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Dear Headwaters Families,

While many things may look and feel different this school year, the most important things remain the same: we are still grounded in our purpose to cultivate identity formation, foster empathy, and embrace diversity to bring more peace to the world. We still promise to guide our students to live authentically, think expansively, and create bravely. We still invite our students, guides, staff, parents, and trustees to be Peacemakers, Advocates, Creators, and Thinkers.

We must now view these core values and commitments through the lens of the global pandemic, and ask ourselves how to best care for ourselves, our families, our school and local communities, and our world.

As members of the Headwaters Community, this year we all have a shared responsibility to one another to consistently adhere to best practices and guidelines to limit the spread of COVID-19, both at school and away from school.

This includes:
- The consistent use of face coverings
- Maintaining social distancing of 6 feet or more from those outside your family or designated group
- Frequent and thorough handwashing
- Limited travel
- Strict avoidance of all large gatherings.

We will require that an at-home health screening be completed every morning for students who will be on campus that day for school or for a campus visit. Additionally, all members of your household should follow the Austin Public Health guidelines for when it is safe to attend school, not just the student who attends. This means that if a parent or other household member is subject to mandatory quarantine because of exposure to COVID-19, your student should also not attend school. Similarly, if parents or other household members exhibit symptoms of COVID-19, you should keep your children at home and follow Austin Public Health guidelines for when it is safe to return to school.

During this time, we ask that we all unite in our dedication to these practices aimed at keeping our community members healthy and safe. The information in this handbook addendum is intended as a tool to carry out these practices consistently. We strive to meet the evolving standard of care related to health, safety, and COVID-19. This means that as best practices and recommendations evolve, we will adjust our policies and procedures accordingly. Information in this handbook addendum is subject to change, and we will keep you informed of any updates.

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For the entire Student and Family Handbook, please click this link.
Force Majeure Clause

Headwaters School’s duties and obligations under this contract may be suspended indefinitely without notice during all periods in which Headwaters is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, acts of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond Headwaters’ control. Headwaters has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, Headwaters’ duties and obligations may be postponed for a period of time until Headwaters can deliver its contingency course instruction or until such time as Headwaters, in its sole discretion may safely reopen. In the event Headwaters is closed for a period of time or must deliver course work remotely due to an event under this clause, Headwaters is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to Headwaters.

Health Policies and Illness Procedures

The health of all employees and students attending Headwaters School is very important. By monitoring your children’s health, we can maintain a healthy environment for everyone.

Symptom Screening

We ask all families to screen their child for illness each morning before arriving at school. If your child has a fever of 100.0 or higher or presents any COVID-19 symptoms, we ask that they remain at home and that you contact the Austin Public Health Nurse Line at 512-972-5560 for the next steps. Please follow the regular protocol for reporting your student absent for the day by emailing your campus attendance office.

- Middle & High School parents should email rivercampusattendance@headwaters.org.
- Elementary parents should email creekcampusattendance@headwaters.org.
- YCC and Primary parents should email springscampusattendance@headwaters.org.

During staggered arrival, all students will be also screened for illness and potential exposures to illness each morning upon arrival to school. If your student has a fever of 100.0 or higher or presents any COVID-19 symptoms at drop-off or symptoms become present during the day, the student will be sent home. Students who experience regular recurring allergy symptoms like runny nose and cough will be permitted to attend school with a doctor’s note outlining their symptoms.

Please monitor for the following signs of illness:

- Fever of 100.0 degrees Fahrenheit or higher*
- Dry cough*
- Shortness of Breath*
- Chills
- Loss of taste or smell
- Sore Throat

*most common symptoms
Face Covering Policy

We view the use of cloth face coverings as an important way that we, as a community, can slow/stop the spread of the virus and protect each other.

While indoors or in school vehicles, cloth face coverings will be required for adults who do not have health restrictions. We will have extra disposable face coverings in case a child loses or misplaces their mask. Any concerns or questions about this requirement for your individual child can be brought to your campus manager or director.

- At Springs, Primary students are required to bring a mask. Some works may require students to wear a mask. For YCC students, we will not require a mask.
- Creek students are required to wear masks.
- River students are required to wear masks.

