



LAKE RIDGE ACADEMY

GOFORWARD PLAYBOOK
2020-2021



INTRODUCTION AND OVERVIEW 3

- School Mission 4
- Educational Philosophy 4
- Core Values 4

GUIDING PRINCIPLES 5

- Safety 5
- Student Learning 5
- Effective Teaching 5
- School Operation 5

SECTION 1: PREVENTION AND MITIGATION 6

- Opening Decision 6
- Stay-Open Decision 6
- Return to School Acknowledgment 6

SCHOOL-WIDE POLICIES 7

- Two-Barrier Policy 7
- Visitors 8
- Cleaning 8
- Transportation 9
- Field Trips 9
- Athletics and Student Clubs 9
- Large Group Gatherings 9
- Signs and Messages 9

CLASSROOM/DIVISION MITIGATION MEASURES 10

- Screening 10
- Handwashing 11
- Air Conditioning/Fans 11
- Outdoor Learning 11
- Lockers and Cubbies 11

SECTION 2: COVID-19 INFECTION ACTION PLAN 12

- STEPS TO TAKE IN RESPONSE TO CONFIRMED OR SUSPECTED COVID-19 CASES AND CLOSE CONTACTS 13

SECTION 3: ROYALS ON CAMPUS 15

- ALL DIVISIONS 15

 - Attendance 15
 - Technology 15
 - Grading 15
 - Lockers/Cubbies 15
 - School Supplies 15
 - Outside/Recess 15

- LOWER SCHOOL 16
- MIDDLE SCHOOL 17
- UPPER SCHOOL 18
- OFF-CAMPUS MITIGATION MEASURES 19
- TEACHERS AND STAFF 19

SECTION 4: ALTERNATIVE LEARNING ENVIRONMENTS 20

- ROYALS FROM HOME 20

 - Royals from Home Voluntary Participation 20

- ROYALS ONLINE 21

 - BEHAVIOR EXPECTATIONS FOR ROYALS FROM HOME AND ROYALS ONLINE 21
 - SYNCHRONOUS AND ASYNCHRONOUS LEARNING 21

SECTION 5: RESOURCES 22

ADDENDUMS 23



INTRODUCTION AND OVERVIEW

Welcome to the 2020-2021 school year. I have never been more grateful to be part of the Lake Ridge Academy community. **We are fortunate to have many built-in advantages** when it comes to preparing to reopen in the midst of an ongoing public health crisis. As an intentionally small school, with about 410 students K-12, we have always featured small classes, typically about 10-15 students in a classroom. Our large campus with 11 buildings and 93 acres provides us ample space to distance within a classroom and further expand our outdoor education opportunities. **Our size, location, facilities, and teaching philosophy all lend themselves to a safe and successful in-person learning environment.**

The GoForward Playbook is the result of months of work by our **GoForward Committee**, which is comprised of teachers from every division, our school nurse, our athletic director, the manager of our facilities team, and every member of the senior leadership team. We took our direction from health professionals in developing a safe GoForward Playbook. Our primary resources were the **COVID-19 Health and Prevention Guidance for Ohio K-12 Schools** published by the State of Ohio and the **Lorain County Schools Common Re-Opening Guide** published by the Lorain County Public Health Department. In addition, we relied on resources from the CDC as well as the **Return to School Amid COVID-19: A Cleveland Clinic Guide for Educators** and the **University Hospitals Healthy Restart Playbook**. The team also closely consulted Lorain County Public Health, and I am grateful for the advice and expertise provided by Dave Covell, LCPH Commissioner, in developing our plans. The Parent Review Committee, comprised of ten parents, reviewed and gave comments on the final draft of this plan. The parent committee included five physicians, the PA president, an attorney, a healthcare professional, and two childcare providers. Three members of the parent committee are also Lake Ridge Board members, including Dr. Tom Dresing '83, our Board Chair.

During the development of the GoForward Playbook, we kept our community informed of our progress. Bi-weekly Zoom meetings were held with both faculty/staff and parents/students. Additionally, information was gathered from several faculty/staff and parent surveys, and the Division Directors and I held numerous individual meetings with families and teachers to discuss plans and hear concerns. **All of those communications have also informed our plans.** Thank you to everyone who has participated in our efforts so far.

I am excited. I am excited because, as a result of our thorough planning, I am confident Lake Ridge can open in-person in a way that follows the expert guidance, placing the health and safety, including the social-emotional needs, of our students first while honoring the academic advantages that come with in-person learning. I am equally confident that our students who elect to learn from home will be virtually integrated into the classroom in ways that support continued academic growth and relationship building. **This focus on relationships is what makes Lake Ridge special, and it's one of the reasons I am so confident we will weather this storm and come out as a stronger and closer community.**

Thank you for your support during this difficult and stressful time. We have felt buoyed by your engagement, suggestions, and encouragement since the COVID-19 situation hit us. I am looking forward to seeing you in person!

