

FORRESTER

REMOTE LEARNING PLAN

2020-2021 SCHOOL YEAR

DESCRIPTION OF REMOTE LEARNING PLAN

Disclaimer: Westwood Preparatory Academy is a community school managed by Forrester Education which operates within children residential centers (CRCs) in the state of Ohio. Westwood recognizes that in most cases its students reside within the CRCs it operates out of and therefore must take into account the varying circumstances of their students' daily lives. As a partner working for the betterment of the youth we serve all health and safety procedures and educational modalities will be decided and executed upon in collaboration with the CRCs' administration and staff. Though it is Westwood's intention to follow the proceeding plan, the choices ultimately made will be decided based on the best interest of our students, their specific circumstances and the CRC they are being educated within.

Assuming all OHIO public health requirements are met, Forrester Education is planning to reopen schools on August 10th, 2020 with a hybrid model. Despite the uncertainties and public health requirements, we believe we can create an educational experience that is rich, engaging and nurturing, while also prioritizing safety for students and staff members.

Students learn best when they are in school, however we also recognize the concerns of students and parents when it comes to in-person learning. We've created our plan with the following factors in mind: safety and public health criteria, student learning, and social emotional wellbeing.

The plan we have devised is subject to change because this virus presents many unknowns. We do know that prevention works: Masks, hand washing, and social distancing have been proven to prevent infection.

This hybrid plan allows the option for all students to participate in 100% remote learning or the option to attend school in person. The in-person learning is reserved for, but not limited to, those who are deemed 'Ohio's most vulnerable', which are Special Education students, English Language Learners, students experiencing homelessness, students in foster care, justice-involved youth as well as those participating in Career Technical Programs that require a hands on component to complete their Industry Recognized Credential.

GUIDING PRINCIPLES

SAFETY

Safety of students and staff is paramount, and this will require significant modifications to our programming, systems, and routines, including masks, temperature checks, and social distancing among others. Our school operation processes are rooted in health and safety best practices.

Daily Self-Monitoring:

All staff and students will be required to self-monitor symptoms and temperature prior to arrival.



The School will actively encourage sick students or staff to stay home until they have recovered.

- As of May 4, guidelines from the Centers for Disease Control and Prevention for people confirmed or suspected COVID-19 are as follows:
 - Employees *with symptoms* who have not been tested (or are waiting for test results) should stay home until at least three full days (24 hours) have passed since recovery (no fever without use of fever reducing medications and improvement in respiratory symptoms) AND at least 10 days have passed since the onset of symptoms.
 - Employees *with symptoms* who have lab confirmed COVID-19 should stay home until:
 - At least three full days (72 hours) have passed since recovery (no fever without use of fever reducing medications and improvement in respiratory symptoms) AND at least 10 days have passed since the onset of symptoms.
 - OR
 - There is no fever without use of fever reducing medications AND improvement in respiratory symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
 - Employees *with symptoms* and a negative lab test for COVID-19 should keep monitoring their symptoms and seek medical advice about staying home and if they need to get tested again.
 - Employees *without symptoms* who have lab-confirmed COVID-19 should stay home until:
 - At least 10 days have passed since the date of their first positive test. However, if they develop symptoms in that time period, they should revert to the criteria for employees with symptoms (above)
 - OR
 - There are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.

Staff or parents/students should notify the school if they have been exposed to an individual with symptoms of COVID-19 or a confirmed positive test of COVID-19 (having close contact of less than 6

feet for longer than 15 minutes) or if they, or any member of the household, have been diagnosed or are presumed to have COVID-19. When this occurs, the reported personnel or student must self-quarantine at home for 14 days and participate in 100% Remote Learning. If tested negative, the personnel or student may return to school earlier than 14 days.

