

## Englewood on the Palisades Charter School

### Health-Related Closure Preparedness Plan

REVISED 3.19.2020

#### 1. Closure Plans

The Englewood on the Palisades Charter School (EPCS) closure plan has been developed to provide meaningful instruction to students through the use of a variety of instructional resources.

All EPCS parents were informed by our emergency alert system, (SchoolMessenger) on Friday, March 13, 2020, of our mandated closing at 3:00pm, in addition to the closing of our school as of Monday, March 16<sup>th</sup> until further notice. On this date, all parents also received written notification of this closing and additional information as per our instructional plan during this closure.

Our Kindergarten through 2<sup>nd</sup> grade students received packets of work that consist of assignments that are all inclusive, aligned to the curriculum and relevant to the current instructional sequence. All students in these grades received assignments from teachers of their specials; Art, Health, Music, Physical Education and Spanish.

Third through 8<sup>th</sup> grade students will have an opportunity to explore and engage in meaningful remote learning experiences. Students were permitted to take their school Chromebooks home to provide everyone access to, and a chance to participate in this form of academic instruction. All students in these grades also received assignments from teachers of their specials; Art, Health, Music, Physical Education and Spanish.

All Special Education students will receive appropriate materials and instruction from their special education teachers to meet the needs based on the packets they received and the distance learning options that were made available to them. All appropriate modifications were taken into consideration as per their IEP.

#### 2. Staffing

The EPCS teaching staff are required to be available to their students from 8:30am to 12:30pm, daily. Students will be required to email their teachers at 8:30am. At this time

attendance will be taken. After attendance is taken, teachers will be available by email to assist their students with their daily assignments.

It is expected that the parents of students in Kindergarten through 2<sup>nd</sup> grade will be the persons responsible for the submission of required emails.

All teachers can be reached through their school email address. Staff email addresses are also located on the EPCS web site.

### Custodial Staff

EPCS presently has two fulltime custodians and two hourly employees that are available daily from 7:00am to 1:00pm to continue the maintenance and sanitizing of our facility.

### 3. Central Office

All parents and staff have been made aware through the March 13<sup>th</sup> letter that the school will be closed, however Mr. Anthony Barckett, Director and Dr. Shirl Burns, Principal will be available remotely through their school email address as listed below. In addition, the following members of our administrative team is also available remotely.

Mr. Anthony Barckett: [charterschool@netzero.net](mailto:charterschool@netzero.net) Director

Dr. Shirl Burns: [shirl.burns@epcs.ws](mailto:shirl.burns@epcs.ws) Principal

Mr. Frank LeRose: [frank.lerose@epcs.ws](mailto:frank.lerose@epcs.ws) Assistant to the Director and Principal

Mr. Trevor Francios: [trevor.francios@epcs.ws](mailto:trevor.francios@epcs.ws) Information Technology

Ms. Andrea Robinson: [andrea.robinson@epcs.ws](mailto:andrea.robinson@epcs.ws) Administrative Assistant

All communication with parents by administration will be done through our emergency alert system, (School Messenger) and/or notifications that will be posted on our web site.

### 4. Extra-Curricular Activities

EPCS students do not participate in extra-curricular activities.

### 5. Food Service

Machio's, EPCS food service provider will be providing all students a daily pick up "Grab and Go lunch bag. Lunch will be served from 11:00am to 12:00noon at the school location. Lunch will be prepared daily by two food service workers.

## 6. Board Meeting

The EPCS Board of Trustees Meeting that was previously scheduled for March 18, 2020, has been cancelled and will be rescheduled for a later date.

## 7. Superintendents

Mr. Anthony Barckett, Director will be available to parents and students remotely, and will be in the administrative office periodically. Presently Mr. Barckett will be available in his office on Tuesdays and Thursdays; from 8:00am to 12:30am.