

Brookfield R-III School District SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN (SRCSP)

2023-2024

Adopted by the Board of Education

Initial Plan: June 13, 2021

Most Recent Board Approved Revision: August 15, 2023

The Brookfield R-III School District will provide in-person learning opportunities with students physically present on campus during the 2023-2024 school year. The following proactive strategies will be implemented to ensure continued safe operations to maintain the health and safety of students and staff. Strategies are reflective of guidance provided by the Centers for Disease Control and Prevention (CDC), Missouri Department of Elementary and Secondary Education (DESE), Missouri Department of Health and Senior Services (DHSS), and the Linn County Health Department (LCHD).

General Health Practices

- Families are encouraged to monitor their child(ren) daily for symptoms of infectious diseases such as COVID-19, influenza, and gastrointestinal infections, prior to sending students to school. Students with a fever of 100.4 degrees or higher should stay home until they are fever free for 24 hours without fever-reducing medicine. Students with illness that include symptoms of vomiting and/or diarrhea should also remain at home until symptom-free for 24 hours.
- Staff will be expected to follow the same guidelines provided for families prior to reporting to school.
- Visitor's movement throughout the building will be limited, and a record of all visitors inside the building (name and time of visit) will be kept.

Mitigation and Prevention Strategies/Policies

Universal and Correct Wearing of Masks

- The use of a face mask is a personal choice and is not required. Those who choose to wear a mask will be supported in their decision to do so. Masks will be available upon request in each building for student, visitor and staff use.

Physical Distancing

- Physical distancing strategies may be implemented in cases of high community transmission levels, per guidance by the Centers for Disease Control and Prevention (CDC), Missouri Department of Elementary and Secondary Education (DESE), Missouri Department of Health and Senior Services (DHSS), and the Linn County Health Department (LCHD).

Handwashing and Respiratory Etiquette

- Students and staff will receive training on appropriate hygiene practices, and signage will be posted throughout the building(s) as reminders.
- All students and staff will be encouraged to wash hands regularly and/or use hand sanitizer frequently. Schedules will be designed to ensure that sufficient time is scheduled throughout the day for students to wash and/or sanitize their hands.
- Each classroom will have hand sanitizer available (sanitizer will be > 60% alcohol), and additional hand sanitizing stations will be located in key locations and in high traffic areas.

- Students and staff will be strongly encouraged to properly cover their face by using their upper arm when they sneeze or cough.
- In cases of high community transmission levels, water bottles and/or cups may be used in place of water fountains.

Cleaning and Maintaining Healthy Facilities (Including Improving Ventilation)

- CDC guidelines for cleaning classrooms, playgrounds, frequently used common areas, workspaces, etc. will be followed.
- Maintenance staff will provide thorough cleaning of all occupied areas daily.
- Windows may be open when safe and weather permits, both in the school buildings and on the bus.
- In addition to HVAC ventilation systems, individual air purifier units are available for use in rooms throughout the buildings.

Contact Tracing in Combination with Isolation and Quarantine, in Collaboration with State and Local Health Departments

- The School Nurse will also serve as a liaison between the school and the Linn County Health Department regarding any possible community health issues that may impact school protocols.

Diagnostic and Screening Testing

- Brookfield R-III School District does not currently provide diagnostic and screening testing onsite.
- The Brookfield R-III School Nurse will serve as a resource for families and staff members in identifying options where testing may be available.

Efforts to Provide Vaccinations to Educators, Other Staff, and Students, If Eligible

- The district encourages educators, other staff, and students (if eligible) to participate in local vaccination events and/or to access the vaccination through other area health care options.
- The Brookfield R-III School District will support community efforts to increase vaccination rates within the community by making its facilities available for vaccination events offered through the Linn County Health Department, whenever possible. When/if determined appropriate, student vaccination clinics will be offered during the regular school day/year, facilitated by the Linn County Health Department and the Brookfield R-III School Nurse.

Appropriate Accommodations for Children with Disabilities with Respect to the Health and Safety Policies

- Children with disabilities and/or significant health concerns will be provided appropriate health and safety accommodations as described in an Individual Education Plan (IEP), 504 Accommodation Plan, or Individual Health Accommodation Plan.