Arrival/Dismissal:

Students and staff who are ill must stay home and get tested immediately. Every day, student and staff temperatures will be checked at arrival and those above 100 degrees Fahrenheit will be sent home and will not be allowed in the school. The School will have an IP-TGMIR temperature and mask detection camera at the entrance. This will provide a contactless way to read the body temperature as well as ensure everyone entering the building has a mask on. A designated isolation room will be used to hold student until transportation can be arranged. School personnel will refer the student or staff exhibiting symptoms to a local health care provider or testing site. Students will exit out a separate door to reduce congestion at main entrance.

Social Distancing:



To provide a safe environment, we must reduce class sizes to ensure appropriate social distancing. Floor stickers will be placed throughout hallways and commons area to help promote 6 foot distance. Student desks will be arranged to promote social distancing as well. Students will be assigned a seat in a specific classroom on the days they report to school. Below is a link to posters that will be throughout the school building regarding social distancing.

<https://coronavirus.ohio.gov/static/responsible/schools/Social-Distance-Poster.pdf>

Cleaning:



Teachers and our operations staff will sanitize high touch surfaces throughout the day and in between sessions. Professional cleaners will clean and sanitize the building every night. Students will also be provided a set of supplies (paper, pen, calculator etc.) that will be sanitized after each use. Below is the link of the posters that will be throughout the school building regarding cleaning.

<https://coronavirus.ohio.gov/static/responsible/schools/Clean-Surfaces-Poster.pdf>

Handwashing:



Regular handwashing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. Students and staff will practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. The School will establish regular routines for students to wash their hands throughout the day. To supplement handwashing, the School will also have 'sanitation stations' located in each classroom and in common areas which will contain hand sanitizer (60%-95% alcohol based), cleaning spray, wipes etc. Below is the link to the posters that will be throughout the school building regarding handwashing.

<https://coronavirus.ohio.gov/static/responsible/schools/Wash-Hands-Poster.pdf>

Personal Protective Equipment/Masks:



Everyone – staff, students, visitors – is required to wear a mask at all times while in the school building. We will issue each student with a disposable facemask if they do not have their own. Below is the link to posters that will be throughout the building regarding face coverings.

<https://coronavirus.ohio.gov/static/responsible/schools/Face-Coverings-Poster.pdf>

SMALLER CLASSROOMS/MODIFIED SESSION TIMES

While much uncertainty still exists, we do know that we will be unable to operate at 100% capacity. This means that we may need to reduce the number of students in our classrooms. Depending on the size of the classrooms and number of students the school may need to alter its current schedule to accommodate each student's learning and safety needs.. This will allow us to offer in-person learning to more students throughout the course of a day while still having time to thoroughly clean between sessions. Students will still have remote learning as an option, if they are unable to come into the building.

Although students have the option to complete all learning from a distance, times will be available for in-person learning opportunities. We strongly recommend that all students wishing to attend in person, contact the school to schedule the day and time desired.

ABILITY TO TRANSITION BETWEEN HYBRID AND REMOTE LEARNING

As we navigate through this pandemic, we must plan for the need to transition between hybrid and fully remote learning, and we want to make that transition as easy as possible for our students. A transition to full remote learning may be necessary based upon the number of confirmed cases or the risk level in the county or State of Ohio.

Ohio COVID-19 Risk Level Guidelines for the Public			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

The school will go into full remote learning if the Risk level in the county or State reaches Level 4. If this occurs, it will be communicated to students and families using an all call system as well as being posted on the school's website, curriculum platform, and all social media accounts.

SOCIAL EMOTIONAL WELLBEING

When the school reopens we will appreciate that some students or families may still be uncomfortable attending in-person learning. That is why we are providing the option for 100% remote learning for all students as an alternative. We also recognize that many students and families are feeling the stress and emotional and financial impact of coronavirus and that recent upheavals over racial violence have also produced additional feelings of anxiety. The social-emotional well-being of students has important links to academic success. Students struggle to be in 'learning mode' when their lives are filled with uncertainty. And that's especially relevant right now. Our staff are also working to identify local community organizations that are able to assist with additional needs that arise during this pandemic. These will include assistance with food, housing, healthcare, and COVID testing. We encourage all students and families to reach out directly to the School for assistance and to frequently check the website and social media sites for additional guidance. Help is also available 24 hours a day, seven days a week by calling the COVID-19 CareLine at 1-800-720-9616.

