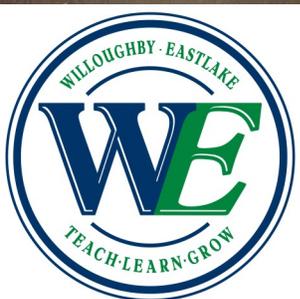


WILLOUGHBY-EASTLAKE CITY SCHOOLS

# *Remote Learning Plan*



**STAYING CONNECTED AND READY TO LEARN  
FALL 2020**

**Safe ● Smart ● Strong**



# MISSION STATEMENT

*It is the mission of Willoughby-Eastlake City Schools  
to prepare graduates to meet the challenges of the  
21st century.*

*Teach ● Learn ● Grow*

# WILLOUGHBY-EASTLAKE CITY SCHOOLS

## *Remote Learning Plan*

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# Welcome

August 10, 2020



Welcome to the Willoughby-Eastlake City Schools Remote Learning Plan option for families. It is our pleasure to provide families with a full-time, remote learning option for students. This guidance document provides a general overview to ensure the district is in compliance with the Ohio Department of Education and House Bill 164 requirements for operating a remote school option.

As an overview, the remote learning option will be provided by the Willoughby-Eastlake City School District teaching staff who will continue to follow state standards utilizing district curriculum resources. Students will be required to participate in both synchronous (live) virtual learning, and asynchronous (working independently on assignments) virtual learning. Students will be expected to participate in all local and state testing as required by the Ohio Department of Education and attendance requirements will apply. For students with an IEP or 504 plan, specific services and accommodations will be reviewed as a team prior to the start of classes. All students will receive instruction in core courses and be provided access to the courses that will enable them to earn the appropriate credits toward promotion and graduation. Based on enrollment and staffing, some elective options may not be available as synchronous (live) courses and will be completed independently as an asynchronous option with teacher monitoring and support.

This guidance document will provide the basic components of instructional delivery that are required per the Ohio Department of Education for remote learning. Students enrolled in remote learning as a full-time option will receive specific information regarding their academic programming and points of contact.

As with all of our educational programming, we look forward to working with you and your family so that you have a positive and successful experience in our schools. We are committed to working with our community and our families and together, we will remain strong.

Sincerely,

*Steve Thompson*

Steve Thompson

Superintendent



# Overview of Remote Instruction

*Providing students with instruction from state-mandated, grade-level standards, and giving them access to courses that will enable them to acquire the skills and earn their credits for graduation, is achievable and can be done via an online experience for students.*

## **Ohio Department of Education Best Practices Recommendations, Key Points of Remote Instruction**

- Students will have an established schedule to follow for teacher-led instruction. In order to interact with their teachers and the other students in their classes, students will need to be available during the traditional school hours. For example, a student attending middle school or high school, should be prepared to follow their typical schedule of classes during posted school hours in order to access their online classes according to their bell schedule. Elementary teachers will establish a set schedule for students.
- The district is using Schoology as the learning management system. Willoughby-Eastlake moved from Google Classroom to Schoology because of Schoology's advanced features making it easier for students, parents and teachers to access learning materials and to communicate. Parents will be able to sign in to Schoology and access all courses and assignments for all of their children in one location instead of signing into multiple Google Classrooms. In addition to training staff, tutorials will be provided for students and parents. The teachers will ensure that students are trained to use Schoology and have their necessary passwords.
- Online materials that are part of a remote learning environment will be aligned to the curriculum of the course and are designed to support teacher-led instruction. Staff members will utilize common core materials across the district by grade-band and by course.
- The teaching staff will establish clear expectations to guide students as they engage in all remote learning experiences and assignments. Teachers will provide differentiation and accommodations for students that are applicable and appropriate to a remote learning environment. Teachers will help students navigate the demands of remote learning.
- Administrators and teachers will maintain clear lines of communication to ensure that students, parents, and the school community understand the plan for remote learning.
- Students will not spend their entire school day on the computer screen. Some of their day will be spent with teachers who are teaching a lesson and the remaining portion of their school day will be spent completing assignments independently, just as they would in a traditional classroom.
- Teachers will assign homework or projects that students will complete. Some of those assignments, such as a math practice worksheet, or a writing assignment, will need to be completed the same day or by the next day. Other assignments will be lengthier and have future due dates. All of those practices are the same as a student would experience in a traditional classroom. Teachers should be cognizant of the need for flexibility and adjustments regarding assignment deadlines in a remote learning environment.

# District and Teacher Expectations

*Willoughby-Eastlake's goal for online learning is to offer instruction that enables a student to continue their learning when not in a traditional school setting. Our teachers will develop high quality online learning lessons/assignments for students that address the Ohio Learning Standards.*

