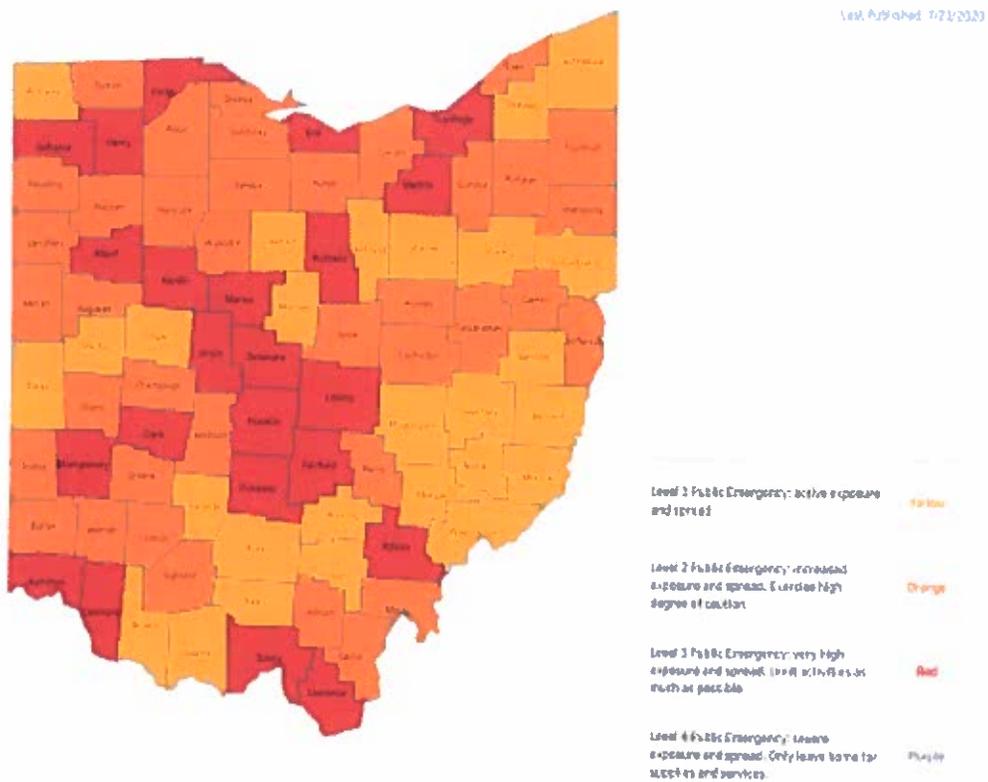# Northwest Local Schools
2020-2021
Remote Learning Plan

Todd Jenkins
Superintendent

Ohio Public Health Advisory System

The Public Health Advisory Alert System is a color-coded system designed to supplement existing statewide orders through a data-driven framework to assess the degree of the virus' spread and to engage and empower individuals, businesses, communities, local governments, and others in their response and actions.

Level 1 Public Emergency: active exposure and spread — Yellow

Level 2 Public Emergency: increased exposure and spread. Exercise high degree of caution — Orange

Level 3 Public Emergency: very high exposure and spread. Limit activities as much as possible — Red

Level 4 Public Emergency: severe exposure and spread. Only leave home for supplies and services. — Purple

Note: The advisory levels were calculated with data from July 1 to July 21. Please see the Indicators Overview document for more details.

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For All Public Emergency Levels, Follow All Current Health Orders

Northwest Local School District Schedule

The Northwest School District Schedule will operate accordingly to Governor's DeWine "Ohio Public Health Advisory System" (or otherwise direct by the Governor) in conjunction with Scioto County Schools.

