



# BACK TO SCHOOL PLAN

2020/2021

# ABOUT THE PLAN



July 20, 2020

Dear Living Water Academy Families,

We are so excited for this new school year to begin and to see your wonderful faces again! Since spring a subcommittee of board members, administrators, teachers, staff, and parents has been planning for the reopening of school.

**Our work was divided into two main areas of focus:**

- Providing students and staff a safe and healthy environment while on campus together
- Continuing to deliver high quality instruction to students including individualized attention/help in the event we are to close campus for a few days or longer.

Despite an often changing landscape, the committee developed a strong plan which allows us to make smooth transitions in the event additional precautions are needed or relaxed while maintaining an educational environment with an outcome to stay as close to normal as conditions allowed. In addition to your immensely valuable feedback and using the St. Louis County Health Department mandates and guidelines as guardrails, our plan not only allows students to return to school but strives to keep them in school once they are here.

This document provides details on the various components of our plan. As we now look ahead to the start of the new school year, we need to work together as a community to provide the best possible learning experience for our students and do all we can to protect the LWA Community.

While it is our prayer that we will not be required to close school during the year, if it becomes necessary we will be ready to smoothly transition to distance learning for both the students and the parents. With the experience that last spring provided, we have put together a proactive plan encompassing a number of strategic improvements to present quality instruction regardless of in person or distance learning. These plans also include components such as virtual "office hours" with teachers for small groups or individualized assistance and the ability to check out a Chromebook to any 4th-8th grade student or tablets for students in Kdg-3rd grade.

We will be sending additional information regarding procedures such as how arrival and dismissal times will work as we get closer to the start of school. Please do not hesitate to call or email us if you have any questions.

As always, thank you for your prayers and encouragement. We have no doubt that the LWA family will come together to make this a successful year for our students.

In His service,

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# STUDENT/STAFF SAFETY PRECAUTIONS

Our various levels of precaution are signified by color coding, representing a range from a normal open campus to a closed campus. Criteria for moving between these levels are:

- ▶ Health Department mandates requiring masks and social distancing
- ▶ Health Department mandates limiting group sizes
- ▶ Number of cases in LWA community and/or number of cases of LWA family members not in school
- ▶ Number of cases of LWA students/staff
- ▶ Magnitude of any county or state forced closure



# LEVELS OF PRECAUTION OVERVIEW

*The Precaution Level at which LWA will open on August 26, 2020 will be determined as the date approaches and communicated clearly.*

## GREEN

Operating as usual without restrictions, active public mandates or active COVID cases at LWA or in the LWA community.

## YELLOW

All conditions in previous level with additional restrictions/modifications.

## ORANGE

All conditions in previous level with additional restrictions/modifications.

## RED

### **Campus Closed/All Remote Learning**

Implemented if mandated by local or state government or by local decision. Duration of this scenario may be temporary, only lasting a day or two to allow for deep cleaning and disinfecting or for a longer period if mandated by state or local government.

