



PREPARING FOR THE 2020-21 SCHOOL YEAR

Updated 1 September 2020

We will update this plan regularly based on information provided by the CDC, the TEA, and other applicable federal, state, and local agencies. The next update will be released in late July.

Dear Waterloo community,

We have had a great two week start to the school year, and we are ready to increase the opportunities for students to learn in person. This new stage of learning will begin on Tuesday, September 8th.

While we are changing our schedule of in-person and remote learning, we are not changing our commitment in this strange time: provide strong, safe, growth-oriented learning and academics that support healthy relationships and connections to one another and the wider Austin community. There will always be a tension between minimizing risks and dangers and providing the healthy, whole-person experience that in-person interaction provides—that is true beyond the threat of a virus, but applies to experiences in the real-world where many threats exist. Our task as parents and educators is to calculate the risks, plan for safety, and prepare our students to live well in all circumstances.

Students and Parents: Please take the time to read the plan below—it contains important information you will need for school for the next three weeks.

Note: a light grey band is placed next to changes, updates, new elements, or parts that have not yet been applicable. If you are familiar with prior versions, you know where to look for changes.

Sincerely,

Craig Doerksen

Director, Waterloo School

FUTURE-READY NOW

PHASING IN ON-CAMPUS LEARNING

For the next three weeks of school, classes will be held online with one course during each block meeting in-person at the school campus according to the schedule below.

Return to NORMAL Schedule

We will return our schedule to 2.5 hour courses starting at 9:00 a.m. and 12:30 p.m..

- A block starts the day Monday and Wednesday.
- B block starts the day Tuesday and Thursday.
- The Hour long CLT will continue on Fridays only.



Daily Schedule - SEPTEMBER 8-25

	Monday (M)	Tuesday (U)	Wednesday (W)	Thursday (H)	Friday (F)
9:00-10:00					CLT
9:00-11:30	A	B	A	B	Ind.
12:30-3:00	B	A	B	A	Ind.

On Campus Classes September 8 through 25

		Monday	Tuesday	Wednesday	Thursday	Friday
Sep. 8-11	9:00-11:30		B: TGL (BC)	A: Alg I (BA)	B: none	CLT: 9:00-10:00 Grade-level Zoom
	12:30-3:00		A: Data Sci (CS)	B: Subjects & Cits (RK)	A: Desire &R (CD)	
Sep. 14-18	9:00-11:30	A: Alg I (BA)	B: TGL (BC)	A: Alg I (BA)	B: Subjects & Cits (RK)	CLT: 9:00-10:00 Grade-level Zoom
	12:30-3:00	B: TGL (BC)	A: Data Sci (CS)	B: Am. Char. (CB)	A: Pers Finance (BA)	
Sep. 21-25	9:00-11:30	A: Alg I (BA)	B: Subjects & Cits (RK)	A: Alg I (BA)	B: Am. Char. (CB)	CLT: 9:00-10:00 Grade-level Zoom
	12:30-3:00	B: Am. Char. (CB)	A: Power &P (CB)	B: TGL (BC)	A: Desire &R (CD)	

PROCEDURES FOR ON-CAMPUS CLASSES

It is very important that all individuals who come to campus follow these for the sake of those at higher risk in our greater community—this is how we love our neighbor in Covid-time.

Safety Measures at all times:



Wearing a mask that covers nose and mouth at all times while indoors (no gaiters or bandanas or shields without a fabric layer filtering breath)



Maintain 6 foot distance except in brief unavoidable interactions (doorways, moving places, etc).



Avoid touching face and mouth and wash hands after doing so.

Who can be on campus?:

When not in-class, students may not be on campus property except for students' with a sibling with a class at the opposite hour. Prior communication is required, and those students will be provided a space to safely work.

Before Arrival:

All students, staff, and visitors must complete a pre-arrival questionnaire before arriving that affirms they do not:

- Have symptoms common to Covid-19 not attributable to other causes.
- Have known exposure to anyone with active Covid-19 infection (defined as within 6 feet for 15 minutes or more)
- Have a positive Covid-19 test within 10 days or awaiting results from a Covid-19 test.

Arrival:

Arrive at least 10 minutes before class to ensure time for screening.

At parking or drop off, students and visitors will be screened by staff or volunteer to confirm screening complete and clear, and to take temperature (no data stored).

Lunchtime:

Lunchtime supervision is provided only for students who have two classes on campus. Students who have only one class on campus will only be checked in and out at the beginning and end of the lunch hour and may not be on campus for lunch. Parents may give permission to eat at a local restaurant, but students will not be allowed to bring food back to the school/church property.

Students who have both classes on campus on a day will eat their lunches outside on the front lawn appropriately distanced or will eat off campus and abide by local and business safety guidelines. (An indoor lunchroom space will be provided only when weather prevents outdoor dining.)

Departure

At the end of class, the teacher will lead students out of the building. Students will be checked out when they leave at the end of class and may not remain in the building. Students waiting to be picked up by parents must wait outside, following distancing protocols (except in inclement weather).

