



Great Oaks Career Campuses

High school plans for the start of 2020-2021

Our community, and the world, continues to adapt to the ongoing pandemic. In all that we do at Great Oaks, the safety and health of our students, staff and visitors are our highest priority. Whenever students, staff and visitors are together in a Great Oaks building, we will expect that social distancing (at a minimum of 6 feet) is practiced, face coverings will be worn by all, and the buildings and equipment will be frequently cleaned and sanitized. We will also encourage such healthy personal habits as regular hand-washing.

The following information is for high school programming on campus and reflects the most recent planning as of August 5, 2020; information can change and will be updated if circumstances change.

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Health and safety

Cleaning the building

- Disinfectant cleaners and paper towels will be supplied by custodians to each lab and classroom.
- Teachers should spray and wipe desks, chairs, and equipment after each use.
- To clean electronics, cleaner should be sprayed on towel--NOT on electronic equipment. No acetone or ammonia should be used.
- Custodians will clean high-touch surfaces in common areas throughout the day and thoroughly clean all spaces used each evening.

Maintaining social distancing

- Using an A/B schedule, approximately half of the student population will be on campus each day. This will allow for additional spacing naturally. In addition, most career labs are larger rooms with sufficient ventilation, so we can minimize use of traditional classroom spaces and support rooms.
- Students will stay in their lab throughout the day, except for lunch and rest room breaks, and so hallway traffic is limited.
- Arrival and dismissal times will be staggered to prevent large groups of students in common areas.
- Floor graphics are placed in areas where students are likely to line up.
- Signage throughout the building encourages social distancing.
- Morning announcements remind students to maintain space.
- Only essential visitors will be allowed in the building.

Health checks

- Students and staff will self-monitor their health, including taking their own temperature daily at home.
- Great Oaks instructors and/or school nurses may also take student temperatures as needed.
- Signage at each entrance and throughout the building will remind staff, students and visitors about COVID-19 symptoms.
- Frequent hand-washing is encouraged through signs and morning announcements.
- Hand sanitizer stations are available throughout the campus.

Masks

- Masks, face coverings or face shields are required both by Board policy and by order of the Ohio Department of Health, and must be properly worn by everyone in the building.
- One cloth mask will be provided to each student.
- One face shield will be provided to each Great Oaks instructor.
- Exceptions will be made in career labs in which a cloth mask is a violation of accepted industry safety standards, or for other reasons outlined in Board Policy 8450.01 or allowed by state or local authorities.

For this plan to be successful, associates, students, and parents must work together. The following pages also include health, safety and learning expectations for all.

Expectations— health and safety practices

For everyone

1. Check your health, including temperature, before coming to school.
2. Stay home if you have a temperature over 100 degrees F.
3. You must wear a face covering indoors, especially when expected to be within 6 feet of another person. The mask must cover nose and mouth.
4. Maintain social distance of 6 feet from others in hallways and everywhere possible.
5. Read and follow health and safety signs posted on campus.
6. Wash hands frequently.
7. Limit movement around the building.

For students

1. Follow the “For everyone” expectations listed above.
2. Carry a water bottle; water fountains and vending machines will not be available.
3. Help keep work areas clean and sanitized regularly.

COVID-19 testing

- COVID-19 testing is voluntary and personal, and is done through local health facilities. We encourage everyone—students, staff and families—to be tested as needed and as tests are available. Students or staff members who exhibit symptoms may be asked to be tested before returning to school.