A face covering is generally a cloth mask that covers a person’s mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing. Face coverings are not required while eating and drinking. Anytime a face covering is applied, readjusted, or removed, hand hygiene should be performed. This includes after eating, drinking, face-covering breaks, as well as any removal and application of a face covering.

Remember that wearing a face-covering can help prevent the spread of the disease, but only in addition to other measures that you should be taking at school and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing to the extent possible in a school environment.

Please note the following exceptions for wearing a cloth face covering:
- Students whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to your child, please contact your program director.
When eating or drinking, you may remove your face covering to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the face-covering when you are done.

Other times when social distancing is possible, face coverings may be removed as determined by guides.

To get the most benefits from a face-covering:
- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don’t let others wear your face-covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don’t lay your face covering on any surface that may contaminate either the covering or the surface.
- Don’t use it if it’s damaged or has holes unless it is the only face covering you have access to.

Social Distancing Policy
Social distancing strategies should be used when possible in conjunction with limiting group size, face coverings (when appropriate), frequent handwashing, proper respiratory etiquette, and frequent cleaning/disinfecting to prevent the spread of illness in the school environment. Children and guides should attempt to remain 6ft apart. With children, this may not always be possible or appropriate. We will ensure that children are still being cared for, and their needs are addressed appropriately.

Some ways Headwaters is promoting social distancing:
- As much as possible, classes will include the same group of children with the same teacher day-to-day.
- We will cancel or postpone special events.
- We will not intermingle different groups of children for special activities.
- Playground times will be staggered and/or separated.
- We are employing different seating arrangements at table time, circle time, and activity/center time to promote 6 feet between children.
- At nap time on the Springs Campus, children will be put head-to-toe and spacing out nap rolls to increase distance.

Hand Hygiene Policy
Headwaters will have posted signs in highly visible areas (school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs. These signs include age-appropriate hand-washing guides and how to properly wear a cloth face covering.

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. All employees and students should engage in hand hygiene at the following times:
- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- After using the toilet
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand or with sensory materials
- After handling garbage
Wash hands with soap and water for at least 20 seconds. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available (children under age 3 will not use hand sanitizer).

Support from Staff:
- If hand sanitizer is used, children will be supervised to prevent ingestion.
- Children will be assisted with handwashing, including small children who cannot wash their hands alone.
- After assisting children with handwashing, staff will also wash their hands.

Respiratory Etiquette

In addition to hand hygiene, students and employees will review respiratory etiquette practices. This mainly consists of covering coughs and sneezes with a tissue, if not in your mask. Used tissues will be thrown in the trash and hands washed immediately with soap and water for 20 seconds. If soap and water is not available, hand sanitizer (containing 60 percent alcohol or more) can be used for employees and students old enough to use safely.

Cleaning and Disinfection Protocols for COVID-19 Response

In addition to routine cleaning and disinfecting requirements, the following will also be put into place:
- Facilities will be cleaned and disinfected daily by an outside cleaning company. This includes carpeted areas that will be vacuumed at the end of each day by an outside cleaning company. Building and classroom bathrooms will be cleaned daily by an outside cleaning company.
- High-touch items will be disinfected by teachers throughout the day.
- Students will support mid-day cleaning as appropriate by age (e.g. Children will not handle cleaning products).

Headwaters School will maintain adequate supplies to support healthy hygiene behaviors. This includes soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use), paper towels, disinfectant wipes, extra face covers, and no-touch trash cans.

Illness Procedures

Symptoms While at School

If found to be ill at any point in the day, students will be sent home. While awaiting pick-up, PPE will be provided for any employee who is directly caring for a student waiting to be picked up. There will be enhanced cleaning and sanitation of the isolation rooms after use. Students who are sent home due to a non-COVID-19 illness will not be readmitted to school until they have been symptom-free for a minimum of a 24-hour period, and fever-free without medication.

If a student is exhibiting COVID-19 related symptoms, students will not be readmitted to school until they have been symptom-free for a minimum 24 hours since the fever subsided with no fever-reducing medication, a minimum of 10 days from the onset of symptoms, and symptoms have resolved (preferably with a doctor's note). The exception to this would be that the student was seen by a licensed health care provider and they have indicated in writing that the individual poses no health threat to others and is able to participate in all school activities.
Returning To Campus

We are using guidance from Austin Public Health from their August 14 Austin Public Health Interim Guidance on Reopening for Austin-Travis County Schools.

