

Brookfield R-III School District
SAFE RETURN TO IN-PERSON INSTRUCTION AND
CONTINUITY OF SERVICES PLAN (SRCSP)
2021-2022

The Brookfield R-III School District will continue to provide in-person learning opportunities with students physically present on campus during the 2021-2022 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 expected to complete the district's Daily Wellness Checklist of possible symptoms, including a temperature check, prior to sending students to school.
- Teachers will visually inspect students for signs and symptoms of illness as they enter the school and/or classroom.
- Staff will be expected to complete a daily self-screen at home prior to reporting to school, following the same guidelines provided for families screening students at home. Staff will not be required to maintain written documentation of daily temperature checks and screening for additional symptoms using the Daily Wellness Checklist, unless the county/state is at a substantial or high risk threshold of community transmission.
- Visitors inside the school buildings will be limited. Other options, such as conference calls or videoconferences, will be considered as an alternate way to collaborate with parents when appropriate.
- Visitors who find it necessary to enter the building will be asked to evaluate their health referencing the Daily Wellness Checklist prior to entry. 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. Visitors may be required to complete written documentation of daily temperature checks and screening for additional symptoms using the Daily Wellness Checklist if the county/state is at a substantial or high risk threshold of community transmission.

Mitigation and Prevention Strategies/Policies

Universal and Correct Wearing of Masks

- Face coverings continue to be an important strategy to reduce transmission of communicable disease such as the novel coronavirus, both by reducing the spread of infection from the wearer to those around as well as preventing acquisition of the infection by the wearer.
- All K-12 students will be strongly encouraged to wear face masks during periods when physical distance and/or common groupings cannot be maintained, especially in hallways or during entry and dismissal periods.
- Students will be encouraged to use face masks while riding the school bus.

- Bus drivers and any other adults on the bus will be provided personal protective equipment, such as face masks, face shields, and/or eye protection, as long as these do not impair driving.
- Staff members will be required to wear face masks at all times when they are in close proximity to students or other staff members. This would include times within the classroom when they are unable to maintain appropriate distance from students, as well as locations where larger numbers of staff and students convene, such as hallways, cafeterias, etc.
- Masks will be available in the building vestibules for student and visitor use. Staff will be provided with face masks for daily use within the school building. A clear face shield as an alternative to a face mask is appropriate for specialized positions within the district, with approval from administration/school nurse.
- Training on the safe and correct wearing of masks will be provided to students and staff.
- A student who exhibits possible COVID symptoms and/or complains of not feeling well will be given a mask by the teacher to wear when sending them to the Nurse's office for evaluation. Any staff or student who accompanies the ill student to the Nurse should also wear a mask during transition.

Physical Distancing

- Physical distancing is one measure that has been demonstrated to reduce the spread of the novel coronavirus. Distances of three to six feet may be effective in reducing viral transmission.
- Students should stay with the same group of students and adults throughout the day, when feasible.
- Assigned seating will be utilized to reduce the number of contacts. Classroom teachers will maintain records of seating charts to assist with identification of close contacts, if needed.
- Students should be spaced as far apart as possible. Six feet is best; when that is not possible, efforts will be made to ensure a minimum of three feet between students.
- Desks should be placed facing forward in the same direction so students do not sit face-to-face. In situations where it is necessary for students to share a table, physical barriers such as plexiglass shields will be used, when determined appropriate.
- Physical distancing markers and cues will be posted throughout the building to remind and prompt students, staff and visitors to remain six feet apart where they are not stationary (such as hallways and cafeterias) or in key areas where congregating is likely.
- Physical distancing strategies to reduce contact on buses will include the following:
 - Students will be assigned seats so contacts are stable.
 - Siblings will be seated together.
 - The bus will be loaded from back to front, when possible.
- Students arriving after 7:30 a.m. will report directly to their assigned classroom upon arrival where they will be supervised by their classroom teacher, in order to comply with physical distancing recommendations.
 - Students will be provided with a "breakfast-to-go" option to eliminate large groups of students in the cafeteria prior to the beginning of school.
- Recess times will be staggered to reduce the number of students on the playground at one time. When more than one group of students are outside at the same time, students will participate in activities with their primary group, to the extent possible, and play in separate areas of the playground.