All the best,



Mitch White
Head of School



where **LEARNING** is a
PASSION

GoForward Committee

Mitch White, Head of School
Jennifer Calkins, 6th grade Math and Science
Michael Culley, Director of Upper School
Ron Gosselin, Maintenance Supervisor
Susan Haas, Director of Marketing and Communications
Michael Haase, School Nurse
Katherine Hatcher, Director of Lower School
Kim Parrish, 4th and 5th grade Math
Patrick Smith, Upper School Science
Peter Srsen, Chief Financial Officer
Michelle Robertson, Director of Development & Strategic Initiatives
Tim Unger, Director of Middle School
Megan Zahler, Director of Enrollment Management

Parent Review Committee

Members of the Parent Review Committee participated in a full review of the GoForward Playbook and offered guidance about the plan based upon their professional expertise.

Dr. Tom Dresing, '83, MD, Board of Directors, Chair
Dr. Sabry Ayad, MD
Dr. Erin Broderick, MD
Ms. Kate Dake, Parents Association, President
Ms. Melanie Dove Gondor
Mr. Jon Hyman, JD
Dr. Ali Jahan, MD
Ms. Paula Janmey
Dr. Niyati Sheth, DO
Ms. Mona Thompson, Pharma D, MPH

School Mission

To send into a changing world confident young people of integrity who think critically and creatively while embracing the joy of lifelong learning.

Educational Philosophy

We dedicate ourselves to helping one another create a community that recognizes every individual's abilities and aspirations for earning and giving **respect**, developing an inner sense of **integrity**, appreciating the value of nurturing **scholarship** appropriate for each developmental stage of learning, and understanding what constitutes doing one's **personal best** in attending to the challenges of each day. These core values are intended to shape and define our educational experiences each and every day. The school philosophy mirrors the Lake Ridge Academy vision of learning as an active engagement of the whole person. The importance of both the intellectual and emotional growth of each person is equally emphasized within our community.

Core Values: *Respect, Integrity, Scholarship, Personal Best*

Guiding Principles

The creation of the GoForward Playbook is driven by the following principles:

Safety

- Protect the health and safety of students, families, faculty, staff, and the LRA community.
- Support the social, emotional, physical, and behavioral health of our LRA community.
- Support the needs of the most vulnerable members of our LRA community.
- Create open communication with families to have a better understanding of the needs within our community and to communicate changes in procedures, practices, and expectations.

Student Learning

- Continue to provide students with engaging, authentic learning experiences that build skill, deepen understanding, and advance knowledge.
- Deliver an education in a developmentally appropriate manner across all learning environments.
- Ensure that curriculum is adjusted to take into account the end of last year's achievements while preparing students for standard grade level expectations.

Effective Teaching

- Ensure all faculty and staff have support and training to facilitate the implementation of the GoForward Playbook and are able to meet the needs of our students and their families under all learning environments.
- Prioritize curriculum and skill development with students' long-term success in mind.
- Support teachers and staff in navigating the challenges related to their professional and personal lives that will be inherent to this school year.

School Operation

- Ensure flexibility for school decision-making across divisions. This playbook recognizes and respects the importance of decision-making that may affect the three divisions differently.
- Promote collaboration among our community and with the Lorain County Board of Health.
- Empower teachers to play an active role in the development and implementation of plans, allowing for flexibility among classrooms and divisions that will result in more effective practices and procedures.
- Use the playbook as a tool to guide decision making.



SECTION 1: PREVENTION AND MITIGATION

The goal of the prevention and mitigation strategies is to reduce the risk of disease transmission in school, and achieving that goal relies on the entire school community adhering to the school wide policies set forth in the GoForward Playbook. These policies are subject to change based on guidance from the Lorain County Board of Health and at the direction of the Head of School. Families will be notified of changes to the GoForward Playbook via email, In-Touch, and/or updated in the GoForward Playbook.

Opening Decision

Lake Ridge will open to students on Friday, August 21, 2020. One focus during the first days will be to acclimate students to all the safety and mitigation measures. For the first four days of school, kindergarten, 1st and 2nd grade students will have ½ days in mornings only with a noon dismissal.

Stay-Open Decision

Lake Ridge will follow the guidance of Lorain County and the State of Ohio before moving to Royals Online (100% distance learning model). The school nurse will also monitor absenteeism on a daily basis and may make a decision with the administration to send a class, division, or the entire campus to Royals Online if illness rate is high.

Return to School Acknowledgment

The 2020-2021 Final Forms electronic student registration included a new Return to School Acknowledgment that parents must sign acknowledging that they received the GoForward Playbook and will support the school's efforts to minimize risk to the entire community. Specific mandates, procedures and guidelines are outlined in the GoForward Playbook, which will be available online within the parent portal, as a student handbook addendum, and as an addendum to the employee handbook.