If a student or associate is suspected to have COVID-19 or tests positive for COVID-19

Great Oaks has incorporated social distancing, regular sanitizing, face mask requirements, and encouragement of healthy habits into the regular school day. Students and associates are responsible for taking precautions, including wearing face coverings, keeping areas and equipment clean, social distancing, and frequent hand washing. We understand that these practices will minimize, but not necessarily eliminate, the risk of illness on campus. We respond to potential illness in these ways:

- Great Oaks will continuously monitor and follow the protocols developed by the local health departments associated with each Great Oaks campus.
- If a student feels ill while on campus, the school nurse will assess the student's symptoms and quarantine the student as needed. If a student is quarantined, the student will be sent home, and the school nurse will provide the family with testing, isolation, and return to school protocols.
- If an associate develops COVID-19-like symptoms, he/she should call the district contact. The district contact will provide the associate with further guidance concerning district and quarantine protocols.
- When a person is suspected to have COVID-19, the areas in which the student or associate were located will be immediately cleaned and sanitized.
- If a student or associate has a positive COVID-19 test, Great Oaks will work with the appropriate health department to perform contact tracing. Individuals that have had close contact with the positive case will be notified. All students and associates at that campus will be notified that someone has tested positive. Notifications will be done with the intent of following HIPAA privacy laws.

Other actions and procedures will be adopted as needed or determined by the appropriate health department or other authority.

Visitors

Visiting staff includes:

- *Great Oaks employees at buildings other than their primary building—for instance, visiting administrators, IT technicians, maintenance staff, instructors attending meetings, etc.*
- *Substitute teachers*
- *Employees (counselors, principals, etc.) from affiliate schools*
- *First responders*
- *Children's services staff*

For parents

1. Follow the "For everyone" expectations listed above.
2. Ensure that students do a wellness check each morning, including checking temperature. Keep students home if they have a temp over 100 degrees F.
3. Provide a clean mask daily for students.
4. Avoid visits to the campus, except in emergencies. Conduct a self wellness check, including temperature, before visiting the campus.
5. Wear a mask when on campus.
6. Conduct meetings with teachers and staff by phone or online whenever possible.

For instructors/staff

1. Follow the "For everyone" expectations listed above.
2. Monitor hallways between periods to ensure that students are social distancing.
3. Ensure that students are wearing masks.
4. Use supplies provided to spray desks and clean door handles, shared materials or equipment, and other high-touch areas frequently.
5. Keep classroom doors open where possible to maximize airflow and minimize the number of touches to the door handle.

For custodians

1. Follow the "For everyone" expectations listed above.
2. Disinfect common areas regularly throughout the day.
3. Frequently wipe and disinfect door handles, stairway railings, and other high-touch areas.
4. Ensure that supplies and sanitizers are available for staff and students.

- *Special services professionals based on IEPs – speech therapy, etc.*
- *Others providing support services, such as mental health/medical professionals*
- *Probation officers/truancy diversion program*
- All visiting staff must check in at the front desk and will be required to have temperature checked and affirm that they are symptom-free.
- All visiting staff must wear mask at all times while on campus.
- Signs will ask visiting staff not to enter if they exhibit COVID-19 symptoms.

Essential visitors include:

- *Contractors for maintenance, construction, IT or other infrastructure needs*
- *Contractors for service calls – copier machine service, vending machine service*
- *Delivery/USPS mail/office suppliers/lab suppliers (auto parts, construction materials, etc.)*
- *Parents/guardians/siblings*
- *District office guests touring/visiting building*
- *Business and Industry Advisory Committees*
- *Local/state officials*
- Visits should be limited and alternatives to a personal visit used if available. For instance, business or conversations should be conducted online if possible.
- Except in emergencies, visitors should make an appointment before coming to campus.
- The campus dean or other administrator may deny entry to campus if the visit is deemed non-essential.
- Signs on door will encourage visitors to reconsider their visit.
- All visitors must fill out an online symptom assessment before being admitted. (See “Visitor screening procedures” below.)
- All visitors must check in to front desk and have temperature checked.
- All visitors must wear mask at all times while on campus.
- Vendors and contractors will be encouraged to wait until after the school day to come to campus.
- Deliveries will be contactless and scheduled for non-school hours where possible.
- All visitors will be informed that failure to follow the health guidelines will result in being asked to leave the campus. The School Resource Officer will help enforce this if necessary.