INSTRUCTIONAL NEEDS AND ASSESSMENTS

Upon commencement of the 2020-2021 School Year, all enrolled students will complete a *Remote Learning Needs* survey. The survey results will be used by school personnel to prioritize and determine instructional delivery needs of all students, food assistance needs, socio-emotional needs and primary contact medium for all students since we know that all of these factors impact academic progress.

Student instructional needs will be determined through the use of student academic tracking, individualized graduation progress tracking, Career Technical Education progress tracking, Technology and Study Skills coursework, Fuel Education, MTSS implementation, PBIS implementation and Special Education Services. Further description of the components used to determine student instructional needs and documentation are listed as follows:

Remote Learning Needs Survey: All students will participate in this survey to communicate instructional needs and resources for the 20/21 SY. These include: internet access availability, access to technology device (Chromebook, computer, etc.) needs for food assistance, social-emotional needs, and primary method of contact (social media, phone, email, home visit, etc.) We will also ask students if they plan to participate in 100% remote learning or a hybrid model allowing some time for in-person learning.

Graduation Progress Tracker: All students will have access to a digital copy of their Individualized Graduation Progress Tracker available through their school-issued Google account. Graduation Progress Trackers include detailed information regarding specific courses completed, specific courses remaining for graduation, grade promotion information, and graduation pathway information (EOC results, ACT/SAT results, Industry Credential Certifications).

CTE Progress Tracker: All students participating in CTE programs will be tracked through school CTE Progress Tracking System. School personnel will track student progress in each CTE program. These are updated weekly to provide current achievement needs and completion documentation for all pathway program requirements. Google classrooms have been set up in all CTE programs so students choosing to participate in remote learning will be able to complete classroom assignments; however, these students will need to participate in the hands-on component within the school building. The school and CTE teachers will work with each student to set the schedule.

TSS (Technology and Study Skills) Course: All students will participate in TSS coursework upon enrollment in the 2020-21 School Year. TSS will be implemented to provide instruction and implementation activities that encompass school-utilized technology curricular tools, academic tools, career exploration tools, learning style inventory, study skills, internet literacy tools as well as a basic COVID health and safety precautions module. Results from this course will provide staff with vital knowledge of the technology skills required by students to participate in remote learning.

DETERMINING COMPETENCY, GRANTING CREDITS, PROMOTING STUDENTS

The method for determining competency, granting credits and promoting students will remain unchanged. The school will continue to follow their Education Plan and the board approved policies as it did prior to COVID.

GRADING

Each student is required to complete weekly academic activities using on-line curriculum options (Fuel Education, Google Classrooms) or off-line activities (paper packets, written assignments from on-line curriculum tools) or a combination of both.

The curriculum assignments require a minimum of 60% mastery or better in order to progress in the course. Once all assignments have been turned in and graded, a final grade will be awarded and credit will be added to the student's transcript.

GRADE LEVELS/GRADE PROMOTION

As in the past, students will be assigned 4 core academic courses at a time. Once a course is completed and credit is earned, students will meet with their academic advisor to gain enrollment into the next course needed to fulfill graduation requirements.

Below are the requirements that must be met for students to be promoted to the next grade level. Grade level promotion can occur at any point during the school year as long as these requirements are met.

Promotion to 10th Grade:

- 5 total credits
- 4 core credits required (1 ELA, 1 MTH, 1 SS, 1 SC)

Promotion to 11th Grade:

- 10 total credits
- 7 core credits required for promotion to 10th grade and 3 additional core credits. (1 ELA, 1 MTH, 1 SS or 1 SC)

Promotion to 12th Grade:

- 15 total credits
- 10 core credits. The 7 required for promotion to 11th grade and 3 additional core credits (1 ELA, 1 MTH, 1 SC or 1 SS)

ATTENDANCE POLICY

The school understands that there will be more barriers to attendance during the 2020/21 SY than ever before and that our population of students will be disproportionately affected by COVID-19. The school will follow the Guiding Principles for tracking attendance in a remote learning setting put forth by the Ohio Department of Education. These principles are familiar to the School since they are steps the School has always taken when working with Ohio's most underserved students.

