

Avon Lake City Schools

2020-2021 Back to School Plan



Plan Development

- This plan was developed through an extensive process of participation and feedback.
- The Avon Lake City Schools created a district planning team in late April which looked at coming up with recommendations and ideas for full-remote, blended, and in-person classes.
- The district planning team then led building level planning teams in May/early June to look at logistics for each building and to make recommendations.
- During the month of June, district staff reviewed capacities of each learning space, and identified how buildings could be transformed to allow students to attend in person, as often as possible.
- From there, a decision was made by district administrative staff that with modifications, we could reopen fully and also offer remote learning.
- Specific plan information was then developed using the recommendations and guidance from various groups including the ODE, CDC, ODH and LCPH.
- The plan was reviewed and feedback was received from the Board of Education, ALEA, OAPSE, district planning team, district administrative staff, PTA Council and numerous PTA and parent representatives.
- The plan is fluid and components are likely to change as situations evolve.





Considerations for Safety, Health and Prevention

Guiding Principles

- The Avon Lake City Schools is committed to providing a safe environment for all students, staff, and the community.
- As part of our back to school plan, we are following the recommendations from the Lorain County Public Health Department and the Ohio Department of Health.
- As health alerts and the health of schools change, school plans and logistics will change. Flexibility is a key component in any of these plans.
- **There is no such thing as zero risk for any disease.**
- The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.
- The risk of COVID-19 spread increases in school settings as follows:
 - Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.
 - Increasing Risk: Small, in-person classes, activities, and events. Groups of students stay together with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects.
 - Highest Risk: Full-sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.
- Personal prevention behaviors (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important ways to help lower the risk of COVID-19 exposure and spread during school sessions and activities.



Levels of Risk

BACK-TO-SCHOOL TIPS

The more people a student or staff member interacts with, and the longer that interaction, the **higher** the risk of COVID-19 spread.

LOWER RISK

HIGHER RISK



Virtual classes, activities, and events



Small, in-person classes, activities, and events with virtual options when possible



Normal sized, in-person classes, activities, and events

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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About COVID-19

- **COVID-19 spreads easily between people.**
- The virus spreads through respiratory droplets that are released when an infected person talks, coughs or sneezes.
- The virus can also spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
- People with COVID-19 report a wide range of symptoms which can include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Symptoms may appear 2-14 days after exposure to the virus.



Preventive Practices

- **Practice and promote healthy behaviors**, that done together, can reduce the spread of COVID-19:
 - Wash your hands with soap and water, or use hand sanitizer with at least 60% alcohol if you don't have soap and water.
 - Sanitize frequently touched surfaces.
 - Follow physical distancing guidelines around others.
 - Wear a face covering to keep from spreading the virus to others.
 - Stay home if you are sick.
- **Screen health for symptoms:**
 - Remember, COVID-19 spreads easily and quickly between people.
 - It's essential that students (and their caregivers), staff, and volunteers conduct daily health checks prior to going to school which should include taking their temperature and assessing their symptoms.



Confirmed Cases

- **Per Lorain County Public Health Department, when a student or staff member is diagnosed with COVID-19:**
- The LCPH epidemiology team will communicate with individuals who are confirmed COVID-19 cases, school leaders, and any close contacts who are identified. Close contacts of a COVID-19 case, typically, are persons who spent more than 10 minutes in close proximity, within 6 feet of the positive case. The LCPH epidemiology team will determine who is considered a close contact of the positive case.
- Communication will come from LCPH for use by the school district. A letter template will be developed and include the following:
 - Information that defines what a close contact is
 - Specific information regarding which classroom the confirmed case was in
 - General information to building staff
- Anyone testing positive for COVID-19 will be isolated, monitored daily, and released by LCPH if they are a Lorain County resident. If the person is not a Lorain County resident, LCPH will communicate with the associated county health district.
- A 14-day quarantine will be required of any student or staff member considered a close contact as determined by LCPH.



Symptoms at School

- The following guidelines will be followed per Lorain County Public Health Department:
 - If a student, staff member, or volunteer begins to show symptoms or has a temperature above 100°F while at school, they should be immediately separated from other students, staff members, or volunteers, given a face covering, monitored by a staff member wearing appropriate personal protective equipment (PPE) while maintaining physical distance when possible, and then sent home. The space where an individual waits before he or she goes home should be separate from the nurse's office and other areas students are likely to visit.
 - If sickness is **not** COVID-19, this person may not return to school until they are fever free for 48 hours without the use of fever-reducing medication. If sick persons had contact with someone confirmed, or are confirmed, or are probable to have COVID-19, they must complete isolation or quarantine procedures in coordination with LCPH prior to returning to school.