When Can a person who is Quarantining Return to Campus?
When an individual has been sent home to quarantine, they may return to campus after the 14-day quarantine period has ended. If individuals develop COVID-19 symptoms while in the quarantine, they should contact their healthcare provider and follow the “When Can a Person who is Isolating Return to Campus” guidance below.

When Can a Person who is Isolating Return to Campus?
Current CDC guidance does not support schools requiring resting results as part of return to school policies. When an individual has been sent home for COVID-19 like symptoms, we will use the following decision tree for return to campus decisions:
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Isolate until all three conditions have been met:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual tested positive for COVID-19 or was clinically diagnosed for COVID-19 and has symptoms</strong></td>
<td>• At least 10 days since symptoms first appeared, <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• At least 24 hours with no fever without fever-reducing medication, <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• Symptoms have improved</td>
</tr>
<tr>
<td><strong>Individual tested positive for COVID-19 but has no symptoms</strong></td>
<td><strong>Isolate until:</strong></td>
</tr>
<tr>
<td></td>
<td>• 10 days have passed since test</td>
</tr>
<tr>
<td></td>
<td>• If individual develops symptoms, follow the guidance for “Individual tested positive for COVID-19 or was clinically diagnosed for COVID-19 and has symptoms”</td>
</tr>
<tr>
<td><strong>Individual tested negative for COVID-19 and has symptoms</strong></td>
<td><strong>Stay home until symptoms have improved.</strong></td>
</tr>
<tr>
<td></td>
<td>• Follow specific return guidance from the school district, such as being fever free for 24 hours without the use of fever-reducing medication</td>
</tr>
<tr>
<td><strong>Individual was not clinically evaluated and is monitoring symptoms at home</strong></td>
<td><strong>Isolate until all three conditions have been met:</strong></td>
</tr>
<tr>
<td></td>
<td>• At least 10 days since symptoms first appeared, <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• At least 24 hours with no fever without fever-reducing medication, <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• Symptoms have improved</td>
</tr>
<tr>
<td><strong>Individual has symptoms and wants to return to campus before isolation period ends</strong></td>
<td>(1) Individuals may obtain an alternate medical diagnosis from their healthcare provider and follow specific return guidance from the school district and healthcare provider, <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>(2) Per TEA guidance, individuals can return to campus before meeting all three isolation conditions <strong>IF</strong> they obtain an acute infection test at an approved testing location (<a href="https://tdem.texas.gov/covid-19/">https://tdem.texas.gov/covid-19/</a>) that comes back negative for COVID-19.</td>
</tr>
</tbody>
</table>
Guidance from Austin Public Health in regards to childcare programs from August 19, 2020:

When can an individual return to a child care program?

The individual has . . .

- a laboratory confirmed case of COVID-19
  - Child care program should call Austin Public Health Nurse Line at 512-972-5560 to report case.

- one or more symptoms of COVID-19
  - Stay home and ask provider about getting tested. Those with insurance should contact their physician’s office or insurer directly for testing referrals and private options. Others can register for a free COVID-19 test through Austin Public Health at [www.austintexas.gov/covid19](http://www.austintexas.gov/covid19) if test is positive, follow the return-to-child care guidelines below.

- a lab-confirmed case of COVID-19 but has no symptoms
  - Isolate and return only after:
    - 10 days have passed since the test date
    - If individual develops symptoms, follow guidance for "a laboratory confirmed case of COVID-19" on this chart

- no COVID-19 symptoms, but has been in close contact with someone who has symptoms or a laboratory confirmed case of COVID-19
  - Return only after:
    - 14 day self-quarantine period that begins from the last date of exposure to the individual with COVID-19 symptoms or positive test result
    - If symptoms develop, notify your provider and ask about getting tested

Individual returns only after:
- At least 24 hours with no fever without fever-reducing medication, AND
- the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath), AND
- at least 10 days have passed since symptoms first appeared

8/18/2020

*Click here for link to flow charts* from City of Austin Guidance for Open Child Care Programs.

