



LAKE RIDGE ACADEMY

GOFORWARD PLAYBOOK
2021-2022



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INTRODUCTION AND OVERVIEW

Lake Ridge Families,

Welcome to the 2021-2022 school year! While I was hoping the COVID-19 pandemic would be behind us by now, that is, unfortunately, not the case. That's the bad news. The good news is that Lake Ridge Academy has learned a lot about how to operate a school during a global pandemic, and we have put those lessons to work in establishing our COVID-19 mitigation measures for reopening.

As many of you know, the GoForward Team was formed in 2020 to make COVID-related decisions for our community. We take guidance from the CDC, the state of Ohio, Lorain County Public Health, as well as University Hospital, and we make decisions by consensus of the group. Our guiding principles when making reopening decisions this year are **1) to ensure the community is a safe environment for everyone on campus; and 2) adopt policies that will allow all students to return, in person, to an environment that is as close to normal as possible.**

This is an opportunity for Lake Ridge to demonstrate our commitment to our campus community. As I write this, about 40% of our students are not yet old enough to receive the vaccine, and some of our students and teachers are immunocompromised, or live with family members who have an underlying medical condition. As a community, it is important for us to create an environment where everyone can come back together in person, with assurances we have taken measures to keep everyone safe. At the same time, I am grateful that based on what we have learned about COVID-19, the effectiveness of masking, and the wide availability of vaccines for most of our community, we will be able to conduct school in a much more typical fashion. We will be able to revive cross-grade and cross-division activities. We will be able to meet as Divisions and as a whole school. Parents will be welcomed back on campus, and we will be able to go on field trips. In short, the promise of the 2021-22 academic year is that our students will benefit from in-person learning and be able to experience Lake Ridge at our best.

The GoForward Team will continue to meet no less often than every two weeks, and of course our mitigation measures may change based on the current spread of COVID-19, updated guidance, and/or the availability of a pediatric vaccine for children between the ages of 5 and 11. I will keep you posted on changes through "Mondays with Mitch," by email, and with postings on our website. If you have any questions about our mitigation policies or how we make these decisions, I would welcome the chance to speak with you.

In the meantime, I hope to see you on-campus and in-person sometime soon!

Best regards,



Mitch White
Head of School

GoForward Committee

Mitch White, Head of School
 Jennifer Calkins, 6th grade Math and Science Teacher
 Michael Culley, Director of Upper School
 Peter Eckendorf, Athletic Director
 Ron Gosselin, Maintenance Supervisor
 Michael Haase, School Nurse
 Katherine Hatcher, Director of Lower School
 Hayley Munroe, Director of Advancement
 Kim Parrish, 4th and 5th grade Math Teacher
 Patrick Smith, Upper School Science Teacher
 Peter Srsen, Chief Financial Officer
 Tim Unger, Director of Middle School
 Megan Zahler, Director of Enrollment Management



where **LEARNING** is a
PASSION

School Mission

To send into a changing world confident young people of integrity who think crucially 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.
- Continue open communication with families 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.

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
- 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, InTouch, and/or updated in the GoForward Playbook.

Opening Decision

Lake Ridge will open to students on Wednesday, August 18, 2021. One focus during the first days will be to acclimate students to all the safety and mitigation measures. For the first three days of school, kindergarteners will have a noon dismissal.

Masks will be required for everyone on campus:

- Inside and on buses
 - Outside, masks are optional
- Regardless of vaccination status
- Exceptions:
 - Mask breaks
 - Eating times
 - During active participation in sports 6-12 (8th period and after school in gym)
- Outdoor activities are encouraged.
- In those situations where masks are not practical, other mitigation measures in the two-barrier policy will be utilized and students will be monitored. 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.
- Physical barriers have been installed at 'high-traffic' areas and in offices (ex: reception desks).



Return to School Acknowledgment

The 2021-2022 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.

Visitors (including parents)

- The only COVID related restriction for visitors is that masks are required.
- Non-parent campus visitors may only enter the school at the CRC lobby entrance with a mask.
- Deliveries may still occur through the CRC lobby entrance and must be taken directly to the Business Office. All delivery personnel must wear masks.
- 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.
- Prospective students may attend a shadow day and must follow all protocols.

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.

Ventilation

- We will continue to benefit from **improved ventilation** measures:
 - **Needlepoint bipolar ionization** units in classrooms
 - **MERV-13 filters** in newer buildings

Transportation

- Masks are required on school buses.
- There will be no seating capacity limits for sports, field trips, and other transportation.
- Bus windows will remain open, weather permitting.
- Each bus will be cleaned after each route has been completed.

Athletics and Student Clubs

- Lake Ridge will compete in interscholastic sports competitions. Student clubs will follow the same mitigation measures.
- Masks required indoors when not actively practicing or competing.
- No masks required outdoors or when actively practicing or playing.
- Universal masking and the fact that students 7-12 have the option of getting vaccinated will minimize risk for all during the school day.

Athletics Spectators

Spectators are required to wear masks for indoor sports. For outdoor games, masks are optional.

Large Group Gatherings

There is no limit on large group gatherings. If the gathering is indoors, masks will be required. If the gathering is outdoors, masks are optional.

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.

Home-Based Symptom Screening

If your child has any of the following symptoms, they might have an illness they can spread to others.

- [Temperature](#) of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from usual)
- Difficulty breathing (for students with asthma, check for a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

Check your child for these symptoms before they go to school. Check symptoms for changes from usual or baseline health. If your child has any of the above symptoms, please keep him or her home from school, report the absence, and get your child tested for COVID-19.

Entering School

How students enter their division buildings will go back to normal. School buildings are open at: Lower School - 7:45, Middle School – 7:30 and Upper School 7:30.