	Yellow Level 1	Orange Level 2	Red Level 3	Purple Level 4
Risk Assessment Levels	* The District will operate with 100% of students attending school with standard protocols in place *Special note: Social Distancing may not allow 100%	*The District will operate with 50% of students attending school with standard protocols in place *A/B schedule Grades 4-12 (students will attend school 2 days a week. The other 3 days will be remote) *M/W – Group A *T/Th – Group B *F- Remote - no students at school * Grade P-3 at 100% (Students will attend school 4 days a week) *M-Th. *F - Remote - no students at school *Staff reports all 5 days to school	*The District will operate with 25% of students attending school with standard protocols in place *A/B/C/D schedule Grade 4-12(students will attend school 1 day a week. The other 4 days will be remote) *M – Group A *T – Group B *W – Group C *Th – Group D *F- Remote - no students at school * Grade P-3 at 100% (Students will attend school 4 days a week) *M-Th. *F - Remote - no students at school *Staff reports all 5 days to school	*The District will operate with 100% of students online with standard protocols in place *Staff reports: to be determined

Safety and Procedures Resource Cheat Sheet

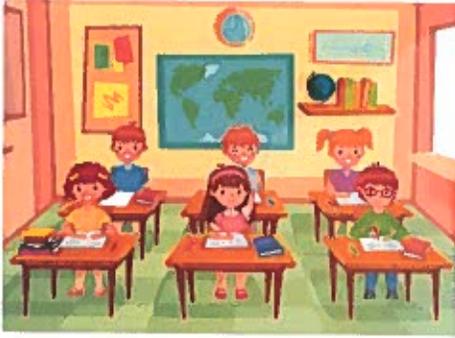| Calendar & Schedule	
	• The first day of school for students is August 24 • No "in person" Open House, instead a "Virtual" open house will be linked on our school website • With health and safety precautions, every student will attend school according to the schedule • We are preparing to move flexibly between on-site and remote learning as necessary • If we are directed to significantly reduce the number of students we have on site, we will strive to continue to serve each student on-site to the extent possible with an emphasis on early learners, students with special needs • Schedule will be determined by the Governor's Public Emergency Levels
Learning Options	

	• Two Options:
	  ○ Return to school based upon levels: Yellow, Orange, Red
	  ○ Online Instruction as a Mohawk student (Notify school administrator by August 7, 2020)

Technology	
	• Each student will be issued a Chromebook/device for school and home use • Bring charged Chromebook/device to school each day • Internet is available in schools and a hotspot was installed at the middle school (outside library/media center) and high school (outside the media center) • Additional hot spots will be added throughout the district(location to be determined) • Will use Google Classroom/Meet to conduct learning outside the class room

Classrooms	
	• Core class sizes will be scheduled below classroom capacity • Students will be spaced apart at desks and tables • Student supplies will not be shared and materials will be sanitized after each use • Hand sanitizer will be in each classroom • Staff will wear mask/shields when less than 6ft (wear at all common areas) • Masks/shields grades PK-12 are recommended (unless more than 6ft apart). **Students not wearing mask/shield will be require a Doctor's Excuse or written statement from Parent/Guardian** • Students grades PK-12 will wear mask/shields on the bus • Students will be allowed to have water bottles (the district will have filling stations available)
Common Areas	
	• Passing times will be staggered • Maximum occupancy signs will be posted for secondary bathrooms • Recesses will be staggered and students will sanitize hands upon re-entry into the school • Playgrounds will not be accessible at this time • Staff/students will be required to wear mask/shields and maintain social distancing • Students will not change clothes for PE/locker room use during school
Meals	
	• Students will eat breakfast in classrooms • Cafeterias will be below 50% occupancy with staggered transitions, students will be sitting with cohorts (If increased risk, eat in classrooms) • Cafeterias will be sanitized between lunches • Students and staff will wash hands and/or hand sanitize before and after lunches • We will use disposable trays, utensils, and individual condiments packets
Hygiene & Health	
	• Students and staff will do daily home COVID-19 screening and stay home if sick or have symptoms • Staff must wear masks/shields unless it is unsafe or interferes with the learning process if closer than 6 feet (as directed by the state) • Students may wear masks/shields • Mobile hand sanitizing stands will be placed around schools • Frequent hand washing or hand sanitizing will be scheduled • Classrooms and high traffic areas will be disinfected daily