# LEVELS OF PRECAUTION

GREEN	YELLOW	ORANGE	RED
<p>Operating as usual without restrictions, active public mandates or active COVID cases at LWA or in the LWA community.</p>	<p>All conditions in previous level with additional restrictions/modifications:</p>	<p>All conditions in previous level with additional restrictions/modifications:</p>	<p>Implemented if mandated by local or state government or by local decision. Duration of this scenario may be temporary, only lasting a day or two to allow for deep cleaning and disinfecting or for longer period if mandated by state or local government.</p>
<ul style="list-style-type: none"> <li>Enhanced cleaning/disinfecting will occur daily</li> </ul>	<ul style="list-style-type: none"> <li>Limit student interaction to smaller school community groups (K/1, 2/3, 4/5, Middle school)</li> <li>Daily self-screen of staff upon arrival</li> <li>Parents asked to verbally verify student health information (&lt; 100°F)</li> <li>Use of a hand sanitizing station at entry</li> <li>Curbside drop off only (even for late, forgotten items)</li> <li>Students have individual materials such as pencils, markers, scissors, folders, colored pencils, etc.; manipulatives wiped down after usage. See chart for more details.</li> <li>Modified Chapel/PAWS</li> <li>No visitors except by approval by on-site administrator (masks required)</li> <li>Dismissal Procedure - by hallways</li> <li>Face shields/masks for staff <b>IF</b> mandated by the health department</li> <li>Face shields/masks for students in grades 4th-8th <b>IF</b> mandated by health department (not required for pre K-grade 3)</li> </ul>	<ul style="list-style-type: none"> <li>Enforced social distancing of 6' for all activity in classrooms, hallways, gym, and recess</li> <li>Discontinued interaction or contact with school community groups</li> <li>Temperature check upon arrival for students (&lt; 100°F)</li> <li>Parents asked to respond to wellness screening questions</li> <li>Restricted gym</li> <li>Students sanitize hands upon arrival then proceed directly to classroom</li> <li>No class to class collaboration</li> <li>Hallways have limited student use</li> <li>Specials conducted in student classroom only</li> <li>Library facilitated via a book cart brought to rooms</li> <li>Dismissal Procedure - students remain in classrooms until called. Staff meet student in the lobby to ensure social distance and to escort student to car</li> <li>Recess conducted outside if possible with use of designated classroom specific equipment which is sanitized daily</li> <li>Chapel/PAWS conducted via Zoom in classrooms</li> <li>No Field Trips</li> <li>Approved visitors required to undergo health screening and temperature check upon arrival, masks required</li> <li>Face shields/masks for staff and students 4th-8th <b>IF</b> mandated by health department (not required for pre K-grade 3)</li> </ul>	<ul style="list-style-type: none"> <li>Campus closed</li> <li>All remote learning</li> </ul>

# LEVELS OF PRECAUTION (BY CATEGORY)

	GREEN	YELLOW	ORANGE	RED
<b>Added levels of Precautions</b>		Same as Green plus:	Same as Yellow plus:	Campus CLOSED. Distance learning only.
<b>Building and Classroom Cleaning</b>	Enhanced cleaning/disinfecting occurs daily with midday cleaning on frequently touched surfaces.	Staff focus on additional cleaning/disinfecting of frequently touched surfaces multiple times per day.	Same as Yellow	School deep cleaned and prepared for students and staff to return.
<b>Social Distancing</b>	No restrictions	Student interaction limited to their smaller community groups (K/1, 2/3, 4/5, Middle school).	Staff enforce social distancing of 6'. Smaller community group interaction discontinued.	
<b>Staff Arrivals</b>	No restrictions	Daily verbal verification of LWA Covid screening upon arrival	Staff undergo LWA Covid screening upon arrival.	
<b>Student Arrivals</b>	No restrictions	Parents verbally verify LWA Covid screening. Students use hand sanitizer upon entry; curbside drop-off only for late arrivals, forgotten lunches/materials/etc.	In addition to the LWA Covid screening, students have temperatures checked upon arrival. Students sanitize hands upon entry and proceed to their classrooms.	
<b>Dismissal</b>	No restrictions	Students line up in hallway by class to be called to dismissal by family. No visitors allowed in the building during dismissal.	Students remain in their classrooms until they are called. Staff meet students in the lobby and escort to their car. No visitors allowed to enter the building during dismissal.	
<b>Classrooms</b>	No restrictions	Students avoid frequently touched surfaces as much as possible; students will have individual supplies. Teacher-issued books kept in student's individual storage. Sanitizer located near door. Classroom technology wiped down after each use. Birthday treats must be individual and pre-packaged.	Same as Yellow plus teachers enforce social distancing.	
<b>Restrooms</b>	Cleaned twice per day	More frequent cleaning and wipe down of surfaces and counter tops	Same as Yellow	
<b>Lunch</b>	No restrictions	Hot lunch (To be determined). Tables, chairs and common surfaces wiped down between classes. Students to wash hands before lunch and prior to returning to class; hand sanitizer available in the cafeteria. Cafeteria supervisor to provide water and lunch utensils.	Same as Yellow plus: No hot lunch program, lunch in individual classrooms, restricted microwave use, no lunch utensils provided unless individually packaged are available.	