Continuity of Services

To ensure the academic needs of all students are met, each building within the district will develop and maintain a written plan describing the method(s) which may be used during any interruption of in-person instruction. Individual building plans will be available to all stakeholders on the district/building website(s), and are included at the end of this document for reference. Information regarding the appropriate building-level Continuity of Services Plan will also be shared with families utilizing established methods of communication (newsletters, student/parent handbooks, social media, etc.)

The Brookfield R-III School District will provide for the social, emotional, and mental health needs of students and staff during both in-person instruction and during any interruptions of in-person instruction in the following manner:

- Provide training for staff regarding youth mental health and first aid
- Provide school-based mental health services for students and staff, as needed
- Coordinate services with local mental health agencies, including scheduling of counseling and/or therapy sessions on campus during the school day
- Provide families and students access to information regarding social, emotional and mental health resources

Periodic Revision

The Brookfield R-III School District will review and revise, if necessary, the Safe to Return to In-Person Instruction and Continuity of Services Plan (SRCSP) at least every six months. Additional revisions to the SRCSP may be initiated if circumstances warrant. Prior to making revisions to the existing plan, the district will seek input from students, families, and district personnel (including administrators, teachers, principals, school leaders, and other school staff) through surveys and/or participation in group forums. Stakeholders invited to provide input will represent, as applicable, the interests of children with disabilities, English learners, children experiencing homelessness, children and youth in foster care, migratory students, children who are incarcerated, and other underserved students.

Understandable Language

All documents associated with the Safe to Return to In-Person Instruction and Continuity of Services Plan (SRCSP) will be available in a format and language that is easily understandable by all stakeholders. SRCSP documents will also be made available in other languages, which can be obtained from the appropriate building office.

Brookfield R-III Early Childhood/Preschool Program

Continuity of Services Plan

Brookfield R-III staff, students, and administration will utilize Alternative Methods of Instruction (AMI) to ensure **Continuity of Services** during any interruptions of in-person instruction. This will allow the district to provide academic instruction for students during inclement weather or due to exceptional or emergency circumstances during a school year. This would include interruptions of in-person instruction due to individual or community health concerns for an extended period of time.

In these circumstances, Alternative Methods of Instruction (AMI) will be utilized for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts. Students will be held accountable for completion of all tasks assigned during designated AMI dates.

Types of materials and assignments
<ul style="list-style-type: none">● Preschool students may be provided physical instructional materials in book bags for at-home practice of essential readiness skills.● In addition, parents will be provided access to age-appropriate web-based materials and educational applications.
Frequency of notifications of assignments
<ul style="list-style-type: none">● Students will be provided a weekly calendar of suggested activities that can be completed at home.● Book bags of instructional materials may be sent home and/or available for pickup at designated times during periods of extended interruption.
Interaction with students to provide instruction, feedback, and check for understanding
Teachers will communicate with parents and students in the following ways: <ul style="list-style-type: none">● Email: teachers will respond to parents within 1 business day● SeeSaw or other age-appropriate applications such as Google Hangout● Phone calls

Monitoring of student progress

- Parents will be emailed checklists identifying introduced readiness skills and student progress toward mastery.

Grading and Accountability

- Parents will be asked to select a minimum of three items from the weekly calendar of suggested activities and provide evidence of completion (picture, completed work, etc.) to preschool staff.

Attendance

N/A

Participation in online programs and completion of weekly activities will be monitored and recorded by preschool staff; however, as the preschool program is optional, attendance is not reported in the same manner as K-12 programs.

Parent communication

- Preschool teachers will communicate with parents through email, phone calls, the District website, and social media when appropriate.
- Preschool teachers will communicate with parents as frequently as the teacher feels is needed, but at least once each week during periods of extended interruption.
- Parents will be notified of established office hours for teacher availability if an extended school closure is necessary.

Access to instructional materials for students who do not have internet access through the following procedures

- Parents will be provided login information to electronic and/or web-based materials used for AMI to access using their personal devices. Families may utilize free wifi access points (hotspots) located in the community. Available locations will include the Brookfield R-III parking lot and areas surrounding Burlington Field.

Brookfield R-III Elementary

Continuity of Services Plan

Brookfield R-III staff, students, and administration will utilize Alternative Methods of Instruction (AMI) to ensure **Continuity of Services** during any interruptions of in-person instruction. This will allow the district to provide academic instruction for students during inclement weather or due to exceptional or emergency circumstances during a school year. This would include interruptions of in-person instruction due to individual or community health concerns for an extended period of time.