Physical Distancing

- The Avon Lake City Schools has implemented physical distancing through classroom relocations, changes in schedules, staggered start/end times, reduction of hallway utilization, changes in cafeteria services, modifications in transportation procedures and directional signage at all buildings.

Social distancing only works
if we all participate.
And slowing down or preventing
the spread of the virus
will save lives.



**We all are responsible for protecting
those at higher risk.**



Facial Coverings

- CDC recommends that people wear cloth face coverings in public settings and when around people outside of their household, especially when other physical distancing measures are difficult to maintain.
- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others.
- **All students and staff, K-12, will be required to wear masks or facial coverings while at school. There will be times where students will be able to remove them for mask breaks, or for instruction which requires students to be able to work on language development and similar activities.**
- The exceptions for face covering requirements are for medical situations (**physician's order required**) or other extenuating circumstances.



Building Temperatures/Air Circulation Issues

- The use of fans is permissible.
- **Due to the lack of air conditioning in the elementary buildings and Learwood, the potential exists for school closures in these buildings due to the heat.**
- In the event a “heat closure” is announced, the superintendent will inform all schools and families by 1:00 PM on the day prior to the closure.
- The heat closure day will be a remote learning day, with appropriate assignments and activities assigned by the teachers.





District and Building Protocols

Potential Change to Full Remote Learning

- The plans that follow are based on options that allow the Avon Lake City School buildings to remain open. **This is subject to change** based on guidance from state or county officials. We also will look at student and staff attendance data, COVID-19 exposure and current logistical concerns in making changes to full remote learning.
- The Avon Lake City Schools staff will communicate specific procedures in the event that a return to full remote learning is required. This will be done through SchoolMessenger and the school website. Parents should have a backup plan in the event this occurs with little notice.
- Students who are quarantined due to COVID-19 exposure will be assigned to a remote learning schedule for the 14 days they are not permitted to attend school.
- In the event an entire classroom is quarantined, these students will participate in remote learning with their classroom teacher(s).



Learning Options

- The Avon Lake City Schools has the following learning options available for students. **All students will be assigned to Option 1, unless a parent signs their child(ren) up for Option 2.** Sign up information for Online Learning will be released through SchoolMessenger and posted on the ALCS website on July 15.

Option 1—Back to Campus (default option):

Students will attend school daily, on campus, as conditions allow with the modifications described in this document. Physical distancing and preventive measures will be employed to minimize risk to students and staff.

Option 2—Online Learning (register before August 1):

Students will receive their education through online learning. Students will participate in their classes virtually and will access all learning materials and complete assignments electronically. Teachers will be assigned to teach online classes in grades K-8, while course specific arrangements will be made for high school students.



Online Learning Option

- Parents who register their child(ren) for the [Online Learning Option](#) will be asked to make a commitment, one semester at a time. This will ensure proper staffing and sufficient materials are planned for. The registration period for the first semester will be July 15-July 31.
- The Avon Lake City Schools will offer an online learning option to students in grades K-12.
- The online experience will be a combination of structured, regularly scheduled, district teacher-delivered lessons **daily** via Zoom, and both independent and guided practice.
- **The curriculum being delivered via online instruction will be the same that is delivered in our buildings.** Due to the uniqueness of some courses and online learning, not every course offered in a traditional setting will be available online.
- Students who choose the online option will receive their courses remotely and will not report to buildings except for rare occasions when remote delivery is not a viable option, e.g. state testing.
- Special education services, SOAR, Plus classes, and other special programs will be available online.



Sample Online Learning Day

- The online learning day schedule will follow recommendations from the ***National Board of Professional Teaching Standards*** which state that elementary students should have 1-2 hours a day of online instruction, middle school students 2-3 hours, and high school students 3-4 hours.
- Elementary K-6 Example Day:

9:00-9:45 AM	Live group activity/lesson
9:45-10:30 AM	Small group lesson or independent assignment
10:30-11:00 AM	Live group activity/lesson
11:00-12:30 PM	Lunch, break, independent activities
12:30-1:00 PM	Live group activity/lesson
1:00-2:00 PM	Small group lesson or independent assignment
2:00-2:30 PM	Daily closure/activity
- Secondary 7-12 Example Day:
 - Students will have a daily schedule of classes which will meet on a regular schedule, determined by the courses a student is enrolled in. Classes will be a combination of daily live Zoom meetings and independent work times.

Chromebooks

- All students in grades K-8 will be assigned a Chromebook for school use. Students in grades 9-12 will have access to either sign out a Chromebook or bring their own device.
- In order to facilitate both on-campus and remote learning, students may sign out a Chromebook for the school year which will allow the devices to also be used at home. The district will be providing a waiver for parents to sign if they choose to use a Chromebook at home.
- The Chromebook must be brought to school fully charged each day for on-campus learning.
- Students who do not sign out a Chromebook will be able to use a school Chromebook that must stay in the classroom.