- Priority will be given to elementary students to eat in the cafeteria, to the maximum extent possible while maintaining social distancing guidelines. Students will be divided into shifts to minimize the number of students in the cafeteria at one time, and students will be asked to sit at designated locations within the cafeteria that reflect appropriate distancing practices.
- Students in upper elementary, middle school and high school may be served lunch in their assigned classroom. Food services personnel will deliver lunches to designated locations.
- When possible, transition between classes and/or dismissal of students will be staggered to decrease the number of students in the hallway at one time.
- Larger venues and/or outside locations will be utilized when appropriate for courses and activities that involve a higher number of students, such as chorus, band, physical education, lunch shifts, etc.

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.
- Sharing of supplies between students should be limited when possible, with frequent disinfection if items must be shared.
- Water bottles and/or cups will be used in place of water fountains to minimize the risk of exposure.
- To minimize touch point areas, all doors that can remain open without compromising safety will remain open.
- The district will use plexiglass barriers in areas where close and direct interaction between individuals is likely (office desks/counters, cafeteria counters, etc.).
- Informational and educational signage pertaining to COVID-19/communicable diseases will be posted at key locations within the district as a reminder to students, staff, visitors, and vendors to follow public health guidance and practices.

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 a thorough cleaning and disinfecting of all occupied areas daily.
- Throughout the day, maintenance staff will clean and disinfect higher use areas at regular intervals.
- While spaces are occupied by students, non-maintenance staff (such as teachers and coaches) may assist with cleaning and sanitizing these areas using District provided cleaning supplies.
- Buses will be cleaned and disinfected daily.
- Windows will be open when safe and weather permits, both in the school buildings and on the bus.

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

- Brookfield R-III will assist with contact tracing consistent with current guidelines 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).
- The School Nurse will serve as the point of contact for conducting all requested contact tracing of possible exposure that may have occurred in the school setting, including but not limited to the classroom and school bus.
- The School Nurse will also serve as a liaison between the school and the Linn County Health Department regarding possible exposure or quarantine of students or staff due to a known school or community exposure.
- The School Nurse will communicate the status of student quarantine with the appropriate building administrator to ensure continuity of instruction is maintained during periods when students are unable to participate in in-person instruction.

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 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) to 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

The Brookfield R-III School District will continue to provide nutritional and health services to students in the following manner:

- the district will provide meals under the Seamless Summer Option through the 2021-2022 school year
- meals will be available to families upon request during the summer months and/or periods of extended interruption to in-person instruction

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. 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. The review of the SRCSP will occur annually, at a minimum, during the months of October and March. Additional revisions to the SRCSP may be initiated if circumstances warrant.

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

- Preschool students will 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

- An outline of weekly assignments will be posted on the district's Distance Learning Website on Monday mornings (or the first day of the school week) by 8:00 a.m.
- Students will be provided a weekly calendar of suggested activities that can be completed at home.
- Book bags of instructional materials will be sent home and/or available for pickup each Monday. Book bags would be returned the following Monday and exchanged for a bag with new activities. For students who participate in the preschool program remotely, the book bags will be available for pick-up/drop off in the Elementary/Middle vestibule each Monday from 9:00 a.m. - 2:00 p.m. (or the first day of the school week).

Interaction with students to provide instruction, feedback, and check for understanding

Teachers will communicate with parents and students in the following ways:

- Email: teachers will respond to parents within 1 business day
- SeeSaw or other age appropriate applications such as Google Hangout
- Phone calls
- Face-to-face appointments can be made with the teacher during normal school hours 8:00 a.m.-3:00 p.m. Monday-Friday

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 when book bags are exchanged each Monday or through email or online applications.

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.
- Parents can call the Preschool to speak with the teacher during their plan time, or to schedule an appointment with a teacher or administrator.
- Parents will be notified of established office hours for teacher availability if a 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
<ul style="list-style-type: none">For students who are enrolled at Brookfield R-III but attend school <u>remotely</u>, will be provided with an instructional choice between packets and worksheets and/or online instruction through Google Classroom.
Frequency of notifications of assignments
<ul style="list-style-type: none">An outline of weekly assignments will be posted on the district's Distance Learning Website on Monday mornings (or the first day of the school week) by 8:00 a.m.Completed work will be returned and new packets will be distributed on Monday or the first day of the school week in the elementary vestibule between the hours of 9:00 a.m. and 2:00 p.m.<u>In the event that the whole district is completely virtual</u>, teachers will distribute packets from the elementary vestibule. Parents pull-up, remain in their vehicle and the packet will be brought out to them. Completed work will need to be turned in at this time as well.
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">Face to face, Virtual, Email, Phone call, SeeSaw, Google ClassroomParents of students will be communicated with 2-3 times weekly or as frequently as the teacher feels is needed.
Monitoring of student progress
<ul style="list-style-type: none">Grades will be kept up-to-date weekly and can be accessed on the Parent Portal.