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, will wash their hands before and after eating, or after sneezing or coughing. Hand sanitizer has been placed throughout the school buildings, including entrances and exits and in classrooms. 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.

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). Outdoor spaces conducive to group learning will be available for classes to reserve in advance.

Lockers and Cubbies

Access to lockers and cubbies during the day will not be restricted.

SECTION 2: COVID-19 INFECTION ACTION PLAN

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 Public Consulting Group, a vendor selected by the Ohio Department of Health, will conduct contact tracing 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.

Individuals who are fully vaccinated will not be required to quarantine under current ODH guidelines. Similarly, if the exposed individual and the COVID+ individual were both properly masked, no quarantine will be required.

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

If a student is ill, he or she will be recorded as absent, following the Lake Ridge Academy Attendance Policy.

Quarantining

- Quarantines will be required if someone comes within 6 feet of another individual who subsequently is diagnosed COVID+ , IF:
 - the two people were within 6 feet of each other for a total of at least 15 minutes within the last 24 hours; and
 - the COVID+ diagnosis is made within 48 hours of the interaction.
- EXCEPT: Per guidance from ODH and LCPH, quarantines will NOT be required if:
 - The person exposed to someone with a COVID+ diagnosis is vaccinated; OR
 - Both the person exposed and the COVID+ person were properly masked.
 - Quarantines will be handled centrally for the state of Ohio by a vendor, Public Consulting Group (PCG)
 - PCG will be responsible for contact tracing, and for instructing individuals and families who is required to quarantine based on each individual situation
 - Quarantines will last for 10 days, or 7 days with a negative test on the 5th day
 - Lake Ridge is not directly responsible for handling contact tracing or quarantining requirements, although we will of course supply information to PCH as asked.

SECTION 3: POLICIES/PROCEDURES

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, InTouch, 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 2021-2022 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

There will be no restrictions regarding going to cubbies and/or lockers.

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.)
- 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,
 - a water bottle with name clearly marked (water fountains will be closed, only water bottle filling stations will be available).

Outside/Recess

- Face coverings are not required for outdoor activities.
- For PE classes, masks are required for indoor classes, and optional for outdoor classes.
- Social distancing will be observed when possible.

LOWER SCHOOL

Arrival

- Students will not be screened upon arrival. Please remember to screen your child at home.
- Students may enter the building at 7:45 a.m.
- LS bus riders will enter through the breezeway door.
- All other students will enter through the front, main door.
- Parents of new Lower School students may walk their child into the school/classroom during the first few days of school. (Masks are required.)
- Students who arrive late should enter through the main Lower School doors and go directly to the office to sign in before proceeding to their cubbies or classrooms.

Within Each Classroom

- Face coverings will be required at all times except when eating, during mask breaks, or outdoors. Students will be given monitored mask breaks with additional barriers in place during the day.
- Frequent hand washing will become routine in every classroom.
- Workspaces will be sanitized by the students prior to classroom transition.
- Students will bring their own snack daily.

Lunch Procedures

- Eating outdoors, when possible, is preferred. While eating inside, students and teachers will eat lunch with two barriers in place. Everyone will wash hands before and after eating and replace their masks as soon as they are finished eating.

Dismissal

- Dismissal procedures will be the following:
 - Bus riders through the breezeway.
 - Car riders through the front door.
 - Kindergarteners through the west Lower School door.
 - Extended Day will be provided until 6:00 pm for students K-5.

MIDDLE SCHOOL

Arrival

- Students will enter through the west or north doors, beginning at 7:30 a.m.
- Students who arrive late should enter through the main Middle School doors and go directly to the office to sign in before going to their lockers.

Within Each Classroom

- Face coverings will be required at all times except when eating, during mask breaks, or outdoors. 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.
- Workspaces will be sanitized by the students prior to class dismissal.

Lunch Procedures

- Students will eat lunch outdoors if the weather permits. If lunch occurs indoors, students will eat by advisory and use physical barriers and spacing.
- While eating, students and teachers will need to wash/sanitize hands before and after eating, and everyone will need to wear masks as soon as they are finished eating.

Dismissal

- Homework Lab will be provided in the Middle School Commons until 6:00 pm for students in grades 6-8.

UPPER SCHOOL

Arrival

- Students may enter the Upper School beginning at 7:30 a.m.
- Students who arrive late should enter through the main Upper School doors and go directly to the office to sign in, 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 are encouraged to 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.

Free Periods

- During free periods, juniors and seniors may go to the Commons or outside in the quad or behind Brown Hall. Freshmen and sophomores may go to the library or outside in the quad or behind Brown Hall. If students plan to see a teacher, they must sign into that location using the electronic form located on the Upper School News Site. There will also be QR codes posted around school that will link to the sign-in form.

Lunch Procedures

- Students will be encouraged to eat outside when weather permits. The Upper School Commons will be reserved for seniors. All classrooms will be available for underclassmen to choose where to eat lunch. No more than 8-10 students will be permitted in each room, depending on the size of the room. Faculty will oversee lunch in these rooms.
- Everyone will eat by House (outside) during the first 2 weeks.

Off-Campus Privileges

- Privileges to leave school for lunch will be granted for juniors and seniors beginning August 30th. Students will be informed of rules prior to then.

Dismissal

- Any Upper School students who need to be on campus after school must remain in the Upper School Commons and be picked up by 6:00 pm.

TEACHERS AND STAFF

- If teachers and staff members are in their own offices or classrooms alone, masks are not required.
- When eating in the faculty lounges, employees should physically space as much as possible. Employees are also encouraged to eat outdoors. 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.