Elementary Schools

- **All four elementary schools will follow the same protocols.**
- All learning spaces have been reviewed to provide the maximum space per student to provide physical distancing.
- Student desks will be arranged to promote physical distancing in classrooms.
- The cafeteria and media centers of each elementary school will be temporarily converted to classrooms. The library will be relocated to an empty classroom to allow students to check out books.
- Art and music classes will be held in the regular classroom. Students will have physical education in the gym, space permitting.
- Capacity for all restrooms will be 50% of the available stalls and urinals (ADA accessible stalls will remain open).
- Water fountains will be turned off, but bottle fillers will be available.
- Signage of space limitations, hallway markings, and sanitizer stations will be developed.
- Students will not switch classes during the day, and lunch break will be in the classrooms.
- All-school assemblies will not be held.
- The elementary SOAR program will be housed at each individual elementary school and available online.



Elementary School Recess

- Structured outdoor recess activities, such as nature walks and zoned recess to limit students' physical contact with others, are encouraged.
- Indoor recess will be limited to specific individual activities.
- Playground equipment may be limited to reduce high touch surfaces that are difficult to clean.
- Students must wash or sanitize their hands before and after recess.
- The recess schedule will be developed to limit the number of classes in a particular area during recess.



Kindergarten

- During the first semester of the school year, all kindergarten classes will be half-day. This will be reevaluated based on conditions for the second half of the year.
- Kindergarten class sizes will be limited to 16 students to maintain social distancing and provide more individual instruction to students.
- Students will be assigned to either an AM or PM class.
- Transportation will be provided for kindergarten students in accordance with transportation policies.
- All kindergarten students will be provided the opportunity to receive a school lunch.
- Kindergarten classes will be cleaned between AM and PM sessions.
- The tentative schedule is as follows:

AM session 9:00 AM-11:35 AM.

PM session 12:55 PM-3:30 PM



Troy Intermediate School

- All learning spaces have been reviewed to provide the maximum space per student to provide physical distancing. Classroom assignments have been modified to match enrollment to space availability.
- Student desks will be arranged to promote physical distancing in classrooms.
- The cafeteria and media center will be temporarily converted to classrooms. The library will be relocated to an empty classroom to allow students to check out books.
- Most elective classes will be held in the regular classroom. Students will have physical education in the gym.
- Capacity for all restrooms will be 50% of the available stalls and urinals (ADA accessible stalls will remain open).
- Water fountains will be turned off, but bottle fillers will be available.
- Signage of space limitations, hallway markings, and sanitizer stations will be developed.
- Students will generally not switch classes for core subjects during the day, and lunch break will be in the classrooms.
- All-school assemblies will not be held.



Learwood Middle School

- All learning spaces have been reviewed to provide the maximum space per student to provide physical distancing. Classroom assignments have been modified to match enrollment to space availability.
- Student desks will be arranged to promote physical distancing in classrooms.
- The cafeteria, media center, auditorium and other large spaces will be temporarily converted to classrooms. Students will eat lunch in the classroom. One team of 8th grade students may have the majority of their classes at Church of the Open Door which is across the street from Learwood. More information will be sent to parents in August.
- Students will have physical education in the gym. Locker rooms will be available for changing only during physical education classes.
- Students and teachers will switch classrooms during the day. Classroom spaces will be assigned based on enrollment.
- Modifications of the daily schedule will be implemented. A combination of block and single period scheduling may be utilized.
- Capacity for all restrooms will be 50% of the available stalls and urinals (ADA accessible stalls will remain open).
- Water fountains will be turned off, but bottle fillers will be available.
- Signage of space limitations, hallway markings, and sanitizer stations will be developed.
- All-school assemblies will not be held.



Avon Lake High School

- All learning spaces have been reviewed to provide the maximum space per student to provide physical distancing. Classroom assignments have been modified to match enrollment to space availability. Teachers may be assigned different classrooms, different periods to meet space and enrollment needs.
- The high school will operate on a modified schedule to reduce the number of class switches each day. (see next page)
- Student desks will be arranged to promote physical distancing in classrooms.
- Numerous common spaces will be converted to classrooms to maximize space.
- All study halls and lunch study halls will be held in the competition gym.
- Capacity for all restrooms will be 50% of the available stalls and urinals (ADA accessible stalls will remain open).
- Water fountains will be turned off, but bottle fillers will be available.
- Signage of space limitations, hallway markings, and sanitizer stations will be developed.
- All-school assemblies will not be held.