For Anyone Who Has Been Around a Person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop the illness. During this time, we will treat the quarantine period like an extended illness and work with families to keep students up-to-date with their classes. Close Contacts are any persons who were within 6 feet of a COVID-19 infected person for at least 15 minutes, during the 48 hours before the person began feeling sick until the sick person began isolation. See diagram below.

The most recent guidance from the CDC clarifies that “an individual is still considered a close contact even if wearing a cloth face covering while around someone with COVID-19. Cloth face coverings are meant to prevent someone from transmitting the disease to others, and not to protect someone from becoming infected.” This is called source control. This recommendation is based on what is currently known about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows masks reduce the spray of droplets when worn over the nose and mouth.
Close contacts should QUARANTINE for 14 days.
Persons diagnosed with COVID-19 should ISOLATE for a minimum of 10 days.
The school will follow all protocols for reporting, cleaning, and contact tracing.
Communicating Positive COVID-19 Diagnosis

In the case of a positive COVID-19 diagnosis of an employee or student, families and employees will be notified, and guidance of the local health authorities will be communicated regarding exposure, cleaning, and closure. The employee/student will be unable to return until they have met the current criteria to discontinue home isolation. Names will be kept confidential.

We appreciate your cooperation with school health policies. By establishing and maintaining a healthy environment, and reasonable health policies, all of our children and staff will benefit.

On-Campus and Distance Headwaters@Home

All-Distance or On-Campus Learning Options and Commitment

We realize that families’ needs and desires may change throughout the school year. Families who choose to stay at home for Headwaters@Home, but later wish to return to school, will be able to join the on-campus program after a decision made by the Division Director.

Quarantine:

People who are close contacts of a person who has tested positive for COVID-19

- Stay home for 14 days after your last contact with a person who has COVID-19
- Monitor your health: Watch for fever (100.0°), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19
- Consult with your healthcare provider
- Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus

Isolation:

People who have symptoms of COVID-19 and are able to recover at home

- Notify your healthcare provider
- Stay home except to get medical care
- Monitor your symptoms. If you have an emergency warning signs (including trouble breathing), seek emergency medical care immediately
- Stay in a separate room from other household members and use a separate bathroom, if possible
- Avoid contact with other members of the household and pets.
- Don’t share personal household items, like cups, towels, and utensils
- Wear a cloth face covering when around other people, if you are able to

People who have no symptoms (are asymptomatic) but have tested positive for infection with SARS-CoV-2
The Springs Campus will run in person as a licensed childcare facility. Please see below about in-person learning for Springs Students.

Campus Plans

Each program requires a customized approach that is responsive to the students’ developmental needs.

IN-PERSON LEARNING FOR SPRINGS STUDENTS
During any campus closures related to COVID-19, we will not offer distance learning for YCC and Primary students. School will be paused, and we will implement a flexible calendar – we will add days in during the school year up through July 30, 2021, in order to make up missed days. We will do this by utilizing any available days that were previously scheduled to be professional development days or select holidays. (See Flexible Calendar Holidays section below for more details). We will track these days on a regular basis and communicate any upcoming calendar changes. Please check headwaters.org/planning for more updates throughout the year.

DISTANCE LEARNING WITH LIMITS FOR CREEK STUDENTS
During any necessary campus health closures that occur over the course of the year, students in Kindergarten through 5th grade will only transition to distance learning (Headwaters@Home) for short periods of time (2-4 weeks depending on the age of the child). For longer closures, school will be paused, and we will implement a flexible calendar – we will add days in during the school year up through July 30, 2021, in order to make up missed days. We will do this by utilizing any available days that were previously scheduled to be professional development days or select holidays. (See Flexible Calendar Holidays section below for more details). We will track regularly and communicate any upcoming calendar changes. Please check headwaters.org/planning for more updates throughout the year.

DISTANCE LEARNING AS NEEDED FOR RIVER STUDENTS
During any necessary health closures that may occur over the course of the year, students in middle and high school will transition to all distance learning (Headwaters@Home). This campus will not use a flexible calendar at this time.

