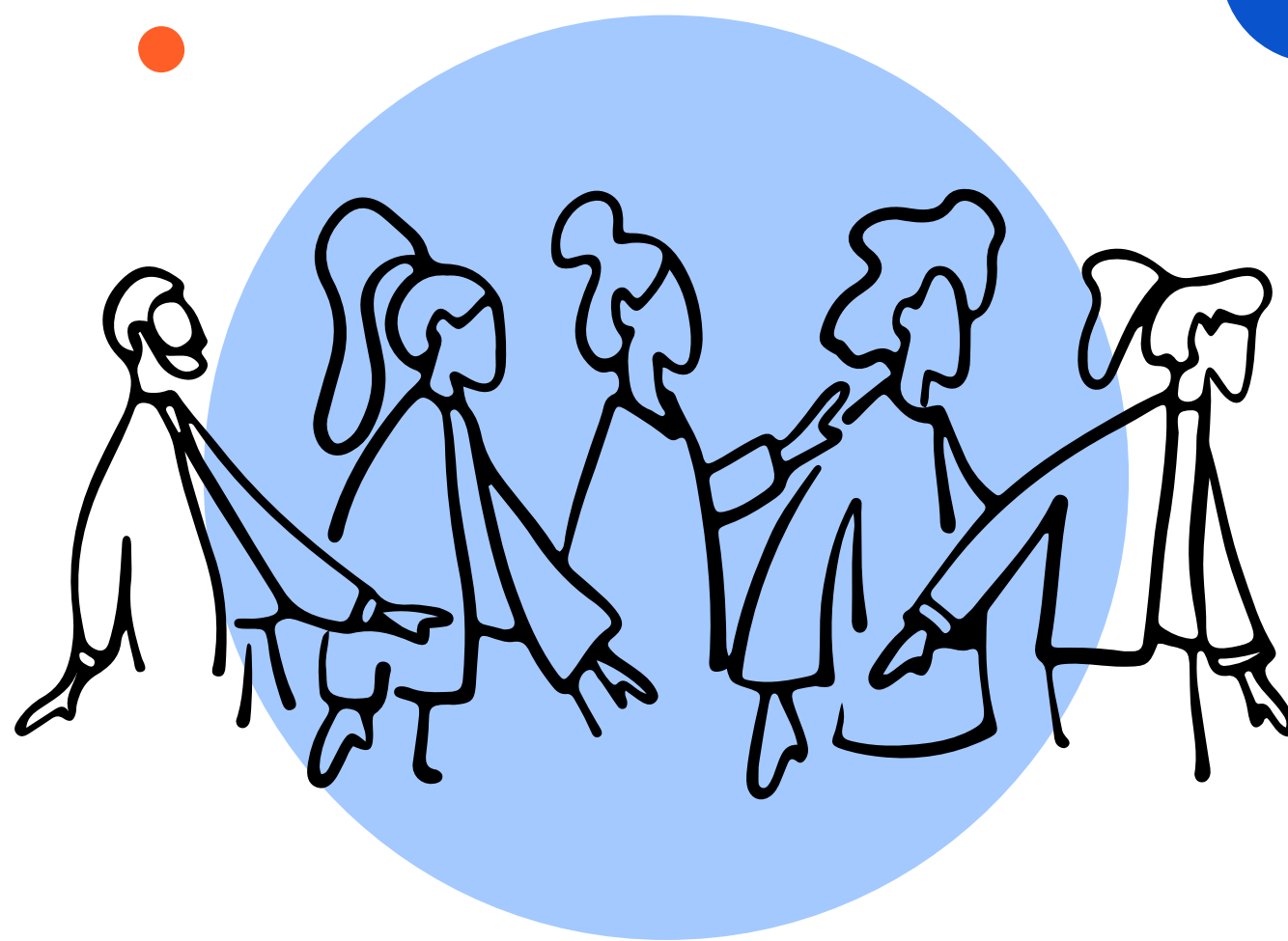
Understanding that schools by design are not conducive to physical distancing, The Brook Hill School will implement guidelines in order to maintain a safe learning environment when the operating level calls for it. We understand that in a school environment, and especially for small children, social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



## Visitors

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



## Gatherings

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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

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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](mailto:ehukill@brookhill.org). Middle/Upper School nurse, Jerrie Reynolds at [jreynolds@brookhill.org](mailto: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

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## **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

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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.

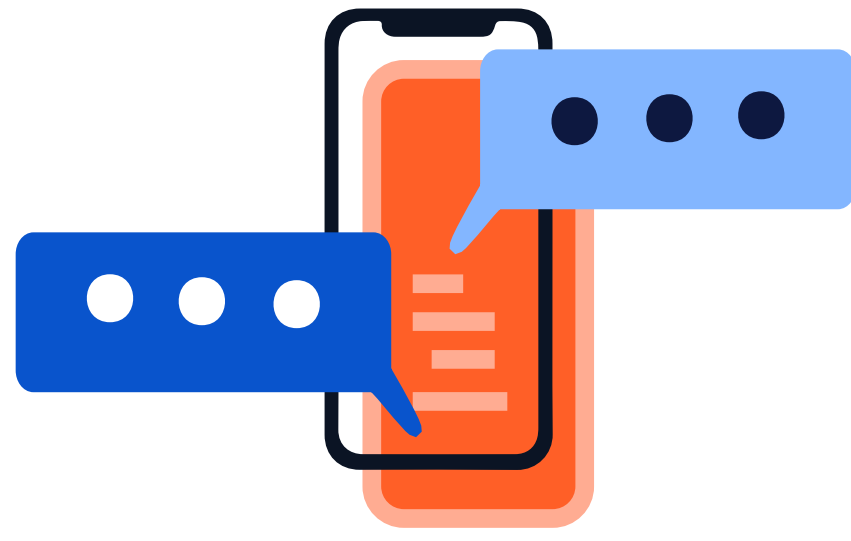
### **Meet the Needs of Brook Hill Families & Employees**

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

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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 communication of significant nature from the Head of School.

## **Nurse**

The School Nurse will communicate to our community about positive Covid cases on campus.

## **Parent Alert**

When we need to communicate quickly, we will communicate 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

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The Brook Hill School is preparing for students to return to campus on August 18, 2021 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 18, 2022 and Middle and Upper School on May 19, 2022. 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.

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## 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  
Jerrie Reynolds, RN  
Emily Hukill, LVN  
Annette Stewart, Athletic Trainer  
Tawni Newburn, RN

## EXECUTIVE LEADERSHIP TEAM

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

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*\*all of this is subject to change*