# LEVELS OF PRECAUTION (BY CATEGORY)

	GREEN	YELLOW	ORANGE	RED
<b>Hallways</b>	No restrictions	Upper grades refrain from travel through lower grade hall and vice versa. Students follow directional travel guidelines given with spacing between students. Only students and staff allowed in hallways.	Same as yellow plus: 6' distance between students, limited use in terms of number of classes at once as well as frequency	
<b>Specials (General)</b>	No restrictions	All students sanitize hands upon entering the classroom or gym; high touch areas wiped down after each class, students have individual materials or wipe down at the end of class.	Same as yellow	
<b>Art</b>	No restrictions	Tables and supply bins wiped down between classes.	In student classroom	
<b>Computers</b>	Students will need their own headphones. Keyboards, mice chairs wiped down between classes.	Same as Green	TBD	
<b>Music</b>	No restrictions	Social distancing in chair set up in music room. Common surfaces common use materials wiped down between classes.	In student classroom; 6' distance, no shared instruments that cannot be sanitized	
<b>PE</b>	PE uniforms to be taken home to be laundered minimum of once per week.	Same community group only. Classes held outside as long as the weather allows. No contact sports or common equipment.	Same as Yellow; 6' distancing	
<b>Spanish</b>	No restrictions	Same as any classroom	In student classroom only	
<b>Library</b>	No restrictions	Regularly sanitize book buckets outside of classrooms. Sanitize books upon return prior to reshelving for checkout. Books taken off the shelf but not checked out to be returned to a basket to be wiped down before reshelving. All common surfaces will be wiped down frequently.	A book cart will come to the classroom and story time will also be in the classroom.	

# LEVELS OF PRECAUTION (BY CATEGORY)

	GREEN	YELLOW	ORANGE	RED
<b>Recess</b>	No restrictions	<p>Outside as much as possible.</p> <p>Each class to have their own set of equipment that is hung in the storage room and can be sanitized nightly.</p> <p>Only community groups can play together. Students wash hands at the end of recess. If in the gym, only community groups play together. If multiple communities are in the gym, communities separated into different areas of the gym.</p>	No common equipment shared among classes; outside if possible, if in the gym 6' distance must be maintained.	
<b>Assemblies</b>	No restrictions	Outside assemblies only.	Restricted to students and staff on campus.	
<b>Chapel</b>	No restrictions	Meet in the large worship center, no chapel helpers, classes separated, singing TBD based on other restrictions.	Chapel held by Zoom	
<b>PAWS</b>	No restrictions	TBD (possibly meet in Big Room or chapel) Classes separated and possibly restricted to grades K-3 grades only. Singing TBD based on other restrictions in place.	PAWS held by Zoom in individual classrooms.	
<b>Fields Trips</b>	No restrictions	TBD based upon venue, mode of transportation, possible board approval. Visitor restriction may also apply based on conditions.	No field trips approved.	
<b>Face Masks/Face Shields</b>	No restrictions	Required for staff and possibly students in grades 4-8 if mandated by the St. Louis County Health Department (not required for students in pre-k through 3rd grade).	Required for staff and possibly students in grades 4-8 if mandated by the St. Louis County Health Department (not required for students in pre-k through 3rd grade).	
<b>Visitors</b>	No restrictions	No visitors will be allowed in the building unless approved by a school administrator. Sign in/out will occur in foyer by the entrance. LWA Covid screening (including temperature check) and a face covering will be required.	No visitors will be allowed in the building unless approved by a school administrator. Sign in/out will occur in foyer by the entrance. LWA Covid screening (including temperature check) and a face covering will be required.	





# CURRICULUM/ INSTRUCTION IMPACT

With the time spent reviewing parent and teacher feedback and identifying gaps from the spring semester, we feel confident that we are able to apply what we have learned and approach the 2020/2021 school year with preparedness and excitement. Thank you to the parents and teachers who provided feedback regarding experiences and challenges in the spring semester; we have heard you and so value your partnership.

After much discussion and research, the staff concurred on the following information regarding the phases of school instruction during the year. This discussion included preparing in advance for any possible distance learning as well as daily face-to-face instruction.

We have reduced the learning platforms to be used by teachers to just two: Zoom and Google classroom. It was also agreed that we could best support our students by providing parents training on the two platforms. Within the next few days an online invitation link will be sent to you. We are asking each parent to respond to the invitation for Zoom training and/or Google classroom training before school starts. This will assure parents that they will feel as comfortable as possible and prepared should any mandate requiring distance learning return.

If you do not receive an invitation by August 7, please contact the LWA office. The following chart will give more information on our instruction plans for the year.

Much like a regular school day it will be important to have a regular daily schedule while allowing for time away from a computer screen.