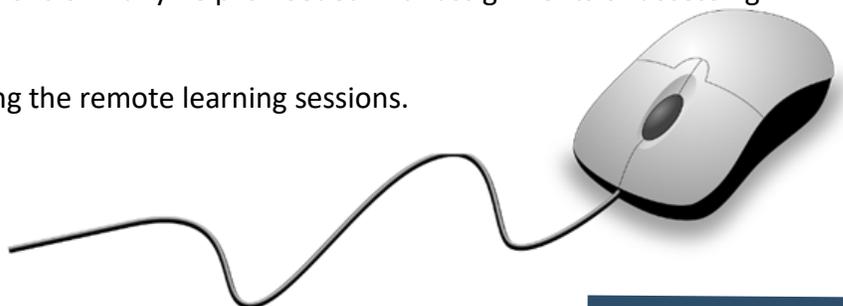
- Instruction will meet the requirements of Ohio's Learning Standards for grade levels and content, and the applicable statewide testing requirements.
- Instruction will utilize district core curriculum resources and approved supplemental resources appropriate for the grade level.
- Each course will have a "live" (synchronous) component using video conferencing technology.
- Teachers will provide ample opportunities for teacher-to-student interaction and student-to-student interaction.
- The teacher will establish and post a consistent schedule and classes will begin on time.
- District grading policies will be in effect.
- The learning schedule and assignments will be shared on a timely basis, and teachers will be available to respond to parent/guardian and student questions. If a teacher is absent, a notification will be posted with instructions for students to follow.
- All teachers will use the district's learning management system to ensure consistency and ease of use for students as well as parents.
- Teachers will communicate and provide feedback to students on assignments in a timely manner.
- Teachers will communicate regularly with parents and families regarding expectations and student progress, as would occur in a traditional setting.
- Teachers will use multiple methods of instruction and assessment, as they would in a traditional school setting.
- Teachers may request other school personnel to assist with student engagement and attendance if needed.
- Instructional resources and materials will be provided through digital learning, and if available and appropriate, printed materials may be provided.
- Professional development and virtual learning sessions intended to support remote learning will be attended by staff.
- Accommodations as required by Individualized Education Plans (IEPs) and 504s will be provided as determined by the team.
- Staff are expected to wear appropriate clothing during the remote learning sessions.
- Teachers will follow the district's academic calendar and posted school hours and be available via email, telephone and videoconferencing for students and parents during school hours.

# Student Expectations

*Willoughby-Eastlake students will dedicate time to learning and demonstrate their best effort in order to acquire the most from their educational experience during online learning, just as they would in a traditional setting.*

Willoughby-Eastlake students participating in online learning will:

- Dedicate appropriate time to learning and follow any schedules, time expectations and recommendations made by teachers.
- Identify a comfortable and quiet place to learn and study free of distractions.
- Check the online platforms for information and updates regarding classes, meetings, assignments and resources on a daily basis.
- Ensure that they have a list available of usernames and passwords for instructional resources that will be accessed via the learning management system or other websites and applications.
- Be respectful of class rules as established by the teachers, such as muting microphones when asked, paying attention, participating in discussions as directed, and respecting others when they are speaking.
- Be present during the video conferencing sessions, be active participants, put forth their best effort, and exhibit their best online class behavior.
- Refrain from holding other conversations or trying to participate in other activities during direct instruction by the teacher.
- Submit their work within the assigned timeframe for assignments.
- Attend class as scheduled. District attendance policies apply. Parents will be contacted by school personnel if attendance is an issue.
- Operate with integrity and be accountable for their own work.
- Adhere to expected online student behavior and the Student Technology Acceptable Use and Safety Agreement policies and procedures.
- Follow school rules, student codes of conduct and district policies and guidelines. Disciplinary actions still apply to students in an online school for inappropriate behavior.
- Contact the teachers with questions or if any help is needed with assignments or accessing resources.
- Wear appropriate clothing during the remote learning sessions.



# Family Expectations

*Support from families is integral to student success, in a traditional setting and in an online setting. Our families will be supportive of their children and their teachers in order to enable them to gain the most from the educational experience during online learning.*

Willoughby-Eastlake families participating in online learning will:

- Help children manage online learning by establishing routines, a comfortable, distraction-free workspace and a place for materials to be available during sessions.
- Ensure that a device and internet access are available for each child enrolled in the online school.
- Become familiar with Schoology and the devices being used, and ensure that usernames and passwords are readily available.
- Supervise your child's online learning. Assist the youngest learners with online learning, but encourage their children to participate as independently as possible considering their age, grade and skill set.
- Enable their children to complete work and assessments independently so that teachers have an authentic view of student progress in order to identify the need for extra support or enrichment.
- Partner with the teachers and reach out should any challenges arise or to maintain communication regarding their child's progress.
- Notify the school if your child will be absent.
- Monitor district, building and teacher communications for up-to-date information.
- Engage your child in conversations regarding their learning and monitor their use of devices for online learning and offline learning.
- Support your child's emotional and physical health by balancing schoolwork and free time.
- Have a technology back-up plan, i.e., another family member's household or the public library, if your computer and/or internet becomes unavailable. Access to work online is the family's responsibility.



# Technology Expectations

*The use of technology has greatly expanded the opportunities available to both students and teachers. It is the district's goal and responsibility to ensure that we provide our staff and students the skills necessary to effectively teach and learn using technology in any learning environment.*

- Students are expected to be courteous and respectful online and are required to follow the guidelines of the Student Technology Acceptable Use and Safety Agreement. District-owned devices are to be used for online learning educational purposes only.
- Devices and chargers should remain together.
- In order to prevent loss, damage or theft, district devices should not be removed from the home (unless, for example, it is necessary to move the device to another family member's household due to child care situations). Parents are responsible for district devices, and loss or damage to district devices.
- When not in use, devices should be located in a safe place, in an area such as on a table or desk. Devices should not be stored on the floor, bed or other furniture which would increase the likelihood of the device being stepped on or sat on unexpectedly.
- Students should refrain from using their cell phones during online learning sessions unless they are being used for instructional purposes per the teacher.
- Students should keep their cameras on at all times during class unless the teacher asks them or gives them permission to turn it off.



# Student Instructional Needs

*The Willoughby-Eastlake City Schools Board of Education recognizes its responsibility for the quality of the educational program of the schools and meeting the instructional needs of the students.*

In order to meet the instructional needs of the students, the District will ensure that:

- Learning targets, lesson objectives and assessments are aligned with Ohio's Learning Standards.
- Curriculum allows for the development of individual talents and interests while also recognizing that learning styles of students may differ.
- Students have opportunities for continuous and cumulative learning in their coursework.
- A variety of learning resources are available to accomplish educational goals.
- The principles of democracy and ethics are emphasized in the appropriate parts of the curriculum for students in all grades.
- Guidance and counseling services are available for student academic and career planning.
- Evaluations of curriculum and course offerings are reviewed to ensure relevancy and alignment to Ohio Learning Standards.

