



Black River Career Prep High School • 2015 W. River Rd. N. Elyria, OH 44035 • (440)324-1755

Black River Career Prep High School Emergency Plan (response to COVID-19)

Black River Career Prep High School is fully committed to continuing (if not enhancing) rapport with students, academic advancement, and professional development during Governor DeWine's orders to halt in-person classes for 3 weeks.

Starting Monday, March 16, the following steps will be taken:

Student Duties:

- Communicate with teachers/Ms. Garmon when assistance is needed with Canvas or Apex assignments.
- Log on to Canvas each day or engage in paper packets to be distributed via mail or school pick up
- Respond to staff emails/calls/texts to maintain contact
- Come to the school for food pick up, if necessary (facilitated by Ms. Garmon)

Teacher Duties:

- Call all homeroom students on Friday, March 13 with information concerning the suspension of face to face learning and the expectations moving forward.
 - Students/parents/guardians were given Ms. Garmon's cell phone number
 - Instructions to log in to Canvas
 - Explain how to email staff
 - Ask, "Is there anything we can do?"
 - Offer food assistance, if needed
 - Upload documents to Canvas
 - Unlock assignments in Apex
 - Prepare paper packets for students with disabilities, as well as students without Internet
 - Call all Seniors each Monday, Wednesday and Friday
 - Call all other students each Monday and Friday
 - For the first week staff will be working remotely, then taking it week by week. When working remotely, all staff are required to be signed on to Hangouts
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- Develop projects for project-based learning opportunities for students who need differentiation or students without Internet access.
- All staff are required to sign in and out of Paychex to reflect hours worked
- Access Apex Course Activity Reports daily and record which students logged on and accessed classes
- Document academic engagement (attendance) on a separate spreadsheet
- Catch up on grading/course completions
- Complete any incomplete Public School Works trainings
- Participate (either in person or online) in any trainings, meetings, etc.
- Log all attempts to communicate with students/guardians

Non-instructional staff:

- Call all families in InfoSnap and Zoho
- Answer phones after first week/return voicemail messages when granted reentry into the building
- Assist teachers with calling Seniors and underclassmen
- Field emails from potential enrollments (sign posted at door)
- Provide any support to Administrator or teachers as needed
- Complete any incomplete Public School Works trainings
- Participate (either in person or online) in any trainings, meetings, etc.
- All staff are required to sign in and out of Paychex to reflect hours worked
- Log all attempts to communicate with students/guardians

Administrator Duties:

- Communicate with each staff member at the end of each day to go over successes, challenges, concerns, questions, etc.
 - Communicate with other Administrators and Central Support during daily Principal Huddles
 - Assign future tasks as the situation develops and we need to adjust our educational
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delivery method (building re-entry)

- Be present in the building for students to pick up paper work, access technology if it is not available otherwise
 - Pair up staff to be present in the building
 - Maintain records of all Seniors and edit as needed (no Senior falls through the cracks during this time)
 - Catch up on PS data entry, requests for records, course assignments, absence excuses
 - Log all attempts to communicate with students/guardians
 - Participate (either in person or online) in any trainings, meetings, etc.
 - All staff are required to sign in and out of Paychex to reflect hours worked
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