School-Wide Policies

Two-Barrier Policy

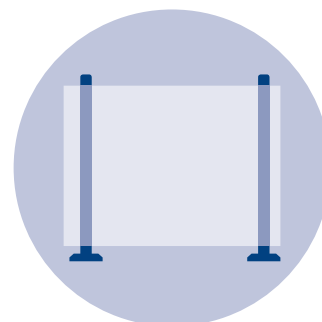
- Everyone will be expected to maintain a **two-barrier policy** between people at all times except for short periods of time when people are eating or engaging in aerobic activity. The following mitigation measures represent a single barrier and require at least one other barrier when in use:
 - o Being socially distanced by six feet (6' or 1.5 meters) or more
 - o Being outdoors
 - o Wearing a two-layer cloth or surgical mask
 - o Physical barriers such as plexiglass
- The two-barrier policy, developed upon advice from the Lorain County Health Department, is intended to minimize the risk of exposure and transmission and to ensure that even in the case of a positive COVID-19 test for someone attending or working at Lake Ridge, no other person at Lake Ridge would qualify as a “close contact” under CDC and Lorain County contact tracing protocols.
- Everyone at Lake Ridge, including all students, faculty, staff, and visitors, are required to wear masks when on campus. The mask policy has been amended to now include the requirement of wearing a mask during recess and PE when distancing cannot be maintained. Exceptions may be made under the direction of Lake Ridge faculty or staff when masks are not practical, such as when eating or drinking, during mask breaks, during outdoor learning, or during a situation where masks might be unsafe, such as some science labs. In those situations where masks are not practical, other mitigation measures in the two-barrier policy be utilized and students will be monitored. In all cases two barriers should be maintained. Faculty and staff are not required to wear masks when working alone in their own private office or room.
- Acceptable fabric masks include gaiters, medical masks, two-layer homemade masks, and other two-layer fabrics that cover the mouth and nose. Students should keep a supply of 10 masks for their personal use in the locker/cubby. The school will have additional masks for students who forget to wear one.
- Physical barriers will be used where necessary.
 - o Physical barriers have been installed at ‘high-traffic’ areas and in offices where it is difficult for individuals to remain at least six feet apart (ex: reception desks).
 - o Physical guides, such as tape on floors and signs on walls, will help to ensure that staff and students remain at least six feet apart in lines and at other times.



6' SOCIAL DISTANCE



FACE COVERINGS



PHYSICAL BARRIERS



OUTDOOR LEARNING ENCOURAGED

Visitors (including parents)

- Anyone visiting campus other than students and employees will need to have an appointment with a specific employee and enter a specific door as arranged in advance (CRC will be default door). **This guideline applies to parents at all times.** Parent badge access will be turned off while this policy is in effect. Entry during arrival and dismissal times will not be considered eligible appointments, and only the parents of new Lower School students will be permitted to enter the school with their child(ren) during drop-off on the first few days of school,
- Parents who need to deliver forgotten lunches or other items during the school day will need to call division assistants before arriving on campus to receive drop-off instructions.
- Non-parent campus visitors may only enter the school at the CRC lobby entrance with a mask and by appointment only.
- Deliveries may still occur through the CRC lobby entrance and must be taken directly to the Business Office. All delivery personnel must wear masks.
- All visitors must abide by the two-barrier policy and be accompanied by a Lake Ridge employee at all times throughout their visit.
- Upon arrival, visitors will be asked to wash their hands, undergo a temperature check, and complete a symptom check before signing in to the visitors' log-in book.
- Children who are visiting campus with an adult must also have a temperature check and wear a mask. Parents may answer the symptom check questions for the child.
- Food deliveries to individual students must only occur in the CRC lobby. Vendors must be masked when they enter the building, and students will pick up their meals in the lobby.



**LIMITED VISITORS
BY APPOINTMENT**

Cleaning

We have established a combination of cleaning, disinfecting and sanitizing procedures throughout the day. We have also increased the cleaning staff to support our efforts.

All-Day Routines - All Students and Staff

- Students and teachers will sanitize their work space and chair with spray bottles and paper towels or disinfecting wipes before leaving their work space at a classroom transition.
- Shared computer devices and other electronic equipment will be sanitized between each use.

Mid-Day Routines - Housekeeping Staff

- At a minimum, each bathroom will be cleaned once during the day, and highly touched surfaces within the bathroom will be disinfected.
- Sanitation will occur on door handles, locker handles, and light switches.

Nightly Routines - Housekeeping Staff

- Each bathroom will be cleaned at night, and highly touched surfaces within the bathroom will be disinfected.
- Disinfecting of high touch surfaces such as door handles, locker handles and light switches will also occur.
- Electrostatic sanitation of large spaces will be used nightly.



**SANITIZATION
DURING AND
AFTER SCHOOL**

Transportation

Students will follow seating assignments and are required to sit one-to-a-seat (two-to-a-seat if from same household) and remain masked at all times. All riders will sanitize their hands upon entry and exit from the vehicle. Bus windows will remain open, weather permitting. Each bus will be cleaned after each route has been completed.

Field Trips

Field trips will be scheduled when it is deemed the trip can be conducted safely while following the mitigation measures.

Athletics and Student Clubs

Lake Ridge will not compete in interscholastic sports competitions for any Fall 2020 sport. Fall sports will be re-envisioned with a focus on health, wellness and skill building. Winter sports will be reassessed based on current conditions by October 15. Students who are not on campus for school may not participate in athletics. Students who are not on campus may participate in student club meetings virtually.

