



2022-2023 Brookfield Elementary School Emergency Preparedness Plan for Public Health Related School Closure

The purpose of the Brookfield Elementary School 2022-2023 Emergency Preparedness Plan is to outline the measures taken to ensure students will continue to receive instruction in the event of a long-term school closure as a result of any public health EMERGENCY school closure. The plan outlines the protocols developed to ensure ongoing and open lines of communication, online learning as the main platform to maintain a continuum of instruction, equitable access for all as well as a plan for students who lack internet for online learning or for some other reason are unable to utilize this format.

Ensuring Ongoing and Open Lines of Communication

- **Realtime text and phone alerts**-Allows administration to communicate information with all stakeholders using a voice recorded message and text alerts.
- **All Staff emails**-Allows school administration to communicate with all staff
- **Phone and Remind**-Staff will have access to all student phone numbers to facilitate telephone conferences, internet access and online learning.
- **U.S. Mail**-In the event that a student lacks access to the internet and telephone, teachers will have the ability to mail work and other important communications directly to them.

Online Learning

In the event of a long-term school closure, the provision of home instruction services will be provided utilizing Google Classroom and includes differentiated means developed by Brookfield Elementary School to meet the needs of students with disabilities. This includes access to

accelerated learning opportunities while working remotely. Online learning will be used in the event of an emergency to ensure students can continue to receive meaningful and relevant instruction and approved related services each day. Student instruction and related services will be provided to students during regular school hours from 9:00 am until 3:00 pm Monday through Friday and follow the established 2022-2023 school schedule.

The following measures have been taken to ensure the success of online learning:

- All students regardless of age or grade will have access to:

- A Chromebook assigned by the school

- Access to Google Classroom

- Access to video or audio conferencing

- Access to supplemental print materials as determined by a student's individual learning plan

- Access to translated materials, ELL support services, and culturally sensitive and responsive instruction

Access to educational websites used in class to include (at a minimum) IXL, MaxScholar and EPIC! Reading

- All staff will have remote access to:

- Realtime-Brookfield's Student information system

- Student information and emergency contacts

- Student Individualized Educations Plans (through Realtime)

- Lesson Plans

- Professional development in effective remote instructional methods

- Professional development in culturally sensitive and responsive teaching methods

- All information relevant to the day-to-day operations, procedures and learning resources

- Provide direct instruction via:

- Google Classroom

- Video and or audio conferencing

- Telephonic conferencing

Student academic progress and attendance will be documented and tracked via the Realtime Student Information System. Parents will have access to the online gradebook via Realtime's Parent Portal. All IEP accommodations will be implemented while operating remotely to the greatest extent possible. Implementation will be tracked via teacher or service provider log. Logs will be submitted to the building principal on a weekly basis

Ensuring Equitable Access to Instruction

Additional measures have been taken to ensure equitable access to instruction for all students including those who may have limited or no access to the internet. These measures include:

- Alternative video conferencing via Zoom or Google Meet
- Audio conferencing for students with limited or no internet access
- Workbooks or learning packets prepared for individual students
- Video tutorials for parents to help students access Google Classroom

In the event that students lack internet and phone access, teachers will have the ability to mail work directly via U.S. Postal Service.

Related Services

Should the NJDOE determine that related services can be delivered via video conferencing; staff will be available to deliver services accordingly. Speech and OT services each have their own Google Classroom as well. In the event that a student does not have internet or phone access, a customized learning packet (to the greatest extent possible) will be prepared and mailed to the student via U.S. Postal Service.

School Nutrition Services

Brookfield Schools has requested that the sending school districts make provisions for their out of district students attending Brookfield Elementary School. Parents and guardians may contact their student's district case manager to obtain specific pick up and or delivery information for meals.

Virtual IEP Meetings

All IEP Meetings will be coordinated with the student's sending district and student's parent/s or guardian. Brookfield Elementary School staff will participate in virtual IEP meetings utilizing a method selected by the sending district. Options may include but are not limited to telephone conference, Google Meet, Microsoft Teams, or Zoom Conference.

Staff Logs

Each Brookfield Elementary Staff member is required to maintain a daily log of their activities and interactions with students. This includes teachers, teaching assistants, 1:1's, clinical staff and clerical staff. This log must include notations of any communications with parents/guardians as well as school districts in addition to interactions with students. Staff logs are submitted and reviewed weekly by building administration.

Brookfield Elementary School Online Learning Schedule

For students in grades K-8

Students and parents should visit their classroom teacher's Google Classroom each morning during remote learning. Daily plans and assignments will be listed by 8:30 am each day. Each day will include a Language Arts, Math, Science, Reading and Social Studies lesson or activity. Check the Classroom Stream for individual due dates. Social Emotional Learning Groups will continue to take place weekly by classroom and follow the in-school schedule. Being present for live instruction sessions is required for daily attendance. Parents should contact their teachers to make alternate arrangements for instruction if a student is unwell or otherwise unable to attend any sessions. When a student fails to attend a scheduled daily session, the teacher will inform the school secretary who will make a phone call to the parent/guardian to follow-up. Repeated absences or missing assignments will result in a parent/guardian meeting being scheduled to address any barriers to attending sessions or completing assignments.

Each teacher will also post any dates and times for live instruction or classroom meetings on their Google Classroom. Each classroom will also receive customized weekly STEAM lessons posted by their classroom teacher. STEAM activities are optional during remote learning periods.

School staff will be available from 8:30 am to 3:30 pm each day. Translation services will be provided as needed.

Individual counseling, speech, OT, 1:1 student sessions will be scheduled with individual students/parents via email, Remind app or by phone. Service providers will submit weekly logs of services provided to the building principal. Building administration will intercede to assist in the scheduling of related services as needed.

For students without internet or phone access, teachers will be preparing and mailing differentiated customized learning packets to students via U.S. Postal Service.

Buildings and Grounds

Buildings and grounds personnel are considered essential personnel and will continue to maintain and perform repairs on school facilities as needed.

Essential Personnel

In the event of a transition to remote learning, a list of essential personnel will be compiled and provided to the County Office of Education.