In these circumstances, Alternative Methods of Instruction (AMI) will be utilized for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts. Students will be held accountable for completion of all tasks assigned during designated AMI dates.

Types of materials and assignments
For the distribution of instructional information, a combination of the following may be used: <ul style="list-style-type: none">● packets and worksheets● online instruction through Google Classroom
Frequency of notifications of assignments
<ul style="list-style-type: none">● Instructional materials may be sent home and/or available for pickup at designated times during periods of extended interruption.● Completed work will need to be turned in when school resumes.
Interaction with students to provide instruction, feedback, and check for understanding
<ul style="list-style-type: none">● Teachers will communicate with students and will provide feedback in the following ways:<ul style="list-style-type: none">○ Email, Phone call, SeeSaw, Google Classroom● Teachers will communicate with parents as frequently as the teacher feels is needed, but at least once each week during periods of extended interruption.

Monitoring of student progress

- Grades will be kept up-to-date weekly and can be accessed on the Parent Portal.

Grading and Accountability

- Students learning from home will be held to the same standards, deadlines, and expectations as if they were in-person including completion of all assignments and assessments.

Attendance

- Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments.

Parent communication

- Teachers will communicate with parents as frequently as the teacher feels is needed, but at least once each week during periods of extended interruption.
- School personnel will communicate with parents through phone calls, email, and Google Classroom.
- Parents will be notified of established office hours for teacher availability if an extended school closure is necessary.
- General Information for parents will be shared using email, the District webpage and social media when appropriate.

Access to instructional materials for students who do not have internet access through the following procedures

- Students will have access to electronic and/or web-based assignments and materials used for AMI using district-provided devices and free wifi access points (hotspots) located in the community. Available locations will include the Brookfield R-III parking lot and areas surrounding Burlington Field.

Brookfield Middle School

Continuity of Services Plan

Brookfield R-III staff, students, and administration will utilize Alternative Methods of Instruction (AMI) to ensure **Continuity of Services** during any interruptions of in-person instruction. This will allow the district to provide academic instruction for students during inclement weather or due to exceptional or emergency circumstances during a school year. This would include interruptions of in-person instruction due to individual or community health concerns for an extended period of time.

In these circumstances, Alternative Methods of Instruction (AMI) will be utilized for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts. Students will be held accountable for completion of all tasks assigned during designated AMI dates.

Types of materials and assignments
For the distribution of instructional information, a combination of the following may be used: <ul style="list-style-type: none">● Online lessons through Google Classroom● Electronic or web-based materials and educational applications● Textbook/paper packets
Frequency of notifications of assignments
<ul style="list-style-type: none">● Assignments will be posted daily in Google Classroom by 8:00 a.m.● All assignments will have a due date in Google Classroom to assist students and parents with prioritizing assignments in a timely manner.
Interaction with students to provide instruction, feedback, and check for understanding
Teachers will communicate with students and will provide feedback in the following ways: <ul style="list-style-type: none">● Email: teachers will respond to students within 1 business day● Google Classroom/Google Hangout● Phone calls
Monitoring of student progress
<ul style="list-style-type: none">● Students will be required to complete all assignments.● Grades will be kept up-to-date weekly and can be accessed on the Parent Portal.

Grading and Accountability

- Students learning from home will be held to the same standards, deadlines, and expectations as if they were in-person including completion of all assignments and assessments.

Attendance

- Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments.

Parent communication

- School personnel will communicate with parents through phone calls, email, and Google Classroom.
- Parents will be notified of established office hours for teacher availability if an extended school closure is necessary.
- General information for parents will be shared using the District webpage and social media when appropriate.

Access to instructional materials for students who do not have internet access through the following procedures

- Students will have access to electronic and/or web-based assignments and materials used for AMI using district-provided devices and free wifi access points (hotspots) located in the community. Available locations will include the Brookfield R-III parking lot and areas surrounding Burlington Field.

Brookfield High School

Continuity of Services Plan

Brookfield R-III staff, students, and administration will utilize Alternative Methods of Instruction (AMI) to ensure **Continuity of Services** during any interruptions of in-person instruction. This will allow the district to provide academic instruction for students during inclement weather or due to exceptional or emergency circumstances during a school year. This would include interruptions of in-person instruction due to individual or community health concerns for an extended period of time.

In these circumstances, Alternative Methods of Instruction (AMI) will be utilized for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts. Students will be held accountable for completion of all tasks assigned during designated AMI dates.

