Foreword

I begin by offering thanks - to the students, staff, parents, and community members who helped us succeed in the period of remote learning and end the 2019-20 school year well. While certainly not without our bumps and frustrations, I am proud of the way all of us responded to this health crisis.

Now, we must consider what school will look like in the fall and how we can restore learning. This will be yet another daunting task we must undertake. We must create a quality and meaningful learning experience for all our students - while also making sure we maintain a safe learning environment and put forth a model that our professional staff can execute.

For academic, social-emotional, and economic reasons, we are compelled to deliver a working in-person learning model. That being said, we also must ensure we take this virus seriously and enact prudent steps to mitigate spread within our community. We must also anticipate that there could be times when fluidity between in-person and remote learning happens.

This document presents our most current thinking. It represents hundreds of hours of research, scenario modeling and input from Waterloo’s dedicated and talented staff and community stakeholders. It is still being revised as new information becomes available. We welcome your input and best thinking to help us provide the very best, and safest, education we can for Waterloo’s students.

Reviewing the plan, especially for the first time, may seem daunting. We also recognize that some of the concepts might be polarizing, and there are strong opinions about the path in front of us. We must remain open to what’s possible and consider all options in moving forward. We are compelled, out of love for our community and our children, to shake off our hesitations, put forth our very best thinking, and (ultimately) courageously take action.

With great resolve,

Jane Lindaman
Superintendent, Waterloo Schools
Introduction

In March 2020, Waterloo Schools closed its school buildings for in-person learning under Governor Reynolds’ order, due to community spread of COVID-19 and a lack of time to plan for student instruction. For the remainder of the spring semester, students engaged in remote learning throughout the district. While our staff and families worked hard to acclimate to this new normal, approximately 50% of students district-wide participated in online instruction. Learning suffered and gaps widened under this global pandemic landscape.

Summer gave us the much needed time to create a better plan for teaching and learning. The plan being presented here provides a framework for the conditions under which we can offer in-person instruction.

Our intent is to provide in-person learning to the greatest extent possible, while also taking prudent steps to keep our students, staff, and community safe by adhering to any applicable public health orders. We also understand that some students may prefer a remote learning environment; therefore, we are offering virtual learning when in-person learning is not possible or desired. To be clear, our preferred model of instructional delivery is in-person instruction, but we are committed to supporting families who need or wish to pursue the virtual option. If future COVID-19 spread requires us to revert to remote learning for temporary periods, we will expand virtual instruction for additional students.

This Return-to-Learn plan is based on available public health information at the time of its creation. The plan will be adjusted based on newly available data and guidance from public health officials and the Iowa Department of Education. We greatly appreciate your feedback to support our collaborative efforts to ensure the education and health of the entire Waterloo Schools community.

Guiding Principles

- Students are our priority. The main mission of Waterloo Schools is to educate children in a safe learning environment.
- Our focus remains on providing quality services and support while making data-based decisions to protect our students, staff, partners and our community.
- Varying perspectives exist. This plan is written based on the best information we have at the time. As more information is available, we will modify the plan to reflect this new guidance.
- Safety is a mutual responsibility shared by district employees, students and families.
- These parameters are designed to help mitigate risk for all our staff, students and partners, and in particular to protect individuals at increased risk for severe illness, including older adults (65+) and persons of any age with underlying health conditions.
- Unless noted in this document, the District will follow all standard operating procedures and Board of Education policies.
- Flexibility, patience and grace will be necessary from all district stakeholders, especially staff and families.
- Decision-making will be made following expert recommendations from the Centers for Disease Control, Iowa and county health departments, and OSHA.
- All guidance within this document will remain in effect until further notice.
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1. Health and Safety

OVERVIEW
At Waterloo Schools, it is our priority to keep our employees, students and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the mission of our district. Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Waterloo Schools will continue to monitor applicable state and local guidance in order to determine the next steps for reopening and will continue to update this plan as necessary. Regardless of the learning model, any person entering any of the Waterloo Schools buildings will be required to follow all public health regulations.