Avon Lake High School Schedule

- **All high school students will attend classes each day.** The normal 12-period schedule will be utilized, but not all periods will meet each day. The bell schedules will be designated A and B days. A/B days will alternate all 5 days of the week. In the event of a calamity day, the next day in the rotation will not be skipped. The bell schedule will be as follows:

Time	A Day	B Day
7:45 AM-9:15 AM	Period 1	Period 2
9:20 AM-10:50 AM	Period 3	Period 10
10:55 AM-11:40 AM	Period 4/5	Period 4/5
11:45 AM-12:30 PM	Period 6/7	Period 6/7
12:35 PM-1:20 PM	Period 8/9	Period 8/9
1:25 PM-2:55 PM	Period 11	Period 12





Logistical Considerations

Staggered Arrival/Dismissal—Start/End Times

- In order to facilitate student supervision, efficient use of buses, and logistical considerations, the following schedule will be used for the 2020-2021 school year: **(This schedule is tentative and subject to change.)**

	Elementary Buildings	Troy Intermediate	Learwood Middle	Avon Lake High
Student Drop-Off Begins	8:45 AM	7:30 AM	8:00 AM	7:15 AM
School Starts	9:00 AM	7:45 AM	8:15 AM	7:45 AM
Bus Students Dismissed	3:30 PM	2:30 PM	3:00 PM	N/A
Walkers Dismissed	3:25 PM	2:25 PM	3:10 PM	2:50 PM
Car Riders Dismissed	3:20 PM	2:20 PM	3:05 PM	2:50 PM



Transportation

- In order to comply with Ohio Department of Health recommendations for bus capacity, students in grades K-8 will be bused only if they live over 1 mile away from their school or if they need to cross a designated busy intersection.
- Students will be assigned seats on buses.
- Students will be required to wear masks on the bus.
- Bus schedules will be altered to allow families to ride to/from school together, matching school start/end times.
- Field trips requiring school transportation will not be scheduled.
- Parents are asked to complete the [transportation survey online](#) in order to help with route planning.



Cafeteria Services

- The food services department will be implementing individually packaged items for student meals. Menus will be posted online of daily offerings.
- Students will eat lunch in their classrooms in grades K-8 and in their study hall/lunch in the competition gym at the high school.
- As always, students are welcome to bring their lunch to school from home.



Building Entrances/Exits

- Each building will be designating doors for entrance and exit. This is being done to reduce cross traffic and to maintain physical distancing as much as possible.
- Signs will indicate which doors are available for entrance/exit. This information will be shared with parents and students by the building principal.
- Students and parents are asked not to congregate at the building entrances/exits before/after school.



Visitors

- Visitors to school should report to the school office. Only pre-arranged appointments with teachers or school personnel will be approved, except in extenuating circumstances.
- Visitors will not be permitted in classrooms while students are present.
- Visitors will be required to wear facial coverings in the building.
- Temperature checks for visitors will be required.



Open House and Back to School Events

- Each school will schedule an opportunity for students and their parents to participate in an alternate open house. Specific details will be announced, but a traditional open house will not be held.
- Specific arrangements for orientation for students new to a building will be announced in August.
- Any school/PTA-sponsored back to school events must be approved in writing by the superintendent/designee and must provide specific details regarding physical distancing and participant health and safety. Large gatherings at a single date/time are not permitted.



Special Events and School Activities/Clubs

- Any special events and activities sponsored by schools or PTA's must be approved by the building principal. These events must meet social distancing and safety guidelines in effect at the time.
- Building utilization by outside groups will be considered on an individual basis based on the ability to meet district safety requirements.
- Field trips that require bus transportation will not be approved while social distancing guidelines are in effect.



Athletics

- Athletic practices and competitions will be governed by the rules in place at the time by the Ohio High School Athletic Association.
- Additional information will be provided by the Athletic Department for sport specific information.
- Procedures for attendance at athletic competitions will be communicated on the district website.



Training Opportunities

- Beginning in August, a variety of online, on-demand training opportunities will be available to parents and guardians.
- Topics include:
 - PowerSchool Basics
 - Google Classroom
 - Single Sign-On
 - Community Resources for Families
 - Organization and Study Habits
 - Online Resources for Learning



Contacts

- If you have any specific questions related to the plan, please contact any of the following:
 - [Bob Scott, Superintendent](#)
 - [Dr. Jack Dibee, Curriculum Director](#)
 - [Tom Barone, Business Manager](#)
- The District will hold live Q&A sessions through Zoom and YouTube Live during the week of July 27. Specific dates/times will be announced through SchoolMessenger.

Building specific information will also be available from building principals, once building plans are finalized.