Types of materials and assignments
For the distribution of instructional information, a combination of the following may be used: <ul style="list-style-type: none">● Google Classroom● Electronic Based Materials● Textbooks
Frequency of notifications of assignments
<ul style="list-style-type: none">● Students will receive an email from Google classroom by 8:00 a.m. informing them of assignments.● Parents will receive a weekly update from Google classroom.
Interaction with students to provide instruction, feedback, and check for understanding
Teachers will communicate with students and will provide feedback in the following ways: <ul style="list-style-type: none">● Email: teachers will respond to students within 1 business day● Google Classroom/Google Hangout● Phone calls
Monitoring of student progress
<ul style="list-style-type: none">● Grades will be kept up-to-date, and available on the Parent Portal.

Grading and Accountability

- Students learning from home will be held to the same standards, deadlines, and expectations as if they were in-person including completion of all assignments and assessments.

Attendance

- Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments.

Parent communication

- School personnel will communicate with parents through phone calls, email, and Google Classroom.
- Parents will be notified of established office hours for teacher availability if an extended school closure is necessary.
- General information for parents will be shared using the District webpage and social media when appropriate.

Access to instructional materials for students who do not have internet access through the following procedures

- Students will have access to electronic and/or web-based assignments and materials used for AMI using district-provided devices and free wifi access points (hotspots) located in the community. Available locations will include the Brookfield R-III parking lot and areas surrounding Burlington Field.

Linn County Area Career and Technical Center

Continuity of Services Plan

Brookfield R-III staff, students, and administration will utilize Alternative Methods of Instruction (AMI) to ensure **Continuity of Services** during any interruptions of in-person instruction. This will allow the district to provide academic instruction for students during inclement weather or due to exceptional or emergency circumstances during a school year. This would include interruptions of in-person instruction due to individual or community health concerns for an extended period of time.

In these circumstances, Alternative Methods of Instruction (AMI) will be utilized for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts. Students will be held accountable for completion of all tasks assigned during designated AMI dates.

If a student (including sending school students) would like to enroll in the following programs in the Linn County Area Career and Technical Center, the students must be able to attend the following programs/courses in the LCACTC in person to receive instruction and hands-on training. Auto Mechanics, Building Trades, Computer Information Technology, Early Childhood, Graphic Arts, Health Sciences, and Welding. Ag Construction, Greenhouse, and Animation classes will also require the student to attend in person.

Alternative Methods of Instruction can be provided for business classes (except the Animation class) and the Ag classes (except the Ag Construction and Greenhouse classes).

Types of materials and assignments
For the distribution of instructional information, a combination of the following may be used: <ul style="list-style-type: none">● Google classroom● Electronic/web-based material● Some instructors may use Blogger or Google Tables for personal journaling
Frequency of notifications of assignments
<ul style="list-style-type: none">● Students will receive an email from Google classroom by 8:00 a.m. informing them of assignments.● Parents will receive a weekly update from Google classroom● Additional contact will be made by the instructor as needed
Interaction with students to provide instruction, feedback, and check for understanding
Teachers will communicate with students and will provide feedback in the following ways: <ul style="list-style-type: none">● Email: teachers will respond to students within 1 business day● Google Classroom/Google Hangout● Phone calls

<p>Monitoring of student progress</p>
<ul style="list-style-type: none"> ● Grades will be kept up-to-date and be accessed using the Infinite Campus portal and/or Google Classroom.
<p>Grading and Accountability</p>
<ul style="list-style-type: none"> ● Students learning from home will be held to the same standards, deadlines, and expectations as if they were in-person including completion of all assignments and assessments.
<p>Attendance</p>
<ul style="list-style-type: none"> ● Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments.
<p>Parent communication</p>
<ul style="list-style-type: none"> ● School personnel will communicate with parents through phone calls, email, and Google Classroom. ● Parents will be notified of established office hours for teacher availability if an extended school closure is necessary. ● General information for parents will be shared using the District webpage and social media when appropriate.
<p>Access to instructional materials for students who do not have internet access through the following procedures</p>
<ul style="list-style-type: none"> ● Students will have access to electronic and/or web-based assignments and materials used for AMI using district-provided devices and free wifi access points (hotspots) located in the community. Available locations will include the Brookfield R-III parking lot and areas surrounding Burlington Field.