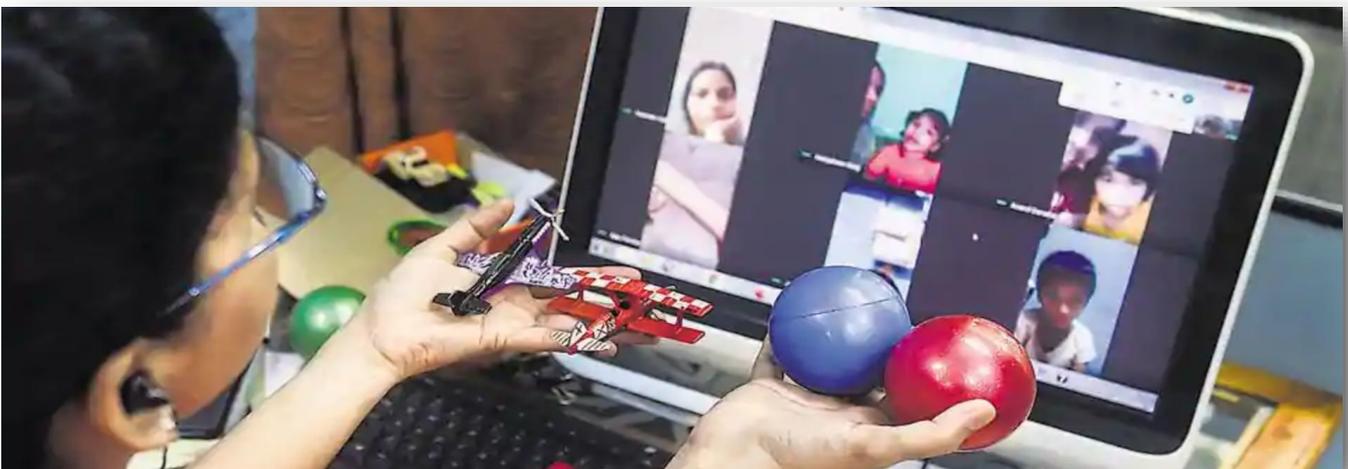


- Student progress will be monitored via classroom performance and assessments. Student performance assessment data will be maintained and reviewed by staff. Student performance data will be shared with parents and will inform educational decisions and options.

# Determining Competency, Granting Credit & Promotion

*Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered for grade competency and placements.*

- Elementary students must satisfactorily complete all academic subjects.
- Middle school students must successfully complete all of the required academic subjects.
- High school students, in order to earn a credit for a course, must satisfactorily complete the requirements established in the graded course of study as well as those set forth by the teacher. Failure to satisfactorily complete a course will result in no credit earned unless and until the student re-enrolls in the course and satisfactorily completes it.
- If at any time a student fails to perform satisfactorily or fails to complete and earn credit for a course, the teacher and principal may assemble a team to discuss intervention and remediation.
- A promotion occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410.
- Placement may occur when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. The intervention team and the building administrator must concur that it is in the student's best interest to move on to the next grade.
- Retention may occur when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the intervention team and principal along with consultation with the parent.
- Final decisions on student promotion, placement or retention rest with the building principal.



**Reference Policy 5410**

# Attendance Requirements



*The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. The Ohio Department of Education requires that the district track, monitor and record student attendance for all students whether in-person or in a remote learning environment.*

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with the statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, an explanation of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.



Reference Policy 5200

# Attendance Requirements (cont'd.)

The Board considers the following factors to be reasonable excuses for time missed at school, and due to a pandemic situation or other extenuating circumstances, may choose to establish new policies based on existing options in Ohio Administrative Code 3301-69-02. Districts will update their policies to align with blended and remote learning plans and should continue to follow all attendance and truancy processes and requirements as outlined in Ohio's attendance laws (primarily Ohio Revised Code section 3321.191):

- Personal illness (a written physician's statement verifying the illness may be required).
- Illness in the family necessitating the presence of the child.
- Quarantine of the home.
- Death in the family.
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
- Observation or celebration of a bona fide religious holiday.
- Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity.
- Any classroom assignment missed due to the absence shall be completed by the student.
- Such good cause as may be acceptable to the Superintendent.
- Attendance need not always be within the school facilities, but a student will be considered in attendance if present at any place where school is in session by the authority of the Board.
- The District will document student attendance for online class sessions in the student's attendance record following the same process and procedures used in a traditional setting.
- Ohio law through House Bill 410 and House Bill 166 requires that the District follow specific protocols for addressing chronic absenteeism, habitual truancy and excessive absences of students from school.
- Students receiving their education in an online school setting will be held to the same attendance standards of students in a traditional school setting.
- The district will track attendance for all students. The district is required by ODE to report attendance in hour increments for students.
- The district will use evidence of participation such as, daily logins to the learning management system for class attendance and participation, daily interactions with teachers, and assignment completion.
- If there is no evidence the student participated or engaged in any way in a remote learning activity, then the student should be marked with an absence for the hours for that remote learning activity.

# Reporting Student Progress and Assessments

*The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. Reporting student progress serves many purposes, the most important of which is helping students and their parents understand how well their student is achieving program objectives and accomplishing the educational goals of the District.*

Teachers and principals will report student progress to parents in order to:

- Ensure that both student and parent receive ample warning of a pending grade of “failure” or one that would adversely affect the student’s status.
- Enable the scheduling of parent-teacher conferences so that parents are involved in decision-making and problem solving, if needed, regarding student performance. Conferences may take place by telephone or via video conferencing.
- Follow-up will occur whenever a parent conference produces a plan of action for helping a student improve or maintain current performance.
- Promptly respond to any communications regarding the student’s performance.
- Provide report cards on a quarterly basis so they can be reviewed by students and parents.