- Maintain contact information for students and families and build/maintain strong relationships.
 - The School will continue to gain the most up to date contact information for all students.
 - The School will frequently survey its students to learn more about their digital access
 - The School will continue to engage in and build long term trust. This requires frequent and meaningful communication regarding the importance of frequent attendance as well as offering solutions to remove barriers preventing frequent attendance.
- Pay attention to health and safety first
- Emphasize student presence and engagement
- Use data to drive decisions
- Leverage community partnerships that address the whole system
- Use a multi-tiered system to support the whole child.

Student attendance will be documented daily. This could occur through a variety of ways including, but not limited to, Fuel Education, Google Classrooms, paper packet completion, in-person learning, and contact with teacher via email, telephone or teleconference.

Daily Attendance will then be transferred into the Student Information System in DASL. The School will continue to report attendance in hour increments. Students are given daily academic goals by their teacher which will account for 5.5 hours of learning opportunities per day. Due to the structure of our program, some students may be able to complete more than the goal each day while others may require additional time and support. Students attending in person for less than 5.5 hours will also be expected to complete the additional hours remotely, while students choosing to participate in 100% remote learning will be expected to complete all 5.5 hours per day remotely.

Ohio law requires that any student who, *without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities offered to the student by the School shall be automatically withdrawn.* Frequent attempts will be made to contact those students not completing the required hours of learning opportunities. If there continues to be no documented participation in the learning opportunities for 72 consecutive hours or 16 school days, they will be automatically withdrawn from the School.

Excused absences will be accepted and documented for all reasons outlined in Schools' current policy and COVID illness or isolation will be included as a Personal Illness excused absence.

The School's governing authority will update and adopt a new attendance policy based on this plan during the August 2020 Board meeting.

LEARNING OPPORTUNITIES

Learning opportunities will be the same whether students are participating in remote or in-person learning. While students may interact, complete assignments, and take assessments in different ways, the design behind remote learning tools is meant to mimic in-person interaction in the classroom. Using Fuel Education as the main platform for remote or in-person learning allows students to have access to high quality, standards based curriculum and the scaffolds and supports that expose them to grade level coursework. All core and elective courses are available through Fuel Education so students choosing 100% remote learning will not miss out on any learning opportunities if their unique situation prevents them from attending in person. All courses will provide students with the credits necessary to graduate with a high school diploma.

- **Course Content** – Learners will cover the same content with the same rigor and with the same performance expectations
- **Pedagogy** – The instructional methods and questioning techniques used during in-person instruction are still used in a remote classroom.
- **Student Engagement** – Learners are still required to be active participants in their courses. They will interact with the instructor and collaborate with others in the class.

Students will be able to participate in Asynchronous Learning where the students work independently in Fuel Education on learning activities and assignments. They will also be able to participate in Synchronous Learning where the student will join an audio/visual enabled meeting space at the same time. This session may include whole group instruction led by the instructor and a small group of students.

These learning opportunities will be documented as aforementioned. All Fuel Education reports, Google Classroom participation, and virtual contacts will be reported and documented to ensure all students are making progress towards the provided learning opportunities.



Google Classroom

PROGRESS MONITORING

Fuel Education offers several reporting tools to ensure progress is being made by students. Alerts can be set up for teachers when students are participating in asynchronous learning and are not making adequate progress. A lack of progress will alert a teacher to step in and contact the student to provide additional support or instruction

Course Completion Forms: Teachers are responsible for closing students out of classes upon completion and awarding final grades. The Course completion forms will be kept in a student's

permanent academic file. The purpose of this is for accountability to all stakeholders and to identify students who are not making timely academic progress towards graduation.