IN-PERSON INSTRUCTION with our faculty is the best learning environment for students and we will be in person as much as government rules allow. And even when it does not, the delivery of high-quality instruction and intentional mentorship will continue at Waterloo under one of the following three plans:



ON CAMPUS
(when public health allows)



REMOTE
(when public health requires)



RESPONSIVE
(when individuals need)

Which of these plans we use at any one time will depend on what government allows. In all three plans we will offer a full curriculum. We are prepared to adapt between plans in real-time as health department guidelines change. We intend to begin the school year using the *On-Campus* plan with sanitation and social distancing protocols. The *Remote* option is in place should a shelter-in-place order be issued. And, the *Responsive* will support self-quarantined individuals so that they can continue to learn while away from school that is in session. Tuition and fees will be the same whether On-Campus, Remote, or Responsive.



ON-CAMPUS *Growth together, personally engaging the changing world around us.*

AS LONG AS government restrictions allow, we will return to our normal On-Campus, in-project-based learning five days a week. With meticulous health and wellness measures in place and the cooperation of our families, we are well prepared to deliver an exceptional and safe learning environment for our students, faculty, and staff. We have the space and the staff to support daily class without recourse to alternate attendance plans many schools are needing to implement.



REMOTE *Growth in independence, with intentional, mentoring virtual guidance.*

THE REMOTE PLAN is designed to provide quality, remote project-based learning culminating in portfolio-level projects for all students. Taking the experience from this past spring, we've built upon and made great improvements on our remote plans. Parents and students will be provided with clear objectives and well-defined expectations as well as guidelines for grades and deadlines.



RESPONSIVE *Growth in enduring well the individual challenges with intentional, mentoring guidance regardless of ability to be in-person..*

WHEN WE ARE ON-CAMPUS, in the event individuals have a confirmed COVID-19 diagnosis, are exposed to a confirmed infected person, or have symptoms of Covid-19 without a confirmed case, self-quarantine from school for a period of time will ensure they are not infectious before returning. And families may have at-risk members that require extra care. Our Project-based learning, technologies tools, and schedule will support students with uninterrupted support and learning.



WHEN WE ARE REMOTE, individuals may opt-in to safe and controlled in-person learning, mentoring, and relationship-building activities. Frequency and form will vary corresponding to local health conditions. The opportunities will mirror remote-activities for those unable to be in-person.

ACADEMICS, TECHNOLOGY, AND LEARNING



SCHOOL SUPPLIES FOR SOCIAL DISTANCING

Students will need to have the following for school every day.

- Wi-fi and Zoom-capable laptop or tablet capable of a half-day charge (phone is NOT sufficient)
 - Word processing software (Word, Pages, or Google Docs)
 - Spreadsheet software (Excel, Numbers, or Google Sheets)
 - Presentation software (Powerpoint, Keynote, or Google Slides)
- Personal Gmail account with your full name in address and display name
- Spiral-bound notebook with pockets for note-taking (not 3-ring binders. See an example [here](#))
- Lab manual notebook (example [here](#))
- Pens and pencils (sharing is not allowed and the school will not provide others).

For on campus school work, student will also need:

- Lap-desk large enough for laptop and notebook (see examples [here](#) and [here](#))

Course-specific school supplies can be found here.



ACADEMIC TRANSCRIPTS, GRADING, AND DIGITAL PORTFOLIOS

Waterloo will continue to generate official letter grades to help our students stand out in an otherwise ambiguous pool of student grades from other schools when they apply to college. In addition, we will continue to develop students' portfolio-building with course projects culminating in digital exhibitions where they can showcase their abilities and accomplishments whether completed for school or undertaken independently. All students receive a Bulb app account they can take with them when they graduate.



ACADEMIC COUNSELING

Waterloo is committed to providing high-level academic counseling to all students, adapting to circumstances as necessary. It is our hope that all student advising will continue to occur in person with academic counselors utilizing social distancing and face coverings. In situations where that is not possible, remote advising and academic support via Zoom can occur, so that the highest level of student support and success continues without interruption. This unique time could allow for a mix of in-person and virtual advising.



PERSONAL LEARNING TECHNOLOGY

Technology is important for learning today but can creep and create unnecessary complexity and frustration. With the right technology, less is more. We use a carefully selected number of platforms to make sure our students have the tools necessary for a student-centered education. We use [Headrush](#), a project-learning management tool; [Bulb](#), a digital portfolio tool; and the GSuite apps students will use well beyond school, to lead engaging, student-directed learning. Courses are rooted in compelling driving questions to lead student inquiry and discovery, designed with the [PBL Works Gold Standard](#). These tools can allow us to support students regardless of the situation. To ensure the best learning experience for all students, regardless of the delivery, Waterloo has increased bandwidth and wifi distribution on campus.

HEALTH & WELLNESS

WATERLOO'S POSITION is to work within the guidelines provided by our local officials and act in accordance with, and not contrary to, Austin Public Health and Travis County HHS guidelines.