In effort to help mitigate the spread of COVID-19, Waterloo Schools will implement several layers of precautions, each contributing to a safer school environment. We will provide education on the symptoms of COVID-19 to promote the importance of staff and students staying home when ill. The following health and safety procedures will be put in place to promote social distancing efforts which follow the guidelines of the CDC and Black Hawk County Health Department:

1.a Social distancing and limiting contacts
- While challenging in a school setting, students and staff should social distance as feasible, following Black Hawk County Public Health guidance:
  - Maintain a physical distance of 6ft (approximately 2 arms’ length) between students throughout the school day. In instances where 6ft distance cannot be maintained, as much distance as feasible should be maintained between students or groups of students.
  - Use of face coverings should be reinforced and monitored, and adherence to 15 minutes exposure guidelines should be followed.
- Building and classroom furniture will be arranged to support social distancing guidelines, as feasible.
- Limit use of large group gathering areas such as gymnasiums, cafeterias, hallways, and outdoor spaces.
- When not possible to independently social distance, desks and/or groups of students will be socially distanced.
  - Maintain social distancing on buses to the extent possible.
  - Maintain social distancing outside, including at recess. Playground equipment and sharing of playground equipment will be limited. Building leadership teams will stagger recess schedules to facilitate social distancing as much as possible.
  - Utilize additional spaces to allow more space for each student.
- Limit the number of contacts students and staff have each day. The following guidelines will be employed by buildings whenever possible:
  - Stagger schedules to reduce the number of students in common areas at a time.
  - Keep the same student cohorts together throughout the school day, as much as possible.
  - Teachers may rotate classrooms to limit the number of contacts with cohorts.
  - Utilize a mix of in-person and virtual learning to reduce the number of students in the building at one time.
● Common spaces (i.e. entrances, exits, hallways, cafeterias)
  ○ Arrival, dismissal, and recess will be determined by individual buildings and communicated to parents, using staggered schedules and assigned doors to limit contacts.
  ○ In hallways, each building’s traffic flow patterns will be determined by buildings to create one-way traffic flows with separate entry and exit doors.
  ○ Buildings will adjust their Cafeteria and Meals process as follows:
    ■ All students will be encouraged to wash their hands before and after meals.
    ■ All students in grades K-12 will be able to participate in breakfast.
      ▪ Pre-packaged meals will be provided and available for pick-up in the cafeteria.
      ▪ Students in grades K-8 will take their meals to their classrooms or have their meals served in their classrooms.
      ▪ Students in grades 9-12 will be able to grab breakfast prior to attending class as normal and with appropriate social distancing.
    ■ All students in grades K-12 will be able to participate in lunch.
      ▪ Students in grades K-8 will take their meals to their classrooms or have their meals served in their classrooms.
      ▪ Students in grades 9-12 will participate in lunch as normal and with appropriate social distancing.
  ● Childrens’ developmental levels will be considered when planning for new routines and procedures. Opportunities to familiarize students with new protocols will be offered prior to school starting and during the first few days of school.

1.b Personal protective equipment
● All students in grades PK-12 will be required to wear face coverings (mask/face shields) on buses, in school buildings and on school property unless directed otherwise.
  ○ Face masks/shields are most essential in times when physical distancing is not feasible.
  ○ Waterloo Schools will provide at least two (2) cloth face masks to each student.
  ○ Students may bring face masks from home as long as they are appropriate:
    ■ Face masks with school slogans (Waterloo schools/college/professional teams), school mascots, or prints (i.e. plaid, tie-dye, polka dot, patterns, etc) are appropriate.
    ■ Face masks with disruptive/offensive graphics or images, slogans or phrases will not be allowed.
● All PK-12 classrooms will have plastic privacy shields on desks/tables to provide safety where 6ft physical distancing is not feasible. [It will be permissible for students to remove their face mask when sitting behind a desk shield.]
● All staff will be required to wear a mask and/or face shield at all times.
  ○ Face masks/shields are most essential when physical distancing is not feasible.
  ○ Waterloo Schools will provide two (2) masks and one (1) face shield to each staff member, as needed.
  ○ Staff may bring personal masks/face shields from home as long as they are appropriate:
    ■ Face masks with school slogans (Waterloo schools/college/professional teams), school mascots, or patterns (i.e. plaid, tie-dye, polka dot, etc) are appropriate.
Face masks with images, disruptive/offensive graphics, slogans or phrases will not be allowed.