FLEXIBLE CALENDAR HOLIDAYS FOR SPRINGS AND CREEK
If we must implement a flexible calendar through July 30, 2021, for the Springs and Creek Campuses, all weekdays (including previously scheduled holidays and professional development days) could become instructional days except for the following:
- November 26-27, 2020
- December 24, 2020-January 1, 2021
- January 18, 2021
- July 5, 2021

WHAT CONSTITUTES A SCHOOL CLOSURE
A school closure would be any day that was a regularly scheduled school day on the Springs and/or Creek Campus where no Springs and/or Creek students are able to attend school due to the virus. That could be because we have a case in our community and are required to close the campus entirely and disinfect, or because the government has required schools to close. Our ability to remain open will be dependent on a variety of factors. If the state government or state licensing chooses to close schools or childcare centers, we will likely be required to comply. This spring, child care centers were only allowed to be open if they met a minimum percentage of essential workers, which Headwaters did not meet. If a similar restriction is put in place, it is unlikely that we will be able to remain open. However, if AISD is closed because they have confirmed cases of COVID-19, but our population remains healthy, we will remain open. The flexible calendar allows for an extension to the school year and we will be asking guides to forgo some of their summer break. This means that during periods of closure, the guides will effectively be on their summer break, even if it is the fall or winter.
Distance Learning Policies and Procedures

In the event that an emergency prevents the normal operations of Headwaters School, the School may declare an emergency and close one or more campuses. During that time, our campuses have specific plans for Distance Learning (Headwaters@Home) and/or a Flexible Calendar.

We are committed to taking full advantage of this opportunity to emphasize our belief and value in students becoming self-directed learners.

Headwaters@Home is a blend of synchronous and asynchronous learning activities. The intention of our approach to distance learning is to maintain a semblance of regularity, class cohesion, and valuable interaction that creates dynamic education. If we must shift to periods of Headwaters@Home, we will prioritize small group teaching sessions for more meaningful interactions, age-appropriate and consistent accountability, and streamlined and consistent use of technology. For parents who don't want their student to return in person yet and would prefer an all-online option, we will have that available for Creek and River students.

SCHEDULE
Each program that conducts distance learning will have a schedule for their students. This will include virtual meetings via Zoom.

TRACKING PROGRESS AND WORK
Teachers will make every effort to evaluate student progress throughout distance instruction. They will also assign work, establish expectations, and share feedback based on grade level. Teachers will assign meaningful work that can be completed during the school day.

For Elementary-aged students, the focus is on self-directed learning and moving from one level of mastery to another. Similar to face-to-face schooling, we will track the children’s progression through the curriculum with a combination of teacher observation and evaluation. This ensures that all academic goals are met.

Middle and high school students will be subject to normal grading policies as listed in the Family Handbook. Guides will continue to list all assignments and grades in the Nest.

ATTENDANCE
Students are expected to attend all scheduled classes. If a student is going to be missing a scheduled class, a parent should email the attendance office to excuse them as they normally would. Middle and High school guides will take class attendance via the Nest.

OFFICE HOURS & SMALL GROUP MEETINGS
Guides will have regular time for check-ins on a weekly basis. For middle and high school, this looks like office hours. For Elementary, this could be phone calls, video conferences, or email. Depending on teaching availability, guides may be available during regular school hours by appointment. To set up an appointment with a guide it is best to email them directly and ask when they are available.

TECHNOLOGY PLATFORMS

- **River**
  - The Nest will continue to be the primary mode of communication--grade books (River only), attendance (River only), official notes, Bulletin Boards, Topics pages will continue to be used. Additionally, anything that would normally be handed out in a class session will be made available electronically via the Nest.
  - River students are required to use cameras
  - We will be using Zoom for our online synchronous classes, meetings, and conversations. Students are not expected to create an account as the platform can be used in a browser window.

- **Creek will use….**
  - The Nest will continue to be the primary mode of communication for parents. Parents will be able to view student’s bulletin boards for their class to get the need to know information in one place.
Students will be able to access public program-specific Google Site with virtual shelves. These are public sites that students are welcome to access at any time. Upper Elementary students will also start work with Google Classroom for work submission. We are still looking into the best mode of submission for Early Elementary and K-1.

We will be using Zoom for our online synchronous classes, meetings, and conversations. Students are not expected to create an account as the platform can be used in a browser window.

DIGITAL ETIQUETTE
Here is a [short video](#) on video conferencing etiquette. Created by a colleague at Awty International School in Houston, it is an excellent entry point (or reminder) of how to comport ourselves while participating in an online class. Parents are encouraged to view it with their students, too.