Grading and Accountability

- Grades will be taken throughout the week. Students learning from home will be held to the same standards, deadlines, and expectations as those who are attending school 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

- Parents of students learning remotely will be communicated with 2-3 times weekly or as frequently as the teacher feels is needed.
- School personnel will communicate with parents through face-to-face meetings, virtual meetings, phone calls, email, and Google Classroom.
- Parents can call the Elementary Office at 660-258-2241 to speak with the teacher during their plan time, or to schedule a face-to-face appointment with a teacher or administrator.
- Parents will be notified of established office hours for teacher availability if a 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, we will use

- Online lessons through Google Classroom
- Electronic or web-based materials and educational applications
- Textbook/paper packets

NOTE: Students may be expected to attend Google Meets based on a predetermined schedule including short, purposeful recordings/videos on specific content being taught.

Frequency of notifications of assignments

- An outline of weekly assignments will be posted on the district's Distance Learning Website on Monday mornings (or the first day of the school week) by 8:00 a.m.
- 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.
- If paper packets are utilized, parents will be required to pick-up packets on Monday between 9:00 a.m. - 2:00 p.m. (or the first day of the school week). In addition, parents are required to return completed work from the previous week at the same time. Pick-up and drop-off will take place in the ES/MS vestibule.

Interaction with students to provide instruction, feedback, and check for understanding

Teachers will communicate with students and will provide feedback in the following ways:

- Email: teachers will respond to students within 1 business day
- Google Classroom/Google Hangout
- Phone calls
- Face-to-face appointments can be made with the teacher during normal school hours from 8:00 a.m. - 3:00 p.m., Monday-Friday

Monitoring of student progress

- 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 those who are attending school 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 face-to-face meetings, virtual meetings, phone calls, email, and Google Classroom.
- Parents will be communicated with 1-2 times weekly or as frequently as the teacher feels is needed.
- Parents can call MS Office at 660-258-7335 to speak with the teacher during their plan time, or to schedule a face-to-face appointment with a teacher or administrator.
- Parents will be notified of established office hours for teacher availability if a 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
<ul style="list-style-type: none">• Google Classroom• Electronic Based Materials• Textbooks
Frequency of notifications of assignments
<ul style="list-style-type: none">• An outline of weekly assignments will be posted on the district's Distance Learning Website on Monday mornings (or the first day of the school week) by 8:00 a.m.• Students will receive a weekly email from google classroom every Monday morning by 8am.• Parents will receive a weekly update from google classroom every Friday.
Interaction with students to provide instruction, feedback, and check for understanding
<ul style="list-style-type: none">• Email- instructors should respond within 1 business day.• Google Classroom• Phone• Appointments can be made with instructors during their conference period Monday-Friday
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
<ul style="list-style-type: none">• All assignments (accompanied by instructional videos) for the week will be provided on Monday morning at 8:00 a.m.• Students will be expected to complete all assignments listed for the week by 3:00 p.m. on Friday afternoon.• Online instruction students will be held to the same standards as students attending in person instruction, with the same attendance expectations and grading scale.

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

- Primary communication regarding student performance will be done via email.
- Teachers will also be available via telephone and video conferencing during their conference time.
- In the event of a closure, parents will be notified of the teachers' office hours.

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
<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">• An outline of weekly assignments will be posted on the district's Distance Learning Website on Monday mornings (or the first day of the school week) by 8:00 a.m.• Parents will receive a weekly email from Google classroom• Additional contact will be made by the instructor as needed
Interaction with students to provide instruction, feedback, and check for understanding
<ul style="list-style-type: none">• Email--instructors should respond to emails within one business day• Google Classroom• Phone• Appointments can be made during teacher plan time

Monitoring of student progress

- SISK-12
- Google Classroom

Grading and Accountability

- All students will be held to the same expectation and the same grading scale will be used for all students. All students must complete all assignments given by the instructor. Parents will be able to access student grades via SISK-12.

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

- Parents will receive a weekly email from Google classroom with information about assignments
- Parents can call the LCACTC at 660-258-2682 to talk with the instructor or schedule an appointment during teacher plan time.

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.