Visitor screening procedures

- All visitors will be required to complete the online screening form prior to entering the building. Signs will be posted with a QR code and website that will take the visitor to the screening form.
- If the visitor “passes” the screening they will be directed to press the call button for access to the building and report directly to the receptionist for a temperature check and to have their ID scanned by lobby track.
- The visitor will get a lobby track visitor sticker only after completing the screening form, temperature and background checks.
- The receptionist will need to have access to the screening form responses to verify the visitor completed and passed the screening before opening the door for the visitor.
- If the visitor “fails” the screening they will be notified that they cannot access the building and be given the campus’ main phone number to call for more information.
- Visitors will be required to sign out at the receptionist desk and discard their visitor sticker.
- If a visitor cannot access the online screening form, the receptionist should ask the questions through the call box and fill out the online form on their behalf.

Fire and disaster drills

Per the Ohio Fire Marshall, Great Oaks and other Ohio schools will continue to hold emergency drills as required. Because of the A/B schedule, all drills will be held twice to ensure that all students participate.

The school day/school year

August 17th is the first day of school for Group A students; August 18th is the first day for Group B students.

A/B (blended) schedule

As a school that provides hands-on and experiential learning, we know that it's important that students be in career labs as much as possible, and so our goal is to maximize the amount of time each student can be on campus.

The school year will begin with a blended, or A/B, schedule. Students will be divided into two groups, with the A group on campus Monday/Thursday and the B group on campus Tuesday/Friday, with Wednesday as an online learning and assistance day for all students. Groupings will be determined by the campus staff.

Exceptions:

1. At specific campuses, a few senior programs may be included in the A schedule in order to balance the number of students between A and B groups.
2. CareerX classes will meet four days per week (Mon/Tues/Thur/Fri).
3. Some programs may have Wednesday activities to accommodate requirements for clinical time or minimum class time.
4. Students may have individual circumstances that cause them to be on campus for more than two days per week.

In order to maximize the amount of hands-on, career-technical education available to students, all in-person classes will be in the career lab with the career-technical instructor. English, mathematics, social studies, and science classes will be taught online. Students will spend the entire school day two days per week in their career-technical program. By attending lab all day twice a week and doing academics online, students maximize their career lab time, receiving 80% of the lab time that they would have had under the traditional schedule.

Learning expectations

Expectations for students

On-campus days

Career Technical programs (CT): Students will be in CT labs two full days, twice per week. M/Th or T/F.

Academics: Students have at least one hour of academic in-person support each day.

Students should:

- Follow all health and safety guidelines.
- Follow all sanitation procedures for learning areas and equipment.
- Be present and prepared to participate in all lab activities
- Fully engage in all instructional activities.
- Participate in all academic support activities.
- Participate in all counseling and extra help activities as needed.

Off-campus days

CT: Students may complete independent assignments.

Academic: Students will attend 30-minute Zoom classes for each academic subject.

Students should:

- Participate in all Zoom meetings with academic instructors.
- Complete all independent weekly assignments.
- Utilize instructor office hours as needed.

Wednesday (remote day)

CT: Attend Zoom class conducted by your CT instructor. This class will last a minimum of 30 minutes.

Academic: Students will attend 30-minute Zoom classes for each academic subject.

- Participate in all Zoom meetings with instructors.

If you are absent for an extended period

- Work on remote assignments provided through Blackboard
- Participate in all remote sessions provided by instructors or other staff as able.
- Communicate concerns to instructors and other staff through email, office hours, etc.

If one of your instructors is absent for an extended period

- Continue to attend and follow instructions provided by instructor on Blackboard.
- Follow instructions from substitute and other on-campus staff.
- Participate in all remote activities such as Zoom meetings and office hours as needed.

The blended schedule also means that the same group of students will stay in the same room—their career lab—for the full day, reducing the number of times per day needed to sanitize rooms if students changed classes for multiple periods daily. Having fewer classroom changes also minimizes hallway interactions.

This schedule is in effect for the first quarter of the 2020-2021 school year, with a decision on the second quarter schedule to be made by October 2nd.

For more information, see “Great Oaks Blended Learning Guidelines” at the end of this document.