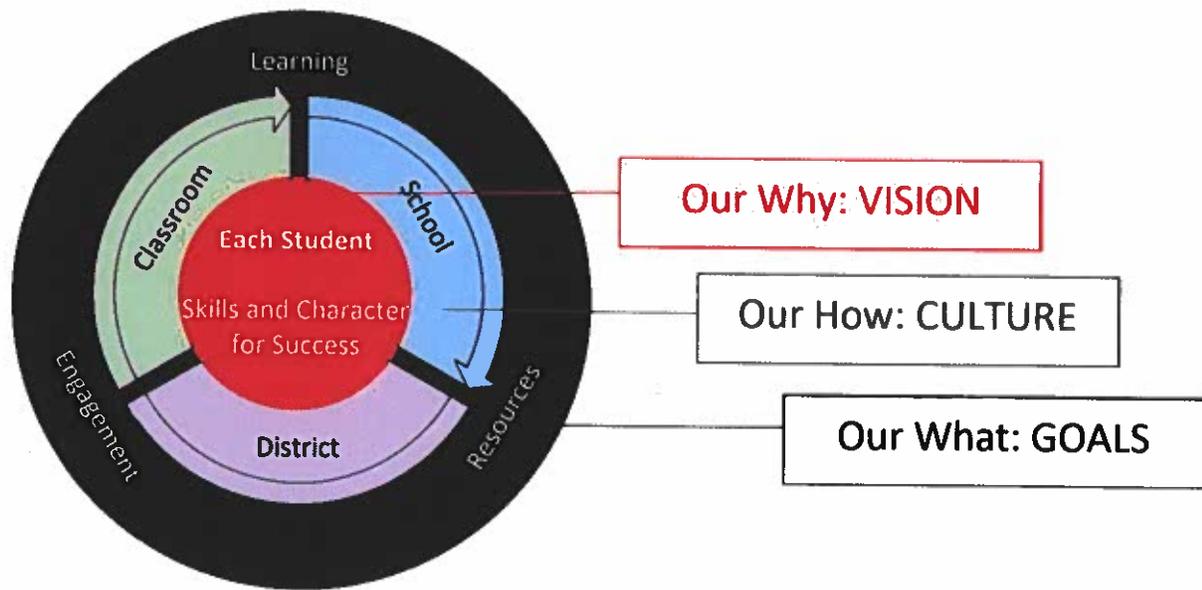| Transportation, Arrival & Dismissal	• Attempt to have one (two) student(s) per seat and sit families together on buses • Prohibit students from sitting in front row behind the bus driver • Disinfect buses after AM and PM routes (twice per day) • Stagger bus loading and unloading • Students report to classrooms or designated areas upon entering school buildings
Visitors	• Eliminate non-essential visitors • Restrict visitors to office area and must have mask upon entering the building • Temperature and health check will be conducted before entering the building
Online	• An online program will be provided for families who choose to not send their students to school • Notify the school principal if you wish to do online school by August 7. • Families have the "one time" option to change from online to on-site learning at the end of the semster. In order to prepare for students re-entering school, please notify the school 3 weeks before the quarter your student will change from online to on-site learning.
Communication BETTER TOGETHER	• Elementary will use DoJo, Facebook, Remind, Email and US Mail as a means to communicate to parents • Middle/High School will use Facebook, Remind, Email and US Mail as a means to communicate to parents • District will use School Messenger, Web Page, Email and US Mail as a means to communicate to parents

VISION: Skills and Character for Success
We believe in ensuring EACH student has the academic, social, emotional, and technical **skills** and the **character** for **success** in learning, work and life.
This plan is driven by our vision for equity for EACH student.

CULTURE: We work together and align for continuous improvement to support EACH student.
We believe that how we believe, work, and behave to accomplish our vision matters, and we align for continuous improvement. This is a servant leadership model, built from the bottom-up. Students drive quality classroom instruction that focuses school improvement which informs district supports.
This plan values social interaction, collaboration, and holds high expectations for EACH student with differentiated supports.