Large Group Gatherings

Gatherings of more than 50 people are not permitted at this time.

Signs and Messages

- Signs will be posted in highly visible locations (i.e., school entrances, restrooms) that promote daily protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.
- Signs and markings will also be used to help with social distancing.



**STUDENTS RIDE
ONE-TO-A-SEAT**

Classroom/Division Mitigation Measures

Screening

Home is the first point in the screening process. Families must self-report symptoms of illness which could include fever, new onset of cough, shortness of breath, etc. (see symptoms below). You must keep your child home if one or more symptoms are present and report the absence to school. Follow the COVID-19 Infection Action Plan to determine the next steps.

School is the final point of screening. Daily screenings will occur start at 8:00 am upon arrival to school. Teachers will refer students to the school nurse if symptoms are noted at screening or during the day.

Screening Procedure

Students must exit their car masked and proceed to their assigned entry door (see Royals on Campus division sections for assignments). Students must keep a 6' social distance if a screening line occurs.

Screening will take place in front of the entrance door if weather allows or just inside the doors. A faculty or staff member will check the student's temperature and ask for verbal confirmation regarding the absence of COVID-19 symptoms. Presence of any of the following COVID-19 related symptoms will result in the student being sent home.



**TEMPERATURE
CHECK ON ARRIVAL**



**COVID-19 SYMPTOM
CHECK**

ANY ONE SYMPTOM :

- Fever (100.4 degrees or more)
- 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
- Chills

Upon entering the building, students will use hand sanitizer, then proceed to their classroom. When possible, students will wash their hands using soap and water for a minimum of 20 seconds, prior to entering or upon arrival to their classroom.

Handwashing

Handwashing and sanitizing will be a key part of our daily routine. All students, staff and visitors will wash their hands or use hand sanitizer immediately upon entering school and before proceeding to classrooms or offices. When entering or exiting a room, before and after eating, or after sneezing or coughing, students will wash their hands or use hand sanitizer.

Hand sanitizer has been placed throughout the school buildings, including entrances and exits and in classrooms.

Air Conditioning/Fans

Air conditioners and fans may be used if they are aimed upwards and not directly at a person. Open windows are encouraged.

Outdoor Learning

Teachers are encouraged to hold class and lunch outdoors (where masks can be safely removed if people are also distanced by 6' or more). Outdoor spaces conducive to group learning will be available for classes to reserve in advance.

Lockers and Cubbies

Lockers and cubbies will be used, but access during the day will be restricted. Students will be given opportunities to regularly wipe down their lockers or cubby space.



**FREQUENT
HANDWASHING**



SECTION 2: COVID-19 INFECTION ACTION PLAN

COVID-19 screening begins at home. Please do not send a child to school if they are experiencing one or more symptoms associated with COVID-19.

Lake Ridge Academy's COVID-19 Infection Action Plan is based on practices from the CDC and Lorain County Board of Health. The following chart provides procedures to follow for each potential infection scenario, including school communications.

Our school nurse will be the primary school contact for families in the event a student or staff member exhibits symptoms, receives positive test results, or needs to quarantine due to close contact with a positive patient. In the event of a positive test, the County Public Health Department for the county where that person lives will conduct contact tracing within 24 hours to identify other at-risk individuals. Lake Ridge will be notified during that process, and the school will support the county's work by helping to identify individuals who may have been exposed to the infected person.

Class, division, or school closings will be determined based on policies and in consultation with the Lorain County Board of Health.

Students who are required to quarantine or isolate will temporarily shift to **Royals from Home**. Daily attendance will be taken for synchronous classes. If a student is ill and unable to attend online learning, he or she will be recorded as absent, following the Lake Ridge Academy Attendance Policy.



**COVID-19 ACTION
PLAN**



Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication	Return to School When
<p>1A: A student or staff member exhibits one or more high risk COVID-19 symptoms: new cough, shortness of breath/difficulty breathing, new loss of taste/smell, or fever (100.4 degrees or greater)</p> <p>OR</p> <p>two+ low risk COVID-19 symptoms: chills,runny nose or congestion, muscle weakness, headache, sore throat, nausea/vomiting or diarrhea</p>	<ul style="list-style-type: none"> • Student/staff referred to school nurse • Student/staff isolated in the School Clinic • Student/staff sent home (School Nurse will call the family to determine who will pick up the ill child within 1 hour) • Student/staff should contact their physician 	<p>No school-wide communication is needed</p>	<p>Student/staff must follow Ohio's 10-3-1 rule: 10 days since symptoms first appeared, AND 3 days improvement of respiratory symptoms, AND 1 day (24 hours) fever free without medication OR be cleared with a physician's note confirming it is safe to return</p>
<p>1B: A student or staff member exhibits ONE low risk COVID-19 symptoms ONLY: fever (100.4 degrees or greater), chills, runny nose or congestion, muscle weakness, headache, sore throat, nausea/vomiting or diarrhea</p>	<ul style="list-style-type: none"> • Student/staff referred to school nurse • Student/staff isolated in the School Clinic • Student/staff sent home (School Nurse will call the family to determine who will pick up the ill child within 1 hour) • Student/staff should contact their physician 	<p>No school-wide communication is needed</p>	<p>Student/staff should stay home and not return to school until they have had no fever for 24 hours AND their symptoms are improving OR are cleared with a physician's note confirming it is safe to return</p>
<p>2. A household family member or someone in close contact with a student or staff member (outside the school community) tests or is diagnosed positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff must remain at home • Student/Staff instructed to quarantine, even if they test negative, for a full 14 days: after the date of last exposure to COVID-19 positive non-household contact OR starting on the day that the COVID-19 positive household member received the test or the day of onset of symptoms, whichever comes first • If student/staff test positive, see SCENARIO 3 below • Family notifies school administration 	<p>Communication with affected families only</p>	<p>End of quarantine, symptom free</p>



Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication	Return to School When
<p>3. A student or staff member tests or is presumed positive for COVID-19</p>	<ul style="list-style-type: none"> • Family notifies school administration or student/staff sent home • Student/staff instructed to isolate for 10 days after symptom onset or test administration date • Close contacts identified and instructed to test and quarantine for 14 days (reference SCENARIO 2) after consultation with the student's teacher and at direction of Lorain County Board of Health • Public Health Department is notified 	<p>County notifies close contacts</p> <p>School notifies all families of a case in our community (no personal identification shared)</p>	<p>Students/staff must follow Ohio's 10-3-1 rule: 10 days since symptoms first appeared, AND 3 days improvement of respiratory symptoms, AND 1 day (24 hours) fever free without medication</p> <p>Athletes must receive a physician's note clearing them to return to sports</p> <p>Close contacts should refer to SCENARIO 2</p>



SECTION 3: ROYALS ON CAMPUS

All Divisions

All policies below are subject to change as determined by the Head of School and Division Directors. All changes will be communicated via email, In-Touch, and/or updated in the GoForward Playbook.

Attendance

The traditional attendance policy remains in place.

Technology

Students in grades 6-12 are encouraged to bring their own laptop or Chromebook to support their learning. Students who are unable to do so will have access to shared devices across campus. Cleaning between the use of shared devices will be practiced. The cell phone policy for each division will remain in place.

Grading

Traditional grading policies, as outlined by each division/classroom teacher, will be used for the 2020-2021 school year. Grades for Upper School classes (some classes beginning in 8th grade) will be recorded on the student's transcript and factored into their GPA.

Lockers/Cubbies

Throughout the school day, students will have restricted access to their cubbies and lockers.

Grades K-5 should limit items brought to school as directed by their homeroom teacher. K-3 students will have canvas bags to carry their belongings between home and school. K-3 students will not be permitted to have backpacks. Students in grades 4 and 5 may bring a backpack.

Students in Grades 6-12 will have access to their lockers on a rotating schedule based on Family Groups or Houses. Expect to use backpacks between classes where locker access is not permitted. Information will be shared with the students on the first day of school.

School Supplies

- Families will be notified of which supplies need to be provided from home. Students should have their own supply of regularly used items (pencils, markers, etc.) When possible, teachers (K-5) will provide most individual supplies to students.
- Shared items such as rulers and staplers will be cleaned regularly, after being used.
- Families are welcome to be in contact with their child's teacher and send in student-specific supplies should they prefer their child not share supplies.

Students will also need to bring:

- a supply of 10 extra masks,
- travel/backpack sized hand sanitizer (hand sanitizer stations are readily available in every building),
- a water bottle with name clearly marked (water fountains will be closed, only water bottle filling stations will be available).

Outside/Recess

- Face coverings should not be used during aerobic activities including PE classes, recess and athletic activities.
- Cohorting rules will be followed during Lower School recess.
- Social distancing will be observed when possible.

Lower School

Convenience-only foot traffic through divisions will not be permitted by anyone.

To reduce exposure, Lower School students will maintain stable cohorts with their grades. The cohorts will be together for all special classes, during special services, field trips, at Extended Day, and when at recess.

Arrival

- All entry doors will be staffed beginning at 8:00 am and at dismissal times, and all students (including children of staff members) will use specific doors according to their grade as follows:
 - o K students arriving by car will enter through the LS west door nearest to the kindergarten rooms.
 - o Grades 1-3 students arriving by car will enter through the primary LS door near the LS office.
 - o Grades 4-5 students arriving by car will enter through the breezeway door in the bus loop.
 - o LS bus riders will also use the breezeway door.
 - o LS siblings may enter together through the assigned door for the eldest child who will help drop their sibling off at their classroom.
 - o Parents of new Lower School students may walk their child into the school/classroom during the first few days of school. Screening rules will apply.
- Students will be screened as they enter school (temperature and symptom checks).
- Hand sanitizer will be used upon arrival.
- Students who arrive late should enter through the main Lower School doors and go directly to the office for initial screening before proceeding to their cubbies or classrooms.
- Frequent hand washing will become routine in every classroom.
- Workspaces will be sanitized by the students prior to classroom transition.
- Student desks or seats at tables will be at least three to six feet apart. Other barriers, such as masks or clear dividers will be used.
- At all times throughout the day, students will need to follow assigned seating, in order to support contact tracing should that become necessary.
- Students will bring their own snack daily.
- The in-person Upper School / Lower School buddy system, US mentors, volunteers' program, and family group activities will need to be temporarily suspended. Virtual activities will still take place.