Academic classes

Academic classes will be taught using a curriculum specially designed for online learning. As part of this schedule, students will also have time to meet with academic instructors while on campus, which will support their online learning.

This blended schedule will be in effect for the first quarter.

Of course, should state officials or health officials mandate a different plan, we will adapt.

Breakfast and lunch

Meals will be available, and will be served in a way that minimizes students’ exposure to other students and enhance cleaning and safety protocols. The procedures may vary by campus, depending on available space and staffing.

Technology and internet access

Great Oaks provides a laptop for every student, imaged with any software or files needed for that student’s career program.

To support the distance learning portion of the blended learning schedule for those who do not have reliable internet access at home, Great Oaks has purchased 200 hot spots for student use. Students who have a need for a hot spot should contact their instructor.

Space will be made available on campus Monday through Friday for any students who are still unable to access a reliable internet signal at their home.

Expectations for career-technical instructors

A/B days for on-campus students

- Follow health and safety guidelines for students and staff.
- Provide instruction based on the weekly instructional cycle.
- Ensure students are following current health and safety guidelines.
- Ensure all students are properly supervised.
- Communicate student concerns to appropriate campus personnel.

A/B days for off-campus students

- Monitor student communication

Other tasks

- Assist with overall sanitation of your area and equipment.
- Participate in ongoing professional development.
- Conduct ongoing planning for next instructional cycle.
- Perform other duties as assigned per campus administrator.
- Communicate with employers as needed for placement, advisory councils, etc.

Wednesday (remote day)

- Post weekly template to Blackboard prior to Zoom class.
- Conduct Zoom sessions for each lab during allotted time (minimum 30 minutes each). This session starts the weekly instructional cycle.
- Plan the next instructional cycle.
- Other duties as assigned per campus administrator.
- Attend all staff, committee, content meetings as needed.
- Reset lab for next weekly cycle.
- Hold office hours per campus schedule.

NOTE: If career-tech labs are required to implement a fully-remote plan, this Wednesday plan will be expanded to multiple days per week.

If students are absent for an extended period

- Continue to communicate expectations and assignments to parents and students via Blackboard.
- “Check in” with student via phone or email.
- Ensure administrator and Student Services are aware of student’s situation.

If you are absent for an extended period

- Continue to provide weekly lesson cycles if possible via Blackboard.
- Communicate with your administrators as often as possible to support your students.

Transportation

Busing is provided by the home school. Check with your assigned school district to learn more. Great Oaks inter-campus shuttles will continue to be provided where needed.

Supports for students

- Academic teachers will meet with students in person on the days that students are on campus.
- Each campus has a school nurse to assist with physical and health needs.
- Counselors are available to connect students with individual social, emotional, and mental health support.
- Students should contact instructor for any additional instructional assistance.

Expectations for academic instructors

A/B days for off-campus students

- Conduct 30-minute Zoom meetings for each “class” per the campus schedule.
- Be available for predetermined office hours of 1 hour per day.

A/B days for on-campus students

- Follow health and safety guidelines for students and staff
- Support student arrival and departure, ensure social distancing, masks, etc.
- Provide “support” sessions for your subject area per the campus schedule.
- Provide lunch supervision per the campus schedule
- Provide support in labs during lab instructional time per the campus schedule.

Other tasks

- Assist with overall sanitation of your area and equipment.
- Provide lunch coverage for CT instructors.
- Participate in ongoing professional development.
- Conduct ongoing planning for next instructional cycle.
- Perform other duties as assigned per campus administrator.

Wednesday (remote day)

- Post weekly template to Blackboard prior to each Zoom class.
- Conduct 30-minute Zoom sessions per class during allotted time. (This session starts the weekly instructional cycle)
- Plan the next weekly instructional cycle.
- Perform other duties as assigned per campus administrator.
- Hold office hours per campus schedule.
- Attend all campus and district meetings as scheduled.