Classrooms will set online class norms with students, but those will include the following:
- Having a charged device
- Wearing appropriate clothing for class
- Mute microphone when asked
- Limit distractions, including pets and toys, during classes
- River students are required to use cameras, guidelines will be set in each class.

SCREEN-TIME CONSIDERATIONS
The amount of screen time will vary by the child’s age and grade. Our expert guides have designed a distance learning plan that is developmentally appropriate. Scaffolded breaks, off-screen time, wellness, physical activity, and small meetings are all part of the Distance Learning Plan for our students.

TECHNOLOGY SUPPORT
If you or your child needs support during distance learning, please contact the IT team via the Technology Help form. They are available M-F from 9 a.m. to 4 p.m. Alternatively, you can email Director of Technology Jason Lewiss and IT Support Specialist Ivy Elgarten at IT@headwaters.org.

ACCESS
Headwaters@Home requires access to the internet. If you do not have access to the internet or a device, please reach out to it@headwaters.org for support.
- **Middle and High School**: Students can refer to the [MS/HS Student Technology Requirements](#) for device specifications.
- **Elementary**: We recommend a laptop for best interface, but chromebooks and tablets are good options, as long as you have internet access.

Communications and Interactions
We are committed to regular communication with our parents, students, and guides to provide clarity and confidence.

**Distance Learning**
If engaged in distance learning, guides will
- Use Zoom for synchronous distance learning. All Zoom sessions must be password protected and with a waiting room to prevent uninvited people.
  - Zoom links and passcodes will be shared in a consistent manner for your program.
- Use The Nest primarily and email for school communications.
- Remind students about appropriate conversation topics.
- When a guide needs to schedule a one-on-one meeting with a student:
  - Guides will notify parents via e-mail of the need to schedule a one-on-one videoconference. They will explain the purpose of the videoconference and invite parents to attend, if desired.
  - Guides will clearly define the purpose of one-on-one meetings with students and set time limits for when such conversations can take place.
If engaged in distance learning, Headwaters recommends appropriate supervision of students while online to ensure appropriate behavior as noted in the Student and Family Handbook.

**Communication Expectations During Flexible Calendar for Springs and Creek**

If the Flexible Calendar is enacted for Springs or Creek, guides will essentially be on their summer break. During this time, guides will not be teaching or communicating with families. Administrators will be available to answer questions and continue communication.

**Consent to Recording of Employee and Student Name, Image, and Voice**

**Distance Learning with Video/Voice Platforms**

In the event of distance learning with video/voice platforms like Zoom, we reserve the right to record and re-post the sessions for the internal community as asynchronous learning. When you turn on your camera and/or microphone during one of these sessions, you are agreeing to be recorded for these purposes. Short clips or stills may also be used for publications and archival purposes. If your child has been opted out of external permissions, their name, image, or voice will not be shared externally.

Privacy online cannot be guaranteed. Parents can take steps they deem appropriate (e.g. disabling the camera or position of the computer in relation to the child to prevent recording of the child’s image).

**In-Person Policies**

When we can be in-person, these policies are enacted to support campus operations.

**Visitor Policy**

At this time, non-essential visitors will not be allowed on campus without prior approval. Non-essential visitors include prospective parents and students, guest speakers, community volunteers, and other individuals as defined by the school. Therapeutic Support staff, outside tutors, and specialists as required for specific child needs may be present on our campuses. Any individual present in the buildings will be required to follow our health screening, handwashing, and face-covering guidelines.

Parents are asked to not enter any school building without prior approval. Student drop-off will occur at designated locations. If an item needs to be dropped off during the day, we ask that parents please use the designated outside drop locations located outside the door of each Front Desk.

**Bringing Items from Home Policy**

Students and employees may bring food and drinks to school. Items should be kept in a personal lunch box, bag, or another container. Please be sure to send all that your child will need throughout the day as personal items are not permitted to be shared.

For Springs and Creek, items will be stored in the classroom or on hooks outside the classroom. River student items may be stored in assigned lockers. If a student does not have a locker.