Lunch Procedures

- Students will eat lunch in assigned seating. While eating, students and teachers will need to be at least 6' apart in assigned spaces, and everyone will wash hands before and after eating and replace their masks as soon as they are finished eating.

Dismissal

- Dismissal times will be staggered, and grades will exit their assigned doors (siblings may exit together at the assigned door of the eldest child).
- While we will strongly encourage students to leave campus at the end of the school day, we know that is not always possible. Pre-registered Extended Day will be provided until 6:00 pm for students K-5, where students will remain in their grade cohorts in the Lower School library.

Within Each Classroom

- Face coverings will be required at all times except when eating, drinking, engaging in outside physical activity, and when necessary to meet developmental needs. Additional barriers will be in use during these times.
- Students will be given monitored mask breaks with additional barriers in place during the day.

Middle School

Convenience-only foot traffic through divisions will not be permitted by anyone.

Arrival

- In the morning, Middle School students will be screened prior to entering the building starting at 8:00 a.m. and will use doors assigned by grade level:
 - o Grade 6 - doors facing the back field
 - o Grade 7 - doors facing the parking lot
 - o Grade 8 - doors facing the LS/playground
- Students may not enter the MS prior to being screened at their entrance by a faculty member.
- Hand sanitizer will be used upon arrival into the building.
- Students can visit their locker and then should report to their home base location and leave their lunch with their advisor.
- Students who arrive late should enter through the main Middle School doors and go directly to the office for initial screening, before going to their lockers.

- Student desks or seats at tables will be at least three to six feet apart. Other barriers, such as masks or clear dividers will be used.
- Workspaces will be sanitized by the students prior to class dismissal.
- After 7th period, students in athletics may go to their lockers before going to the gym. Other students will remain in their 7th period classrooms until the athletes have cleared the hallway and then access their lockers throughout 8th period.

Lunch Procedures

- Students will eat lunch in their assigned advisory location. Upon dismissal, students may go outside or go to the MS Commons for recess.
- While eating, students and teachers will need to be at least 6' apart in assigned spaces, wash/sanitize hands before and after eating, and everyone will need to wear masks as soon as they are finished eating.

Within Each Classroom

- Face coverings will be required at all times except when eating, drinking, engaging in outside physical activity. Additional barriers will be in use during these times.
- All students/faculty will use hand sanitizer (or wash hands when possible) when entering and exiting the classroom, and throughout class as needed.
- At all times throughout the day, students will need to follow assigned seating and room assignments.

Dismissal

- Dismissal will be staggered from 7th period to 8th period to allow for changing and locker access. End of day dismissal may also be staggered to control the crowd and students will exit at their assigned doors.
- While we will strongly encourage students to leave campus at the end of the school day, we know that is not always possible. Homework Lab will be provided in the Middle School Commons until 6:00 pm for students in grades 6-8.

Locker Access Throughout the day, students may access their lockers according to the following schedule. This means that students will likely need to carry a backpack as they travel between classes.	Beginning of day		After 5th period	George	
	After 1st period	Barker		Brown	
		Zablotsky		McElwain	
	After 2nd period	George		Duthie	
		Brown		Calkins	
	After 3rd period	McElwain		Robertson	
		Duthie		After 7th period	Sport Participants
	After 4th period	Calkins		End of day	PE participants
		Robertson			
	After lunch	Barker			
		Zablotsky			



Upper School

Convenience-only foot traffic through divisions will not be permitted by anyone. **Upper School students may not pass through the Middle School at any time.**

Arrival

- In the morning, Upper School students will be screened prior to entering the building starting at 8:00 a.m. and will use doors assigned by grade level:
 - Grades 9 & 10 - patio doors by commons
 - Grades 11 & 12 - main Upper School doors
- Students may not enter the Upper School prior to being screened at their entrance by a faculty member.
- Hand sanitizer will be used upon arrival into the building.
- Students can visit their locker and then should report to their homeroom
- Students who arrive late should enter through the main Upper School doors and go directly to the office for initial screening, before going to their lockers.

Within Each Classroom

- Students and teachers will be required to wear masks at all times with few exceptions (e.g. while eating, while operating a Bunsen burner, when alone in classrooms or offices, etc.).
- All students/faculty will use hand sanitizer (or wash hands when possible) when entering and exiting the classroom, and throughout class as needed.
- Workspaces will be sanitized by the students prior to class dismissal.
- At all times throughout the day, students will need to follow assigned seating and room assignments. A locker access schedule will be shared when school starts.
- Student desks or seats at tables will be at least three to six feet apart. Other barriers, such as masks or clear dividers will be used.
- The in-person Upper School buddy system and US mentors and volunteer program with LS students will be temporarily suspended. Virtual activities will continue.