These guidelines and protocols are based on the best available public health data to date. Thus, they will be updated as needed.



PROMOTE HEALTHY HYGIENE PRACTICES

Frequent hand washing with soap and water for at least 20 seconds is one of the best ways for people to stay safe and reduce the spread of germs. This is the number-one defense against any virus. Avoid touching your eyes, nose, and mouth. Wearing gloves does not diminish the need to wash your hands. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Hand-washing stations are available throughout the campus to facilitate more frequent hand washing by students, faculty, and staff. All air hand dryers have been eliminated, and touch-free paper towel dispensers are available in all bathrooms.

Hand sanitizer will be available in every classroom for faculty and students to use when hand washing is not available.



FACE COVERINGS

Following local guidance, face coverings are required in buildings and any gathering of students or staff at all times when the school year begins to protect the health and safety of both students and staff. The primary role of the face-covering is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who unknowingly has COVID-19 but feels well. Wearing a cloth face covering is shown to greatly reduce the transmission of respiratory droplets.



PHYSICAL DISTANCING when students are in-person with students or staff during the school day.

Physical distancing is expected in all classrooms, public spaces, and workspaces. Social distancing is an effective way to prevent potential infection. Waterloo employees, students, parents, and visitors should practice staying approximately six feet away from and eliminating contact with others.

Traffic flow lines on the floor will mark the walking direction throughout campus in order to maintain the social distancing requirement of six feet and reduce incidental face-to-face contact.

Student seating will be spread out to allow for six feet of distance between students. Weather permitting, some gatherings will take place outdoors.

Lunch tables are spaced throughout the campus. Students will be expected to maintain social distancing during lunch.



SHARING SUPPLIES

Sharing of pencils, pens, paper and other supplies is not allowed. Students are asked to bring their own supplies. It is counter-intuitive for many of us to not share, but self-sufficiency



SYMPTOM MONITORING

Following guidelines, students, staff, and visitors will be screened before entering the school, which may include answering questions and temperature checks, depending on local guidance.



ON-CAMPUS INFECTION

Any faculty, staff, student, or visitor who becomes sick while on campus will be required to report to the Director's office, and will remain in an isolation room until they are able to leave the campus, or in the case of a child, their parent picks them up.

COVID-19 positive staff members and students will be able to return to campus when they have met CDC criteria needed to discontinue home isolation, including three days with no fever, symptoms have improved, and 10 days since symptoms first appeared.

If an employee or student tests positive for COVID-19, the community will be notified in accordance with health department protocol and HIPAA compliance.



FACILITY CLEANING, DISINFECTING, AND VENTILATION

A deep clean of the office and school facility will occur before employees and students return in August.

Classrooms will be disinfected daily using Stabilized Aqueous Ozone. Frequently touched surfaces are disinfected throughout the day and all classrooms are completely disinfected nightly.

Ventilate classrooms where feasible by opening windows and doors. Through the use of outside consultants, we have maximized our HVAC systems to the degree possible for a 70 year old building. We are unable at this time to open windows but will do so when feasible.

Water stations to fill personal water bottles will replace all drinking fountains on campus.

RESOURCES

GUIDING PRINCIPLES

ACTING AS A SOLID FOUNDATION, these guiding principles have directed every decision and step in the creation of the Waterloo FUTURE-READY NOW plan.

1. Plan and act in accordance with Waterloo School's mission and vision.
2. Prioritize the health, safety, and well-being of students, faculty, and staff.
3. Maintain high-quality learning throughout all three instructional plans.
4. Train and prepare faculty and staff to ensure flexibility among each instructional plan.
5. Ensure health-related policies are research-based, effectively implemented, and diligently carried out.
6. Communicate regularly with the Waterloo community.
7. Steward the resources of the school.
8. Adapt as necessary in response to changing circumstances.
9. Focus on the intentional mentorship of students in academics and in life by teachers and adults.
10. Face the constraints and uncertainties with courage, honesty, and transparency.

ADDITIONAL RESOURCES

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL - Re-opening Decision Making Matrix
AMERICAN ACADEMY OF PEDIATRICS - Guidance for School Re-entry
AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS - Reopening School Safely in the Age of COVID
CESA - Council on Educational Standards & Accountability
CDC - Interim Guidance for Administrators of US K-12 Schools and Child Care Programs
CENTERS FOR DISEASE CONTROL - Guidance on Reopening Schools
CUSHMAN-WAKEFIELD -Recovery Readiness: A How-to Guide for Reopening your Workplace
NATIONAL BUSINESS OFFICERS ASSOCIATION - Plan for a Safe Campus Environment - COVID-19 Resources
TEXAS DEPARTMENT OF PUBLIC HEALTH - Guidance for Schools and School-Based Programs
TEXAS EDUCATION AGENCY - SY 20-21 Public Health Planning Guidance
TEXAS SCHOOL NURSES ORGANIZATION - Covid-19 Toolkit
TPSA - Texas Private Schools Association

This document was released to the community on July 3, 2020 and was updated on August 10, 2021. It will be updated as plans and circumstances develop.