NWEA/MAP: In previous years, the Schools used NWEA/MAP as a way to monitor student progress in the areas of Reading and Math in the Fall and Spring semesters. Although the Ohio Department of Education has decided to not continue the partnership with MAP, they are currently vetting additional vendors to use for the 20/21 SY. This will be updated as soon as ODE releases the information.

Graduation Tracker: The purpose of the Graduation Tracker is to establish a graduation plan for each student based on their unique wants and needs. Upon enrollment, a Graduation Tracker will be created for each student. This will guide the students' progression in courses as well as assessments until graduation is reached. Individual meetings are held with students who are not making adequate progress earning credits towards graduation.

Progress Monitoring for students with Special Needs: School will monitor key academic milestones or goals for each student using the parent/teacher observation forms completed by IAT members every two weeks. For students not making adequate progress based on measures above and observation forms submitted by students or parents, a meeting will be scheduled with student/parent.

EQUITABLE ACCESS TO QUALITY INSTRUCTION

Every student enrolled at the School will be offered the same learning opportunity. In remote learning classes, accessibility refers not only to each learner's ability to easily and effectively participate in the course but also to learners of all abilities to participate in the learning activities. For remote learning to be effective, learners must have access to the hardware, software and internet of sufficient speed and bandwidth to run the systems of the remote learning course. The survey that all students will complete at the beginning of the school year will provide the School with the information needed to address these needs. This may include loaning out of technology devices or assisting students in obtaining internet access. These must also be accessible for all students, including those with impairments and learning challenges. Fuel Education has features within the platform such as audio and visual enabled instruction to meet this need.

Additionally, FuelEducation includes a variety of activities that serve all types of learning styles. Instructors will consider Universal Design for Learning (UDL) when planning their synchronous and asynchronous instruction.

Supporting Students With Special Disabilities

The School will maintain communication between teachers and students or families of students with disabilities. Intervention Specialists will be reaching out to identified students to discuss the student's individual needs. Intervention Specialists will provide services as well as hold IEP/ETR meetings whether in-person, by video, or over the phone as dictated by their Individualized Education Plan.

Supporting English Learners

Teachers will maintain linguistically appropriate communication between English Learners (EL) whether remote or in person. Daily office hours will be available in person or via videoconference or phone.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Professional Development is important during this ever changing time. Since the initial school closure in March, all staff at the School have participated in several PD opportunities and will continue during the course of the summer and 20/21 SY.

ODE Health Guidelines

The school will provide training to all staff and students to provide them with the most current safety information regarding COVID-19 and adopt safety protocols according to the ODE Health guideline. The school will also provide information via CDC posters at the school, phone calls/letters home to inform parents and families of students of the schools' health and safety protocols in place during the pandemic.

All staff will complete a training module through Safe Schools specific to COVID-19.

All students will complete training on COVID -19 health and Safety related topics during their first few weeks of the 20/21SY. The lessons will be developed and delivered by teachers using programs such as google classrooms, Fuel Education or other educational programs. The ODE Health Guidelines will be our key resource for developing this course.



Educational Technology and Remote Learning Integration

All school staff are required to complete Google Educator Level One Training. We aspire as an educational organization that our teachers also complete the certification test. Many staff completed this during the initial school closure and new staff will work to complete within the first few months of the 20/21 SY. Staff will also have the opportunity to complete Google Educator Level Two Training as they develop their technology skills.

The school will participate in on-going training and support provided by Forrester Education for teachers in Technology and Remote Learning Integration to improve our instructional strategies and to best meet the needs of our diverse student population. We strive to provide the most innovative,

accessible, and engaging remote and in person academic programs to meet our students' diverse needs. Staff will also be encouraged to participate in training offered by organizations such as the local ESC, the school Sponsor, EdTech, ODE, Fuel Education, Google, NewsELA and others throughout the 20/21SY.

July 27, 2020

Board Adopted Date: _____

Board President Signature: _____

DocuSigned by:
James George
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