



BEST PRACTICE

EMERGENCY SHUTDOWN

Description: There are times in the best interest of the academy and the students that Sequitur will need to enact an “Emergency Shutdown.” An Emergency Shutdown is a short-term or long-term closure due to immediate threats to the health or wellness of our student body and the families at our academy. An Emergency Shutdown will be caused by something widespread in the broader geographical region (e.g. virus, natural disaster, war, weather, etc.) or within our own academy (e.g. widespread flu, lice, etc.).

General Policy

Concerning shutdowns of any kind, the academy will take its cues largely from the local public school district and surrounding private schools. If East Baton Rouge Parish School District cancels school due to weather, civic concern, viral outbreak, etc., it is likely Sequitur will do the same. The exception will be for reasons which do not pose an immediate threat or purpose to Sequitur students or Sequitur’s mission and vision. Sequitur will consider EBR’s plan, if announced, and create a Sequitur-specific plan accordingly, to best fit the needs of our academy and our students.

Short-Term Shutdown

Short-Term Shutdowns will be when the academy shuts down all on-site academic and extra-curricular services for *a full day up to two weeks of school*. This does not include holidays. Short-Term Shutdowns will not be accompanied by institutional adjustments or oversight to coursework. Individual classes and instructors will work remotely with administrators to come up with class-specific solutions to ensure students are continuing in all of their classwork from home. However, the pace of the coursework will need to be adjusted depending on the class, the grade-level, and the point of the academic calendar at which the Shutdown occurs.

Long-Term Shutdown

Long-Term Shutdowns will be when the academy shuts down all on-site academic and extra-curricular services for *more than two weeks*. This does not include summer break. Long-Term Shutdowns will be accompanied by institutional adjustments and oversight to coursework, broad and sweeping practices which will be enacted at an institutional level and in each classroom. Individual classes and instructors will also work remotely with administrators to come up with class-specific solutions. If the Shutdown timeframe is known, new syllabi will be provided for every grade and every class. During a Long-Term Shutdown the following will be established in this order:

- 1) Leadership mobilization (board and administration)
- 2) Multiple and clear lines of communication with faculty, students, and families.
- 3) A determination of severity
- 4) A new platform which creatively utilizes technology to give students access to their instructors



- 5) A plan for each course and each instructor to ensure students are taken care of and studies are without interruption, continued as best as circumstances will allow.
- 6) A plan for heavy parent participation and assistance to ensure the quality and execution of the new changes.

Factors that will be adjusted depending on the length and reason for the shutdown:

- How students will turn in work and receive feedback.
- How students will access course content, syllabi, lessons, and lectures.
- The kind and complexity of the assignments
- The number of classes that will continue at home and the number that will be put on hold.
- Creative and institutional partnerships the academy makes to ensure students are continuing their education during rare and unconventional scenarios.
- How classes will be made up and how course content will be covered once the Shutdown ends.

Because there are many situations that could arise to cause an academy shutdown, many details will be revealed and communicated as soon as they are decided. The most important thing to consider is the safety and well-being of our students. The second is the support and health of our families and faculty. Third is the general health and care of our city, our neighbors. Finally is the ongoing and institutionally-directed academic work we are able to do, depending on the circumstances. In all things, we will seek to be compassionate, creative, comprehensive, and communicative.