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the education achievement goals of this District. (Reference Full Policy 2623)

- Staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.
- The program of testing includes:
  - ◇ Administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), performance-based tests at appropriate grade levels to measure achievement of performance objectives in courses;
  - ◇ District or teacher-made achievement or performance tests;
  - ◇ Tests of mental ability;
  - ◇ Norm-referenced achievement tests.



**Reference Policies 5420 and 2623**

# Equitable Access to Quality Instruction

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The District’s Compliance Officers shall handle inquiries regarding the Board’s non-discrimination policies and address any complaint of discrimination.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities (i.e., students who have a physical or mental impairment that substantially limits one or more major life activities).

The educational program includes the academic and nonacademic setting. Each qualified, disabled student shall be educated with nondisabled students to the maximum extent appropriate. In the nonacademic setting, the disabled student shall participate with the nondisabled students to the maximum extent appropriate.



Reference Policy 2260

# Professional Development Activities for Teachers

The District's Department of Curriculum, Instruction and Assessment is responsible for ensuring that high quality professional learning activities are available to district employees. Aligned with the District's goal to improve student achievement, professional development offerings are designed to support the implementation of Ohio's Learning Standards and ensure that rigorous curriculum and instructional methods are in place every day in every classroom to produce college and career ready students. All employees have an opportunity, throughout each school year and during the summer months, to participate in continuous professional learning resulting in highly skilled, knowledgeable and committed educators who ensure that all students achieve and sustain high standards of learning.

Professional development activities are evidence-based, relevant to the state and district needs, and sustained over time, so that each participant will have the confidence and capabilities to provide rigorous instruction that challenges students' thinking in an effort to prepare them for postsecondary education and the workforce. Increasingly, we are providing training that focuses on the integration of technology in the traditional school setting and in the online school format.

The District receives Title II-A federal funds to support professional development activities. Title II-A supports the use of professional development in these areas which are a primary, but not inclusive, focus of the district:

- Providing personalized, sustained and job embedded professional development that is evidence-based for teachers, leadership teams, and district and school leaders focused on improving teaching.
- Developing programs and activities that increase the ability of teachers to effectively teach children with disabilities, including children with significant cognitive disabilities, and English learners, which may include the use of multi-tier systems of support and positive behavioral intervention and supports, so that such children with disabilities and English learners can meet the challenging State academic standards.



# Professional Development Activities for Teachers (cont'd.)

- Providing programs and activities to increase the knowledge of teachers, paraprofessionals, principals or other school leaders on early literacy instruction and preschool.
- Providing training to support the identification of gifted and talented students, including high-ability students not formally identified for gifted education services, and implementing instructional practices that support the education of such students.
- Providing training, technical assistance and capacity-building to assist personnel with selecting and implementing formative assessments, designing classroom-based assessments and using such data to improve instruction and student academic achievement
- Providing high-quality training for staff on effective strategies to integrate rigorous academic content, transition to post-secondary education, career and technical education and work-based learning.
- Carrying out in-service training for school personnel in the techniques and supports needed to help educators understand when and how to refer students affected by trauma, and children with, or at risk of, mental illness; the use of referral mechanisms that effectively link such children to appropriate treatment and intervention services in the school and in the community, where appropriate; forming partnerships between school-based mental health programs and public or private mental health organizations; and addressing issues related to school conditions for student learning, such as safety, peer interaction, drug and alcohol abuse, and chronic absenteeism.
- Providing high quality professional development to effectively engage parents, families and community partners and coordinate services between school and community.





# Willoughby-Eastlake City Schools

Preparing for 2020-2021



*A Reopening Guide for Families & Staff*

*Safe · Smart · Strong*

# Dear Willoughby-Eastlake Families and Students,



On behalf of Willoughby-Eastlake Schools, I would like to thank our community for the great consideration and patience they have shown during these difficult months. Inside of this document you will find our plans to return to school for the 2020-2021 school year.

new virtual platform that will be used for all online instruction) and also procedures and policies that will be used in our schools with regard to COVID-19.

We have taken great care to follow all mandates set forth by the governor, the Ohio Health Department, the Centers for Disease Control, the Ohio Department of Education and the Lake County General Health District when creating our plan to return to school. As the district receives new and updated mandates, we will adjust practices in our schools and on our campuses. ***I would remind you that although we are planning to return to school, at any time the governor can issue a stay at home order, resulting in school closing and all students returning to online classrooms.***

Thank you for entrusting Willoughby-Eastlake with the education of your children. Together we will work through this new “normal” and together we will remain strong.

*Stay well and stay strong,*

***Steve Thompson***

Superintendent  
Willoughby-Eastlake City Schools  
(440) 975 - 3757

The world, our communities and our schools have transformed into places where all decisions are made with one primary goal, to keep people healthy while stopping the spread of COVID-19. As we reopen our schools, please be assured that this goal will govern all daily practices.

Our staff members will be returning to their classrooms during the week of August 17th and ***students will return to the classroom on August 31st.*** The delayed start time will give our staff members an opportunity to participate in professional development focusing on social justice, Schoology (our

***Please check your child each morning for symptoms of COVID-19. If they are showing symptoms, please report this to your school, keep them at home and call your healthcare provider.***

***This is the best way to keep all persons healthy.***

## SYMPTOMS OF CORONAVIRUS (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough



Sore throat



Fever



Muscle pain



Chills



Shortness of breath  
or difficulty breathing



New loss of taste  
or smell



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

# Know your Symptoms

All persons should continue to self monitor for COVID-19 symptoms.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills - Those with a fever over 100 degrees Fahrenheit will not be permitted to enter the building. Students with a fever over 100 degrees Fahrenheit will be sent home.
- 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

This list does not include all possible symptoms.