Students should bring limited personal items on a daily basis and all items should be labeled. Here are the current guidelines for each campus:

- **Springs**
  - Required: Fabric face covering (Primary), reusable water bottle, lunch box (All YCC and full-day Primary), nap roll (for nappers), tote bag
  - Not permitted: Toys from home

- **Creek**
  - Required: Fabric face covering, reusable water bottle, snack/lunch,
  - Permitted: Tote bag (slim profile)
  - Not permitted: Backpacks
● River
  ○ Required: Fabric face covering, reusable water bottle, laptop computer/charger, lunch w/ ice pack, backpack
  ○ Permitted: Hand sanitizer

Shared Objects/Food Policy

Headwaters School will discourage the sharing of any items that are difficult to clean or disinfect. We also will not allow sharing food among students. We will ensure adequate supplies to minimize sharing or high-touch materials to the extent possible and for items that are used, they will be cleaned and disinfected before the next use.

We will follow these guidelines for shared items in the classroom:

- Set aside materials/toys that need to be cleaned. Place in a dishpan with soapy water or put in a separate container marked for “soiled toys.” Keep the dishpan and water out of reach from children. Washing with soapy water is the ideal method for cleaning.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- Springs: Nap rolls and bedding protocols: These will be placed where not touching and will be sent home regularly for cleaning. The school mats will be cleaned and sprayed daily.

Playground/Outdoor Spaces

Springs Campus
Primary classes will rotate areas which will be fenced off – track and garden, playscapes, swing, and yard space. All equipment will be regularly cleaned, and each group will have a set of equipment (balls, jump ropes, etc.) that is disinfected regularly and not shared with other groups. YCC classes will continue using their classroom yards.

Creek Campus
Cohorts will each have access to outdoor areas and materials on a set rotation. Play structures will be cleaned between groups, and each group will have a set of equipment (balls, jump ropes, etc.) that is disinfected regularly and not shared with other groups.

River Campus
We will follow local guidelines for off-campus activities. We are committed to engaging students in movement and reinforcing Social-Emotional Learning competencies. Outdoor spaces are used regularly at the River Campus, we will continue their use with regular cleaning.

Field Trips & Gatherings

Headwaters School will pursue virtual activities and events in lieu of field trips, City as Classroom, student assemblies, special performances, school-wide parent meetings, and other events, as possible. Headwaters School will pursue distance-based group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. We will limit group size to the extent possible.

Springs and Creek Before- and After-School Care

Headwaters will offer Early Arrival care for students starting at 7:30 a.m. Upon arrival, students will go directly to their classroom or extension where a guide will welcome them. Early Arrival will not mix groups.

Creativity Club, the name of our afterschool program for Springs and Creek, will be available as possible.
  ● Springs Campus will be able to offer the program and keep stable groups (cohorts).
  ● Creek Campus will be unable to offer Creativity Club due to the nature of smaller non-mixed groupings, at this time. However, we are looking into options as the year progresses.
Shuttle

The Shuttle will not run until at least October 19. In the event we can run the shuttle, the driver will wear a mask and gloves, students will sanitize hands before entering the bus and upon exiting, and the bus will be cleaned between routes.

Middle and High School Athletics

We will follow local guidelines for athletics and make all attempts to reduce the risk for our student athletes, coaches, and their families. This year, we will be canceling Fall Sports (Flag Football and Volleyball) and Winter Sports (Basketball). We will assess the feasibility of Spring Sports (Soccer) later in the year.

Wellness and Self-Care

It is important to remember that the physical health of our community is equally connected to the social and mental health of our community. Headwaters can help support students with on-campus counseling on the River Campus or through other support systems as needed. If you would like us to connect you with Austin Family Counseling, please reach out to your program director.

Children are naturally curious. Encourage children to discuss their questions and concerns. Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns. Provide information in an honest, age-appropriate manner. Guide students on how to support their peers and prevent exclusion and bullying.

- We encourage students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- We encourage students to eat healthy, exercise, get adequate sleep, and find time to unwind.
- We encourage students to talk with people they trust about their concerns and how they are feeling.

Further Updates

Updates may be necessary as new information is provided by the Centers for Disease Control; American Academy of Pediatrics; and federal, state, and local officials. If, after reviewing this addendum there are any questions or comments regarding Headwaters School and its policies, families should feel free to speak with their program director.

If you have further questions, please contact your program director or email planning@headwaters.org. Thank you.