# CLASSROOM PRECAUTIONS

	GREEN	YELLOW	ORANGE	RED
<b>Materials: Core and Specials and Preschool</b>	Individual supplies-as usual-cleaning	Individual Supplies; cleaning between transitions; no sharing materials	Individual Supplies; no sharing; cleaning every 15-20 minutes or between use	Zoom and Google Classroom Platforms Only
<b>Transitions Within Classrooms</b>	Discretion	Some limiting of movement-students may move to stations with same cohort; frequent sanitizing between movement	Limit movement; strict guidelines for transitions; or no transitions to stations	NA
<b>Transitions Between Classrooms/Specials</b>	Discretion	Students travel to Specials, but stay in their pods/cohorts/Schedule impacted	No movement of cohorts to specials; specials go to students in person or via Zoom	NA
<b>Story times</b>	Discretion	Story time in pods or cohorts like stations	Story time at desks/hula hoops/rugs/ no groups on floor together	NA
<b>PE</b>	Discretion except students will self-clean uniforms once a week	Students dress out in separate areas as in Phase 1; cohorts assigned within classes; limited pairing activities; self clean uniforms	Students dress out in separate areas: upper bathrooms and open classrooms utilized; no pairs or group activities; students take home PE uniforms for self cleaning	NA
<b>Music and Art and Spanish</b>	Discretion except do not share materials without assurance of extensive cleaning	Students travel to teacher; no sharing; students can perform or work in assigned cohorts	Teacher travels to classes; no sharing of instruments; no facing each other	NA
<b>Visitors</b>	No restrictions	No visitors will be allowed in the building unless approved by a school administrator; sign in/out will occur in foyer by the entrance; LWA Covid screening (including temperature check) and a face covering will be required	No visitors will be allowed in the building unless approved by a school administrator; sign in/out will occur in foyer by the entrance; LWA Covid screening (including temperature check) and a face covering will be required	
<b>Computer class/Use of Tablets/Chrome Books</b>	Discretion	Students travel to teacher; keyboards and desks sanitized between usage; students sit every other seat; no sharing	Teacher travels to classes via zoom as students use google chrome books; clean keyboards and laptops between use; no sharing	Comply with Platforms

# CLASSROOM PRECAUTIONS

	GREEN	YELLOW	ORANGE	RED
<b>Guest Speakers/Parent Helpers/Room Moms</b>	Discretion	Allowed with 5-day notice and principal approval and questionnaire and temp check	NO guest speakers or parents allowed in classroom	NA
<b>Field Trips</b>	Discretion	County Guidelines	No Field Trips Allowed	NA
<b>Labs/Science</b>	Discretion	Limited to cohorts with frequent cleaning	No shared materials; outside as often as possible	NA
<b>PreSchool</b>	Discretion	Same	Same as all other classes except limit use of Preschool Wing from Joy and church use for Phases 1-2 if possible, if not then disinfect the area after each use	Use Zoom Live and recorded videos for parents to use at discretion
<b>Instructional Methodology</b>	Same	Use tech more regularly to prepare students and parents and staff	Once a week or every two weeks utilize the flipped classroom as preparation for future quarantine-have students use zoom within class; use Google classroom more regularly and Zoom	Zoom and Google Classroom Platforms Only
<b>Communication</b>	Same	Same	Same as Level Red: Prepare staff, students, and parents for future quarantine experience; utilize school-wide homework calendar and continue newsletters	Training Parents and Staff on Platforms; weekly face-to-face communication; weekly newsletters; school-wide schedule for homework; headmaster weekly communication; school-wide schedule
<b>Co-Curricular Planning</b>	Same	Same	Same	Send possible integrated units to specials in advance to create interdisciplinary units during quarantine
<b>Library</b>	Discretion	Sanitize between community groups	No rulers; sanitize books; put in bins	NA



# SCHEDULE FOR ONLINE DISTANCE LEARNING DAYS

*IF NECESSARY*

Should distance learning occur, the following schedule will take place for grades 1-8. Pre-K and K levels will have taped and live lessons in shorter forms arranged with the staff and parents.

- ▶ 8:00-11:00: Live and taped lessons (breaks will occur for restroom and water)
- ▶ 11:00-12:30: Lunch break
- ▶ 1:00-3:00: Individual tutoring live and Q & A time with teachers. Teachers will schedule individual times and be available for assisting with student assignments.