[CDC will continue to update this list](#) as more is learned about COVID-19.



**WEAR A MASK PLEASE**

Help stop the spread of COVID-19



## SYMPTOM CHECKER

Do I have coronavirus, the flu, or the common cold?



SYMPTOMS	COVID-19	FLU	COLD
Fever	Yes	Yes - High	Rare
Cough	Yes - Dry	Yes	Moderate
Shortness of breath	Yes	Yes	Rare
Muscle aches	Yes	Yes - Often	Moderate
Lethargy	Yes	Yes	Mild
Headache	Sometimes	Yes	Rare
Sore throat	Sometimes	Sometimes	Yes
Stuffy or runny nose	Rare	Sometimes	Yes
Sneezing	No	Sometimes	Yes

If you develop **emergency warning signs** for **COVID-19** get medical attention immediately. Emergency warning signs include\*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning. For the most current information about COVID-19, please visit: [cdc.gov](https://www.cdc.gov) or [coronavirus.utah.gov](https://www.coronavirus.utah.gov)



**OGDENCLINIC**

801-475-3000  
ogdenclinic.com

Source: World Health Organization, The Center for Disease Control.

Coronavirus Disease 2019 (COVID-19)



**WEAR A MASK. PROTECT OTHERS.**

Willoughby-Eastlake Back to School

# Back to School.....

The most effective tool used in all schools is social distancing. The district will make every effort to distance students and staff at all times.

*In order to keep Willoughby-Eastlake students and staff safe, the following measures will be taken inside of all buildings:*

- All policies, practices and procedures used in all Willoughby-Eastlake buildings will follow mandates and guidelines created by the Ohio Department of Health, the Ohio Department of Education, the Lake County General Health District and the office of Governor DeWine. These are subject to change based on the recommendations of these agencies.
- Class schedules and building start and end times will not be changed.
- Students will begin classes on August 31st.
- Specific guidelines have been developed for students visiting school clinics.
- When possible, classroom furniture will be spaced appropriately and will face in the same direction.
- There will be no large group gatherings (assemblies, field trips, etc.).
- In order to minimize the potential for the spread of germs on common surfaces, doors will remain open.
- Students will eat in the cafeteria and will be distanced to the greatest extent possible. Lunch times will be staggered to decrease the number of students in the cafeteria at one time.
- Lockers will not be used; it will be necessary for students to keep all materials with them during the day.
- There will be no shared materials (glue sticks, crayons, pens, etc.).
- Any item that must be used by more than one person (i.e. computers) will be sanitized following each use.
- Students will have assigned seats whenever possible: lunch, in class, on buses.
- School bus disinfection protocol, established by state and local health departments, will be followed daily and between bus runs.

## SOCIAL DISTANCING

is trying to keep yourself away from other people during infectious disease outbreaks.



You should maintain a distance of six feet from others and take every effort to distance yourself whenever possible.

# Learning Options



**Families will have two options for learning environments when students return to school:**

## Option 1: Attend school in person

- Ride a bus to school (all riders wear a mask)
- Safety protocols in place
- Face coverings worn in grades K-12
- Social distancing when possible

## Option 2: Learn from home

- Students enroll for a semester at a time
- Online classes taught by Willoughby-Eastlake staff
- Students engage in online learning and independent assignments
- Curriculum follows the Ohio Department of Education guidelines
- If a child returns to in-person learning, after being in an online setting for a semester, they are not guaranteed to have the same teacher that they had while online.
- A child enrolled in online classes will be eligible to participate in extracurricular activities.
- Students enrolled in Excel TECC programs are able to take their high school classes online but not vocational classes and should carefully review all expectations with their program supervisor before enrolling.



At this time, students in grades K-12 are able to register to remain at home while receiving their education online. The online school option will be provided by the Willoughby-Eastlake City School District teaching staff who will continue to follow state standards utilizing district curriculum resources. Students will be required to participate in both synchronous (live) virtual learning, and asynchronous (working independently on assignments) virtual learning. Students will be expected to participate in all local and state testing as required by the Ohio Department of Education and attendance requirements will apply. For students with an IEP or 504 plan, specific services and accommodations will be reviewed as a team prior to the start of classes. All students will receive instruction in core courses and be provided access to the courses that will enable them to earn the appropriate credits toward promotion and graduation. Based on enrollment and staffing, some elective options may not be available as synchronous (live) courses and will be completed independently as an asynchronous option with teacher monitoring and support. Families will commit to a minimum of one semester of instruction when choosing the online school option.

**In order to keep all persons safe, all staff and visitors will be assessed for COVID-19 prior to entering any district facility.**

***Safe · Smart · Strong***

# Staying safe, smart, strong.....

There have been several recommendations from the office of Governor DeWine. You can read them here: [COVID-19 Health and Prevention Guidance for Ohio K-12 Schools](#)

*In order to keep Willoughby-Eastlake students and staff safe, the following measures will be taken inside of all buildings:*

- While in gym class, students and staff will follow the guidelines and restrictions published by the Ohio Department of Health's [Amended Order for Contact Sports](#)
- For the purposes of cleaning and sanitation, the district will continue the use of EPA registered COVID-19 disinfectants. They can be found here: [EPA Registered Disinfectants](#).
- Students will be taught the proper technique for hand washing and they will be directed to do this frequently, especially when they enter the building, prior to dismissal, when hands are dirty, before and after eating and when using the rest room.

- Students will be taught procedures for social distancing during arrival, dismissal, instructional time, lunch, etc.