GOALS: We focus on learning, resources, and engagement to support EACH student.
We believe in sustaining focus on a few things and doing them well. We use our aligned, servant leadership model to determine areas to focus on each year.
This plan focuses on quality on-site and remote **learning** that integrates technology; health and safety **resources** and processes that follow the guidelines of the Department of Health and Ohio Department of Education; and ongoing student, staff, and family **engagement** through communication and collaboration. Collaboration.

Learning

The school calendar will remain unchanged with the first day of school for students on August 24, 2020.
With health and safety precautions, every student will attend school every day.
We are preparing to nimbly and flexibly move between on-site, blended, and remote learning as necessary.

Empowered Learning

Before the coronavirus epidemic, Northwest schools began work to provide students with chrome books and integrate technology into learning. We are committed to continuing that work because students should be empowered to learn and work in our digital and connected world. Integrating technology into learning is an important part of that. Technology is a tool that supports empowered learning. Integrating technology into instruction deepens critical thinking, communication, collaboration, and creativity. It supports differentiation, engagement and ownership of learning. Technology also supports remote learning. Remote learning occurs when teachers and students are in different locations. Instruction is delivered through devices and checking in with students regularly. We should not expect remote learning to replace traditional school. However, we need to be ready to provide remote learning that supports academic continuity for students as needed.

Empowered Learning Formats

- Integrated lessons: Empowered learning fosters personalized education that supports student individual strengths and needs. It integrates technology to deepen critical thinking, communication, collaboration, and creativity. It also supports differentiation as it allows for modification of content, process, product, and delivery methods. Empowered learning supports student engagement and ownership of their learning.
- Online synchronous lessons: This enables educators to engage with students using an online learning platform or learning management system such as Google Classroom or Google Meet. Teachers design lessons and engage students in discussions, online lessons, and the completion of assignments. Educators support this through communication and ongoing feedback with students and families.
- Online asynchronous lessons: This allows educators to design lessons students can complete independently or with the help of an available caregiver outside. Educators support this through communication and ongoing feedback with students and families.
- Offline asynchronous lessons: This assists educators in providing thoughtful instructional packets (virtual or paper) and hands-on learning. Screen time is balanced with learning that occurs offline and encourages student curiosity, discovery, and writing. Educators support this through communication and ongoing feedback with students and families.

Access

After conducting a survey with student and staff participation, we are preparing to deploy Chromebooks/devices for each student for use at school and home. Internet is available in schools.

Hotspot has been installed at the middle school (outside library/media center) and high school (outside the media center)

Additional hot spots will be added throughout the district (location to be determined)

Teacher Responsibilities for On-Site or Remote Learning

1. Determining and documenting instructional needs
- Use assessment data to determine student learning needs
- Align instruction to learning standards
- Create plans and accommodate for students with special needs; attend IEP meetings
- Update Google Classroom/Meet with daily announcements
- Provide daily lessons that support new learning on state standards including the use of live instruction/USB flash drive (in person or recordings) and integrating technology into learning
- Meet with each student in a synchronous setting at least weekly
- Organize lesson materials so they are accessible
- Post assignments at least 1-3 days before they are due for remote learning
- Strive to serve each student on-site to the extent possible with an emphasis on early learners, students with special needs

2. Determining competency, granting credit, and promoting students
- Create and administer assessments
- Provide feedback at least weekly
- Maintain Progress Book (grades reflect work completed and competency/understanding)
- Use grades and assessment data for promotion decisions

3. Attendance and participation
- Report to work each day (unless otherwise directed)
- Take attendance daily (if remote, document daily student log in to Google Classroom/Meet)
- Engage students in learning that is interactive
- Monitor student engagement; follow up with students who are disengaged at least weekly
- Maintain family communication
- Check and respond to email and phone calls daily
- All staff must wear mask/shield (unless teacher is 6ft in front of classroom)