Free Periods

- Students will **temporarily** be assigned to specific locations for their free periods and must report to those areas. Faculty will be assigned to monitor spaces during these times. Only seniors will have access to the US Commons, including the Senior Corner during their free periods.
- Free period monitors, at their discretion, may allow students to be outside only after the student has checked in.

Lunch Procedures

- Students will be assigned lunch locations.
- Lunch room monitors, at their discretion, may allow students to be outside only after the student has checked in.
- While eating, students and teachers will need to be at least 6' apart in assigned spaces, will need to wash/sanitize hands before and after eating, and everyone will need to wear masks as soon as they are finished eating.
- Food deliveries to individual students must only occur in the CRC lobby. Vendors must be masked when they enter the building, and students will pick up their meals in the lobby.

Off-Campus Privileges

- In order for all students to become familiar with the new risk mitigation measures, off-campus privileges will be introduced a few weeks after the start of school, starting with the senior class.

Dismissal

- End of day dismissal may be staggered to control the crowd and students must use their assigned door to exit.
- Upper School students who have 8th period free are encouraged to leave school early.
- While we will strongly encourage students to leave campus at the end of the school day, we know that is not always possible. Except for students going to scheduled after-school activities, students will not be permitted to wander the campus as the cleaning staff will be sanitizing the buildings beginning at 3:45. Any Upper School students who need to be on campus after school must remain in the Upper School Commons and comply with the two-barrier policy and be picked up by 6:00 pm.

Clubs

- Clubs will meet virtually, during or after school hours, as determined by the club president.
- In person meetings must be approved by the Director of Upper School and the two-barrier policy must be in place.

Off-Campus Mitigation Measures

We encourage families to practice social distancing, wear masks in public, and consider avoiding activities and travel that would put students and families at greater risk. **Lake Ridge students and employees are required to comply with any current state of Ohio quarantine recommendations for returning to Ohio from high risk areas.**

Lake Ridge will continue to follow the guidelines set forth by the Centers for Disease Control (CDC) and the State of Ohio regarding quarantine and domestic and international travel.

Teachers and Staff

- Any faculty or staff arriving to campus before 8:00 am must self-screen daily for COVID-19 symptoms.
- If teachers and staff members are in their own offices or classrooms alone, masks are not required.
- Zoom staff meetings will be encouraged whenever possible even if participants are on campus, though in-person meetings may occur if participants are masked and adequately distanced from one another.
- Employees must follow the two-barrier policy.
- Eating in the faculty lounges will be **temporarily suspended**. Middle and Upper School faculty may be assigned to a small group of students during lunch to monitor mitigation measures.
- Use of faculty lounges will be limited as 6' distancing allows. Everyone should wash their hands or use hand sanitizer when entering the lounge and especially before getting coffee, using kitchen items, using copiers and other community-use items, distributing mail, or using vending machines. These areas will be cleaned frequently.
- All employees should wash their hands when entering school, before leaving school, and many times during the day.

SECTION 4: ALTERNATIVE LEARNING ENVIRONMENTS

All policies below are subject to change as determined by the Head of School and Division Directors. All changes will be communicated via email, In-Touch, and/or updated in the GoForward Playbook.

In all learning environments, SeeSaw (K-3) and Google Classroom (4-12) will be used as the collection and access point for course materials.

Royals from Home

For those students who choose or who are mandated (because of quarantine protocols) to stay at home yet are able to engage in work, they will follow the *Royals from Home* schedule, joining specifically scheduled synchronous classes and utilizing class materials available on Google Classrooms. All students who participate in *Royals from Home* will be expected to complete assignments and assessments. Teachers will work with students based on their individual situation.

Royals from Home Voluntary Participation

Families opting to keep their children home for *Royals from Home* learning must formally notify their division director in writing between August 7, 2020 and August 15, 2020. *Royals from Home* students and families will be contacted by the division directors and/or the student's advisor/homeroom teacher to set up a virtual orientation for online learning prior to the start of school. This may include a visit to school to gather textbooks and/or other materials needed for classes.

Families opting into the *Royals From Home* learning environment may reassess that choice and re-enter campus starting on the following dates:

01/05/21

02/08/21

03/29/21

04/26/21

The decision to re-enter campus must be communicated to the Division Director prior to a student's return.

If Lake Ridge is required to close its campus to in-person learning, all students will shift to the [Royals Online](#) learning environment.

Attendance for Royals from Home

For students electing to learn via *Royals from Home* or who are required to be home due to quarantine, while awaiting test results, or for other reasons other than being ill, students will be expected to actively participate in online learning as directed by the division and student's teachers. Daily attendance will be taken for synchronous classes. If a student is ill and unable to attend online learning, he or she will be recorded as absent, following the Lake Ridge Academy Attendance Policy.

**International students who are unable to be on campus will coordinate synchronous and asynchronous classroom attendance with their teachers.*

Royals Online

Lake Ridge will follow the guidance of Lorain County and the State of Ohio before moving to Royals Online (100% distance learning model). The school nurse will also monitor absenteeism on a daily basis and may make a decision with the administration to send a class, division, or the entire campus to Royals Online if illness rate is high.