- Students will be taught procedures for

- Proper use of PPE
- Symptom identification
- Cough and sneeze etiquette

- Staff members will participate in training specific to the following items as they relate to COVID-19

- Proper use of PPE
- Hand washing
- Social distancing
- Symptom identification
- Cough & sneeze etiquette

**Wear a Cloth Face Covering to Protect You and Your Friends**

**PUT ON**

- WASH YOUR HANDS
- PLACE OVER NOSE AND MOUTH
- MAKE SURE YOU CAN BREATHE EASILY

**TAKE OFF**

- TAKE OFF YOUR FACE COVERING
- FOLD OUTSIDE CORNERS TOGETHER
- PUT ASIDE FOR WASHING
- WASH YOUR HANDS

**WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.**

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

CS 318394-4 07/20/2020

# .....How will it look?



## ***In order to keep Willoughby-Eastlake students and staff safe, the following measures will be taken inside of all buildings (cont'd.):***

- Students will not be permitted to bring snacks/treats to school to share with fellow classmates. This includes birthday treats at the elementary level.
- All meetings of parent sponsored organizations will be held in a virtual format for example: boosters, PTO, PTA
- Additional cleaning/disinfecting will be performed before, during and after school. Willoughby-Eastlake has purchased Clorox360 machines for thorough disinfection.
- Except in the case of an emergency, there will be no visitors permitted in W-E buildings. This includes elementary school classroom parties.
- Elementary school students will be going outside for recess on a staggered schedule to decrease the number of students on the playground.
- When social distancing in physical education classes, students will be instructed by their physical education teachers as to when they are able to remove facial coverings.
- To the greatest extent possible, traveling in hallways will be limited.
- Restrooms will be used by a limited number of persons at any given time.
- Information specific to a building will be sent out by building principals.
- Additional hand sanitizer stations will be placed throughout the building in high traffic areas.
- Additional cleaning materials will be in classrooms and available for use throughout the day.
- Increased opportunities will be given throughout the school day for additional handwashing.
- Schools must monitor daily absences of students and staff for trends.
- Students will provide their own hand sanitizer to be used in addition to the sanitizer supplied by the district.
- Upon entering the building, all persons will have their temperatures will be taken. Any person with a temperature of 100 degrees or higher will not be permitted to enter. A student that has come to school with a temperature of 100 degrees or higher will be immediately quarantined and sent home.

# Facial Coverings

As stated in Governor DeWine's health and prevention guidelines, "Use of cloth face coverings can reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19." Because of this, Willoughby-Eastlake City Schools will require the use of masks on all properties to reduce the spread of germs. When possible, the district will always use social distancing as the first line of defense.



**Persons on Willoughby-Eastlake campuses will be required to wear masks, unless they are unable to do so due to medical reasons. Persons unable to wear a mask will be required to present written documentation to their home school written by their healthcare provider.**

- All Willoughby-Eastlake employees will be required to wear a mask when on campus. Facial coverings may be removed when an employee is working alone in an assigned area and while eating.
- All students, regardless of age, are required to wear a mask when traveling on a school bus and will sit in an assigned seat.

- All students in grades K-12 will be required to wear a mask on campus and in school, when socially distancing is not possible (students are in a group or less than 6 feet from other persons). Students that are working independently, and are socially distant, will be permitted to work without a mask as determined by W-E staff.
- Student masks will be provided by parents/ family.
- Students will not be required to wear a mask while eating.
- All visitors on Willoughby-Eastlake campuses will be required to wear a mask at all times.
- If it is necessary for a visitor to enter the building, they will be assessed for COVID symptoms prior to entering.
- Persons unable to wear a mask must provide written documentation from a healthcare provider.



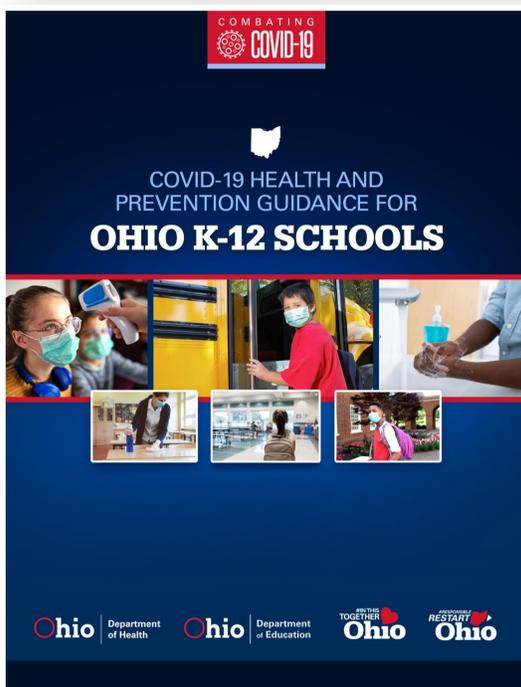
# Someone in our school is sick. What now?

In order to ensure the health and well being of our families, students and staff, it is imperative that the district follow all mandates set by Governor DeWine's office and the state and local health departments.

## ***If a person in a school building were to become ill or exhibit signs and symptoms of COVID-19:***

- Any person showing signs of illness will be immediately quarantined in a designated location in their school building. Once quarantined:
  - Temperature will be taken by designated school personnel wearing appropriate PPE.
  - Any person exhibiting symptoms will be sent home and will be referred to appropriate health care professional or a COVID - 19 testing site.
  - COVID-19 symptomatic person cannot return to school until they meet current CDC criteria for return to work/school
- Areas of the building occupied by a person with symptoms will be thoroughly sanitized.
- Local health department protocol will be followed with regard to reporting of persons in the building exhibiting symptoms.
- Local health departments will inform persons of potential exposure and those persons should follow quarantine and other recommendations from local health departments and their healthcare provider.