4. Progress monitoring
- Administer ongoing summative and formative assessments
- Use assessment data to adjust instruction and provide differentiated supports for students

5. Equitable access
- Administer staff and student survey for technology, internet, and cell service access as well as proficiency and training needs in using the Google platform
- Each student will be issued a chrome book/device for school and home use
- Internet is available in schools and a hotspot was installed at the middle school (outside library/media center) and high school (outside the media center)
- More additional hot spots will be added throughout the district(location to be determined)
- Provide instructional packets for students who cannot access online learning

6. Professional development
- Invite building principals/staff to Google Classroom/Meet
- Engage in ongoing professional learning through waiver days, district committees, staff meetings, Building Leadership Teams, and Teacher Based Teams professional development focused on integrating technology into learning

Student Responsibilities for On-Site or Remote Learning
- Bring charged device to school each day
- Complete daily lessons (log-in to Google Classroom/Meet daily during remote learning)
- Turn work in at least weekly or less, following teacher instructions

- Turn work in online (unless otherwise directed)
- Review feedback and grades

Online Program
- Provide an online program for families who choose to not send their students to school.
- Notify the school principal if you wish to do online school by August 7.
- Families may change from online to on-site learning at each grading period/quarter. In order to prepare for students re-entering school, please notify the school 3 weeks before the quarter your student will change from online to on-site learning.

HB 164 (June 2020) indicates that "Each qualifying public school governing body may adopt a plan to provide instruction using a remote learning model for the 2020-2021 school year. Each plan shall include all of the following: (1) A description of how student instructional needs will be determined and documented; (2) The method to be used for determining competency, granting credit, and promoting students to a higher grade level; (3) The school's attendance requirements, including how the school will document participation in learning opportunities; (4) A statement describing how student progress will be monitored; (5) A description as to how equitable access to quality instruction will be ensured; (6) A description of the professional development activities that will be offered to teachers.

Safety and Procedures Resources
- Implement rigorous cleaning and sanitizing routines and schedules

Classrooms
- Work to schedule class sizes below classroom capacity
- Increase space between students by separating students at tables and desks
- Eliminate shared materials through providing 1:1 chrome books and not sharing supplies
- Provide hand sanitizer in each classroom
- Staff - wipe all surfaces between classes, or multiple times per day
- Core class sizes will be schedule below classroom capacity
- Staff will wear mask/shields when less than 6ft (wear in all common areas)
- Students will wear mask/shields grades PK-12 at all times (unless more than 6ft apart)
- Students grades PK-12 will wear mask/shields on the bus
- Students will be allowed to have water bottles (the district will have filling stations available)
- Limit physical interaction throughout the class time (i.e. partner or group work)
- Classes may be videoed live /recorded and made available online for all students
- Take steps to ensure all water systems and features are safe
- Ensure that ventilation systems operate properly and increase circulation
- Post signage throughout the building
- All classrooms and common areas will be free of clutter and unnecessary materials furniture, etc
- Teachers will change classrooms when feasible
- Designate areas of staircases as one way traffic

Common Areas

- Stagger elementary, middle and high school passing (eliminate passing) and place social distancing symbols on hallway floors
- Post maximum occupancy signs in secondary bathrooms. Avoid RR during class exchange (NES aide(s) can accompany children to RR as needed)
- Eliminate changing clothes for PE/locker room use during school
- Recesses will be staggered and students will sanitize hands upon re-entry into the school
- Playground equipment will not be accessible
- Staff/students will be required to war mask/shields and maintain social distancing
- Students will not change clothes for PE/locker room use during school

Meals

- Input of student IDs by staff (elementary)
- Eat breakfast in classrooms (grab and go)
- Lunch – one serving line
- Cafeterias will be below 50% occupancy with staggered transitions, students will be sitting with cohorts (If increased risk, eat in classrooms)
- No meal delivers from outside sources
- Cafeterias will be sanitized between lunches
- Students and staff will wash hands and/or hand sanitize before and after lunches
- We will use disposable trays, utensils, and individual condiments packets
- Use individual condiments packets
- Allow store-purchased classroom snacks only
- Check temperature during lunch
- Mark and provide directional/distancing lines