If students are absent for an extended period

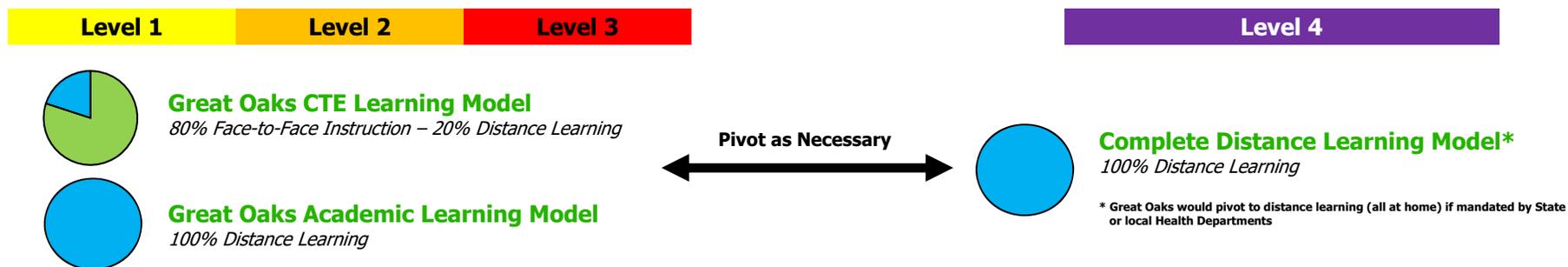
- Continue to communicate expectations and assignments to parents and students via Blackboard.
- “Check in” with student via phone or email.
- Ensure administrator and Student Services are aware of student’s situation.

If you are absent for an extended period

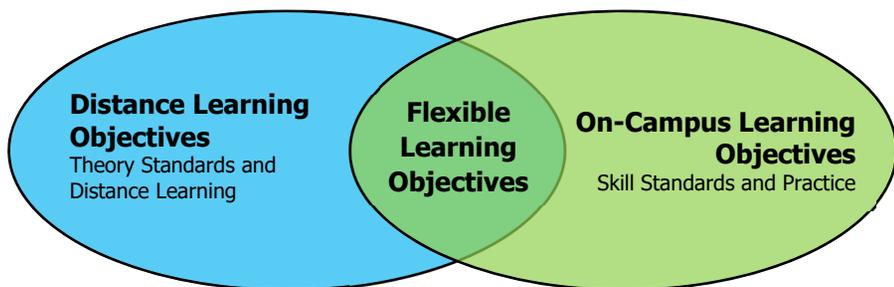
- Continue to provide weekly lesson cycles if possible via Blackboard.
- Communicate with your administrators as often as possible to support your students.

In response to public health concerns, Great Oaks will offer a blended learning experience at the start of the 2020-2021 school year based on a mix of on-campus and distance/remote learning. The goal of this plan is to safely maximize the amount of time students can learn in career technical labs. A blended learning environment helps prepare students to be career-ready by building more independence and personal responsibility in learning. This shift in instructional practice requires instructors to be facilitators of learning while students take more ownership in learning. Great Oaks blended learning plan provides face-to-face and remote support for the social-emotional needs of all our students.

Great Oaks Teaching and Learning Response to Ohio's Covid-19 Public Health Advisory System