**\*All procedures are subject to change based on recommendations from the state and local health departments.**



## ***If a person in a school building were to test positive for COVID-19 or is in the presence of another person testing positive for COVID-19:***

- Any person testing positive for COVID-19 must refrain from entering a Willoughby-Eastlake building for a minimum of 14 days unless otherwise instructed by their healthcare professional.
- Any person testing positive for COVID-19 must present the school with a note from their healthcare professional stating that it is safe for them to return to a Willoughby-Eastlake campus/building.
- Individuals who test positive for or are suspected to have COVID-19 must experience an improvement in symptoms and isolate for a period of time (as recommended by the local health department) before returning to school.
- Individuals who are in the presence of someone that has tested positive for COVID-19 must follow all recommendations set by the local health department and must contact their home school.

# Instructional Delivery Plan

Willoughby-Eastlake City Schools is implementing both remote learning as well as in-person learning. As a part of the response plan, the district has aligned the return to learning plan with the State of Ohio Color Coded Risk Assessment Plan. The district color coded plan represents movement in learning formats for students attending in-person classes rather than those attending school virtually.

<b>Willoughby-Eastlake Instruction Aligned with Ohio Color Coded Risk Assessment</b>			
<b>Level 1 Yellow</b>	<b>Level 2 Orange</b>	<b>Level 3 Red</b>	<b>Level 4 Purple</b>
<b>IN-PERSON LEARNERS</b>			
<b>In Person</b>	<b>In Person</b>	<b>Remote</b>	<b>Remote</b>
In-person learners: All staff and students attend school five days per week.	In-person learners: All staff and students attend school five days per week.	In-person learners: All students will participate in remote learning from home utilizing Schoology. Students will move to a virtual platform along with their classroom teacher.	In-person learners: All students will participate in remote learning from home utilizing Schoology. Students will move to a virtual platform along with their classroom teacher.
*In-person learning will be based on the Lake County Risk Levels above.			
<b>Level 1 Yellow</b>	<b>Level 2 Orange</b>	<b>Level 3 Red</b>	<b>Level 4 Purple</b>
<b>VIRTUAL LEARNERS</b>			
<b>Virtual learners: All staff and students attend participate in school five days per week utilizing Schoology.</b>	<b>Virtual learners: All staff and students attend participate in school five days per week utilizing Schoology.</b>	<b>Virtual learners: All staff and students attend participate in school five days per week utilizing Schoology.</b>	<b>Virtual learners: All staff and students attend participate in school five days per week utilizing Schoology.</b>

## Extracurricular Activities

If students are quarantined for any reason, they may not participate in extracurricular activities.

If a building is closed for the purposed of quarantine, all extracurricular activities will be immediately suspended.

In the event Lake County were to be identified as a Red/Level 3 county, all extracurricular activities will be immediately suspended until further notice.

## Transportation

School transportation will be available five days per week per established boundaries.

## Food Service

Food Service will be available to students in the traditional setting five days per week.

## Face Coverings

The following criteria should be used when wearing a face covering to ensure maximum effect:

- It should fit snugly but comfortably against the sides of the face
- It should be secured by ties or loops to maintain fit
- It should be constructed with multiple layers of cloth or material
- It should allow the user to breathe without restriction
- If should be washed daily or replaced if washing cannot be accomplished

# State of Ohio Color Coded Risk Assessment

## Ohio COVID-19 Risk Level Guidelines for the Public

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Public Emergency</b> Active exposure and spread. Follow all current health orders.	<b>Public Emergency</b> Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	<b>Public Emergency</b> Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	<b>Public Emergency</b> Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

### LEVEL 1-4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS

Over 60% of Ohioans are considered high-risk based on CDC guidance. High-risk individuals\* are at an increased risk of severe illness and should take every precaution to guard against contracting COVID-19, including following higher risk level guidance outlined below. Consult a doctor about your risk.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.**</li> <li>Maintain social distancing of at least 6 feet from non-household members.</li> <li>Wear face coverings in public, especially when social distancing is difficult to maintain.</li> <li>Increase caution when interacting with others not practicing social distancing or wearing face covers.</li> <li>Avoid traveling to high-risk areas.</li> <li>Follow good hygiene standards, including:                             <ul style="list-style-type: none"> <li>Wash hands frequently with soap and water for at least 20 seconds.</li> <li>Use hand sanitizer frequently.</li> <li>Avoid touching your face.</li> <li>Cover coughs or sneezes (e.g., into a tissue, or elbow).</li> <li>Symptom self-evaluation monitoring.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Same guidelines as in <b>Level 1</b>.</li> <li>Avoid contact with anyone who is considered high-risk.</li> <li>High-risk individuals* should take extra care to follow precautions.</li> <li>Decrease in-person interactions outside household.</li> <li>Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Same guidelines as in <b>Levels 1-2</b>.</li> <li>Decrease in-person interactions with others.</li> <li>Consider necessary travel only.</li> <li>Limit attending gatherings of any number.</li> </ul>	<ul style="list-style-type: none"> <li>Same guidelines as in <b>Level 1-3</b>.</li> <li>Stay at home/ necessary travel only.</li> </ul>

Households should assume that if one person is sick every person living there is as well and should take appropriate measures to control the spread, which should include self-quarantining and contacting a doctor.

## COMMUNICATION

It is the goal of Willoughby-Eastlake City Schools to provide clear and consistent communication at all times in and out of school. This will be even more important during a period of a pandemic. Information concerning the district's COVID-19 response will be communicated through a variety of platforms:

- Our website: [www.weschools.org](http://www.weschools.org)
- School Messenger messages
- Video broadcasts posted on the district website and Facebook
- Social media: [Facebook](#), [Twitter](#)



# Building Closure Criteria - Elementary Schools

If a person tests positive for COVID-19 in an elementary school building....