Personal Hygiene and Health

- Require Student and Staff Daily Home COVID-19 Screening (see Appendix); stay home if sick or have symptoms
- Purchase and place mobile hand sanitizing stands around schools
- Schedule frequent hand washing or use of hand sanitizer for students
- Instruct students of proper hygiene in classrooms, restrooms and halls and reinforce throughout the year
- Staff and students must wear masks/shields unless it is unsafe or interferes with the learning process if closer than 6 feet (as directed by the state)
- Mobile hand sanitizing stands will be placed around schools
- Frequent hand washing or hand sanitizing will be scheduled
- Classrooms and high traffic areas will be disinfected daily
- Students will wear mask/shields grades PK-12 at all times (unless more than 6ft apart or doctor's excuse)
- Students grades PK-12 will wear mask/shields on the bus times (doctor's excuse)
- Allow students and staff to bring hand sanitizer
- Post signage throughout the building
- All classrooms and common areas will be free of clutter and unnecessary materials furniture, etc
- Take steps to ensure all water systems and features are safe
- Ensure that ventilation systems operate properly and increase circulation

Transportation, Arrival and Dismissal

- Attempt to provide Dual routing (normal) bus transportation
- Attempt staged seating
- Parents should perform health checks that include temperatures prior to boarding the bus
- Attempt to sit families together on buses
- Assign seating
- Prohibit students from sitting in front row behind the bus driver
- Disinfect buses after AM and PM routes (twice per day)
- Keep doors and windows open when permitted
- Stagger bus loading and unloading
- Report to classrooms or designated areas upon entering school buildings
- Drivers check temperature when unloading
- All field trips will be on hold (Except OHSAA sanctioned events
- Air out buses when not in use
- Routes may be adjusted as necessary to accommodate and streamline with fewer students
- Staff and students will mask while on the bus

Visitors

- Eliminate non-essential visitors
- Restrict visitors to office area and must have mask upon entering the building
- Temperature and health check will be conducted before entering the building

Engagement Communication

- Communicate changed procedures and processes
- Keep stakeholders informed as conditions and plans change
- Continue to gather input, feedback, and engage in conversations to improve our services and support
- Elementary will use DOJO, Facebook, Remind, Email and US Mail as a means to communicate to parents
- Middle/High School will use Facebook, Remind, Email and US Mail as a means to communicate to parents
- District will use School Messenger, Web Page, Email and US Mail as a means to communicate to parents

Collaboration

- Use data from student and staff surveys to make decisions about technology, internet access, and training needs
- Provide professional development for each teacher on integrating technology into instruction and using Google Suite
- Focus ongoing collaboration building leadership teams and teacher based teams on instruction that includes integrating technology into learning
- Assemble a district technology/empowered learning team to develop a technology and learning plan
- Assemble a district leadership team to develop a strategic plan that will frame student and professional learning plans and processes

When a child or staff member becomes sick

- Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
- School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection
- Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met state DPH criteria to discontinue home isolation
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine.

CDC Guidance:

- Symptoms of Coronavirus
- What healthcare personnel should know about caring for patients with confirmed or possible coronavirus disease 2019 (COVID-19)
- Standard Precautions
- Transmission based precautions

Appendix
Northwest Local School District

Student and Staff Daily Home COVID-19 Screening
Please stay home if you are sick or have COVID-19 symptoms.

- o Fever of 100.3 or above, or possible fever symptoms like alternative chills and sweating

- o Cough

- o Trouble breathing, shortness of breath, or severe wheezing

- o Muscles Aches

- o Diarrhea

- o Loss of smell or taste or a change in taste

- o Headache

- o Have you been within 6ft of a person with a lab-confirmed case of COVID-19 for at least 5 minutes (no mask) or had direct contact with their mucus or saliva (in the past 14 days) If Yes, Please contact your physician and school