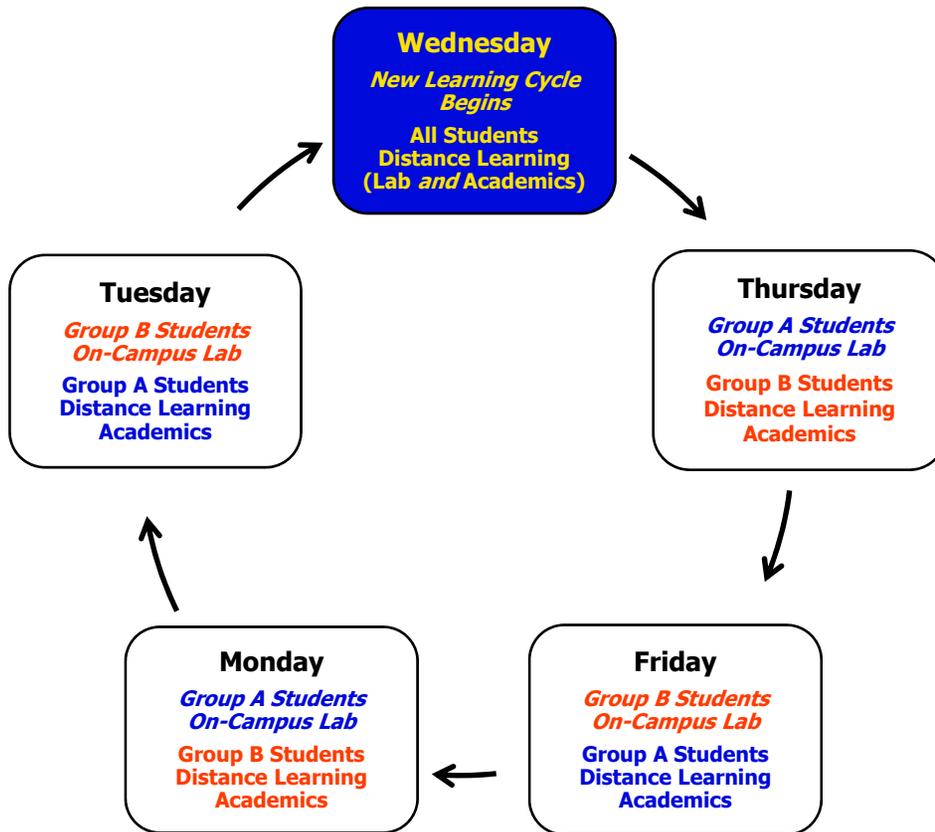


The roles of teacher and student shift in a blended learning environment. Students are engaged in learning five days per week with support from instructors. **Great Oaks defines *distance learning* as teacher-directed learning that students complete off-campus.** This type of learning relies on a mix of instructional strategies and requires students to complete some work off-campus. Both synchronous (learning with others in a virtual environment) and asynchronous (learning at any time) is expected. All students work toward meeting state and local graduation requirements.



Prioritizing objectives based on the best mode of learning allows instructors to effectively use face-to-face instructional time to provide targeted support. In career technical labs, teachers can spend time preparing students to pass specific industry credentials while ensuring they have time to practice skills that employers need. In academic courses, teachers will support students as they develop related academic skills needed for career success. Intervention specialists, counselors and teachers will continue to support students with special needs.

Great Oaks Blended Learning Model



To support social distancing guidelines, students will be divided into *Group A* and *Group B* learning cohorts that will alternate between on-campus and distance learning. Wednesday will start a new learning cycle, and all students will attend required online meetings (i.e. Zoom) and complete other distance learning activities.

The focus of on-campus learning is to help students develop mastery of CTE and related academic standards. Distance learning activities are varied and designed to enrich overall learning objectives and assess student skills. Distance learning is not simply practicing skills.

Weekly learning agendas and expectations will be posted on Blackboard at the start of each new learning cycle.

Teacher Role

- Facilitates instruction and learning
- Provides relevant curriculum-aligned learning activities
- Monitors and reports student progress toward mastery weekly
- Supports all students as they learn
- Creates real-world related learning activities
- Schedules distance learning activities

Student Role

- Initiates and owns learning
- Engages in all learning activities
- Tracks personal progress weekly
- Asks for help when necessary
- Participates in scheduled online meetings
- Maintains school as primary priority

Students will earn grades based on their mastery of learning and level of engagement and assessed through multiple methods.

Face-to-Face Learning Expectations

Student attendance is important to ensure learning mastery
 Students must follow social distancing and other health safety measures
 Students need to engage daily with on-campus instructor support
 Students need to maximize on-campus learning activities

Distance Learning Expectations

Students will spend approximately 1.5 hours per week per academic course
 Students will spend approximately 1.5 hours per week for CT courses
 Students need to complete distance activities prior to on-campus days
 Students need to set and maintain a learning routine

Official attendance will be calculated based on face-to-face and distance learning days