**POSITIVE CASE/CASES COVID in 1 CLASSROOM**

**CLASS QUARANTINE**

POSITIVE COVID  
1 CLASSROOM

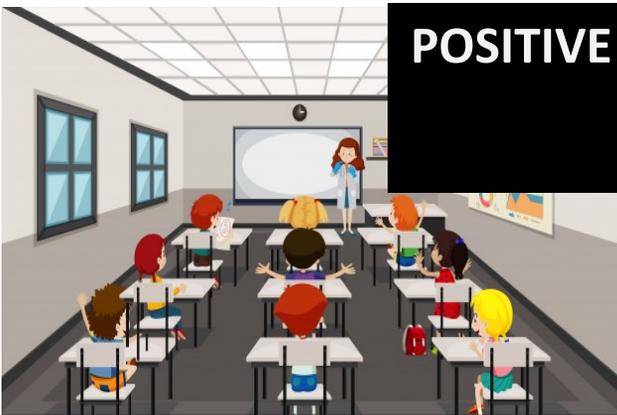


In the event there is a confirmed case (or multiple cases) of COVID-19 **in one classroom within a building**, the students and staff in that class will be quarantined for 14 days. These students will move to online instruction during the quarantine period.

In the event there is a confirmed case (or multiple cases) of COVID-19 **in more than one classroom within a building**, the building will be quarantined for 14 days. These students will move to online instruction during the quarantine period.

**POSITIVE CASE COVID in MULTIPLE CLASSROOMS**

**BUILDING QUARANTINE**



POSITIVE COVID  
2 CLASSROOMS

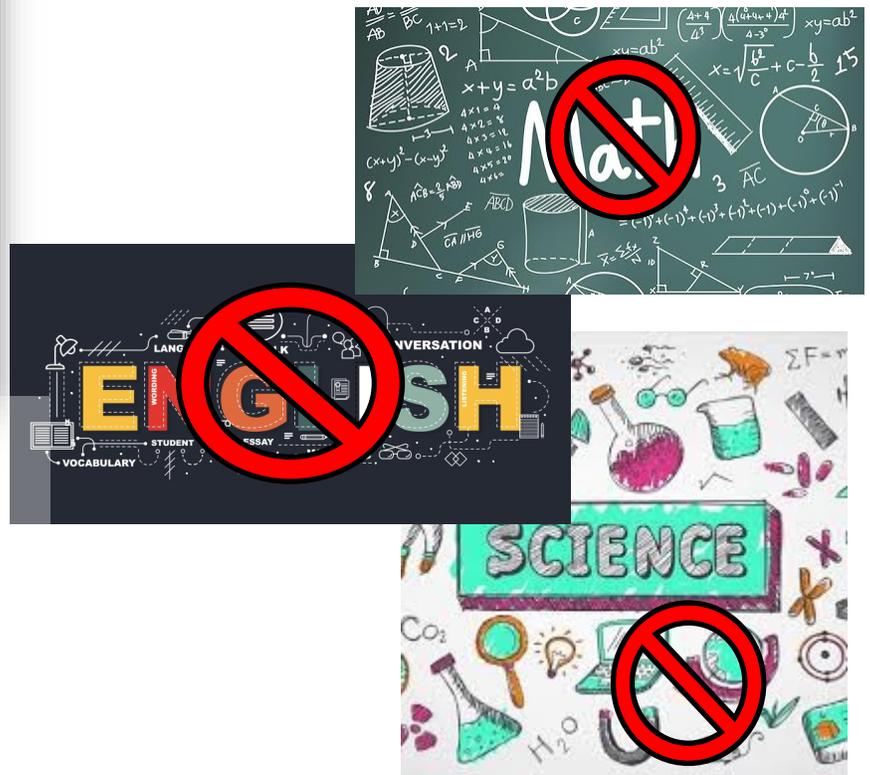
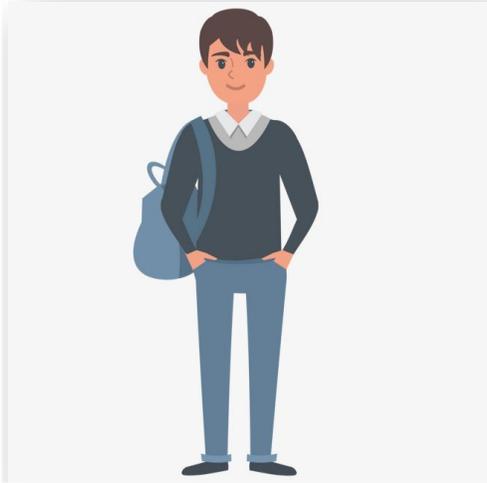


# Building Closure Criteria - Middle & High Schools

If a person tests positive for COVID-19 in a middle or high school building....

In the event a high school or middle school student tests positive for COVID-19, students and staff in classes that the student attends will be quarantined for 14 days.

**1 POSITIVE PERSON—ALL CLASSES QUARANTINE**



POSITIVE COVID  
1 STUDENT

**2 POSITIVE PERSONS - SCHOOL CLOSES**  
**14 DAY QUARANTINE**  
**ALL STUDENTS MOVE TO REMOTE LEARNING**



POSITIVE COVID  
2 STUDENTS



# Important Updates



**You** 

## You can find us on YouTube...

The district will continue to keep you updated on changes in procedures brought on by COVID-19. To find all updates:

[Click here >>>](#)

### IMPORTANT NOTE

*Although Willoughby-Eastlake is planning to return to school, at any time the governor can issue a stay at home order, resulting in school closing and all students returning to online classrooms.*

[Ohio Department of Health](#)

[Lake County General Health District](#)

[United States Centers for Disease Control \(CDC\)](#)

Events and resources available to Willoughby-Eastlake families will be updated on the district website, Facebook and distributed via email.

Please check back often.

Together, W-E will remain strong.

**#WEStrong**

## CONNECT WITH US



*Teach - Learn - Grow*

*Willoughby-Eastlake City Schools - 35353 Curtis Blvd. - Eastlake OH 44095*