Transition to Online Learning

In the event that a class, division, or whole school needs to shift to a total Royals Online Environment, the day immediately following the shutdown announcement will be used as a preparation and communication day. Families can expect to hear from Lake Ridge personnel about practices and procedures with classes resuming the following day.

Lake Ridge will follow the letter day schedule with predetermined synchronous class periods;

Attendance for Royals Online

If the school, division, or class is learning from home, the attendance policy remains in place. Students who are not ill are expected to attend all synchronous classes. Attendance will be taken daily by each class and submitted to the division offices. If a student is absent, it may be unexcused. If a student is ill and unable to participate, a parent or guardian must communicate with the division office.

Behavior Expectations for Royals from Home and Royals Online

For virtual learning sessions a student will:

- Arrive to online class on time
- Have their camera on
- Be seated in front of the camera for the duration of the session
- Minimize distractions including other electronic devices and additional tabs or windows open on their computer
- Actively participate in the lesson as appropriate
- Refrain from wearing hats or hoods while on camera

If a student is absent for a live virtual learning session, the teacher will contact their divisional administrative assistant at the conclusion of the session to report the student as absent.

Synchronous and Asynchronous Learning

Students who are learning via Royals from Home or Royals Online will work synchronously, using a desktop/laptop computer or Chromebook (tablets are not recommended due to limitations) and asynchronously.

Lower School students will meet synchronously via Zoom with their class during morning meetings, read alouds, and any other time the teacher determines it would be beneficial. Specials will be taught asynchronously.

Middle School and Upper School students may meet each class synchronously approximately three times per cycle. Asynchronous work will be assigned and managed through Google Classroom. Students will receive their synchronous schedules at the start of the school year.

SECTION 5: RESOURCES

[Return To School Amid COVID-19: A Cleveland Clinic Guide for Educators](#)

[University Hospitals Healthy Restart Playbook](#)

[Lorain County Schools Common Reopening Guide](#)

[Reset and Restart Education: Planning Guide for Ohio Schools and Districts](#)

[Lorain County Board of Health Resources](#)

[Ohio Travel Advisory](#)



ADDENDUMS

Addendum 1: Edits Completed on August 24, 2020

- Page 7: Face shield directions eliminated as face shields may not be worn as the only face covering at schools per direction by the Governor of Ohio.
- Page 10 & 13: Fever is defined as 100.4 degrees or more.
- Page 13: Scenario 1 has been altered to the following direction:
1A: A student or staff member exhibits one or more high risk COVID-19 symptoms: new cough, shortness of breath/difficulty breathing, or new loss of taste/smell OR two+ low risk COVID-19 symptoms: fever (100.4 degrees or greater), chills, runny nose or congestion, muscle weakness, headache, sore throat, nausea/vomiting or diarrhea. Immediate Actions, Communications, and Return to School directions remain the same.

1B: A student or staff member exhibits ONE low risk COVID-19 symptoms ONLY: fever (100.4 degrees or greater), chills, runny nose or congestion, muscle weakness, headache, sore throat, nausea/vomiting or diarrhea. Immediate Actions and Communications directions remain the same. Return to School changed to: Student/staff should stay home and not return to school until they have had no fever for 24 hours AND their symptoms are improving OR are cleared with a physician's note confirming it is safe to return.
- Page 16: Door entry directions have changed to Lower School siblings may enter together at the door of the eldest child who will help drop off their younger sibling at their classroom.
- Page 17: Middle School locker access chart: After 7th period changed to sports participants.
- Page 18: Upper School dismissal: addition that any student who remains on campus in the Upper School Commons after-school must depart by 6:00 p.m.
- Page 18: Upper School clubs: addition that clubs may meet virtually during or after-school.
- Page 22: Addition of Ohio Travel Advisory weblink.

Addendum 2: Edits Completed on November 18, 2020

- Page 13: Scenario 1A has been altered to add fever (100.4 degrees or greater) to the list of one or more high risk COVID-19 symptoms : A student or staff member exhibits one or more high risk COVID-19 symptoms: new cough, shortness of breath/difficulty breathing, new loss of taste/smell, or fever (100.4 degrees or greater).
- Page 13: Scenario 2: Immediate Actions: Bullet Point 2 has been changed to: Student/Staff instructed to quarantine, even if they test negative, for a full 14 days: after the date of last exposure to COVID-19 positive non-household contact OR starting on the day that the COVID-19 positive household member received the test or the day of onset of symptoms, whichever comes first.



ADDENDUMS

Addendum 3: Edits Completed on November 30, 2020

- Page 14: Scenario 3 has had the following added to the return to school column:
Athletes must receive a physician's note clearing them to return to sports
- Page 20: Families opting into the [Royals From Home](#) learning environment may reassess that choice and re-enter campus starting on the following dates:

01/05/21

02/08/21

03/29/21

04/26/21

Addendum 4: Edits Completed on December 17, 2020

- Page 7: The mask policy has been amended to now include the requirement of wearing a mask during recess and PE when distancing cannot be maintained.