Gloves are required for Food and Nutrition Services (FNS) workers at all times and other staff whenever cleaning or sanitizing an item or surface.

Additional Personal Protective Equipment (PPE) including face coverings, hand sanitizer, thermometers, and gloves will be provided to schools as needed throughout the school year. [The district has extra items in storage to be allocated as needed.]

Staff will teach and reinforce washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer will be used [Hand sanitizer is available in each classroom and common space.]

Signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be on display throughout Waterloo Schools buildings.

- **Stop the Spread** of Germs
- **Stop the Spread** of Germs / COVID
- **Help Protect Yourself and Others from COVID-19**
- **Wear a Cloth Face Covering**
- **Wash Your Hands**
- Additional guidance and resources may be found on the [CDC website](https://www.cdc.gov)

### 1.c General symptom screening

Upon building entry, a symptom screening process will take place.

- **Staff:** All staff will be required to take a health screening survey & temperature checks on a daily basis.
  - Building secretaries (or other designated staff) will be responsible for temperature checks.
  - Staff showing a temperature of 99°-100° will be rechecked after a 15 minute waiting period.
  - Any staff screened with a temperature of over 100° will be sent home.
  - Any staff reporting any high-risk symptom or two (2) or more low risk symptoms will be advised to be tested for COVID-19.
    - **High Risk Symptoms:** New cough, shortness of breath or difficulty breathing, new loss of taste or smell
    - **Low Risk Symptoms:** Fever > 100°, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea
  - Staff may be screened for international or out of state travel. A quarantine period of up to 14 days may be required, depending on guidance from the Black Hawk County Health Department.

- **Students:** In accordance with guidance from the Black Hawk County Health Department, students will not be screened on a daily basis.
  - Parents will be educated on the symptoms of COVID-19.
  - Parents should not send their child(ren) to school if they are experiencing any of the symptoms of COVID-19.
  - Children who report COVID-19 symptoms should be excluded from school and parents should call their medical providers.

- **Visitors:** To the extent possible, general visitors will not be allowed in any Waterloo Schools buildings. This protocol will be revisited monthly. Necessary
visitors will be asked to take an initial health screening and have their temperature checked upon entering the building.

- **Volunteers**: To the extent possible, volunteers will not be allowed in any Waterloo Schools buildings. This protocol will be revisited monthly.
- All staff and students will be required to stay home when experiencing COVID-19 symptoms.

### 1.d Transmission mitigation and cleaning/sanitizing procedures
- Building HVAC systems will run continuously whenever possible.
- Circulation of outdoor air may be increased by opening windows and/or doors as long as it does not pose a safety or health risk to other students.
- Sharing of supplies, utensils, devices, toys, books, and learning aids should be limited to the extent possible. School buildings will determine procedures for limiting the sharing of supplies and submit for purchase additional supplies as needed.
- Cleaning practices will focus on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted.
- Consultation with the Black Hawk County Health Department and the Iowa Department of Public Health will be ongoing to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff, and community.

### 1.e Suspected/confirmed case response
- Symptomatic staff and students in the building will proceed to an established isolation room (separate from the health room, as this must be kept available) until they can safely leave the building as per parents.
- Staff should contact Human Resources immediately to proceed through the established protocol for potential exposures.
- Waterloo Schools will work in coordination with the Black Hawk County Health Department regarding suspected and confirmed cases and the appropriate course of action.
  - This may include the temporary dismissal of students and staff for a short-term period.
- Staff dedicated to contact tracing will be secured as long as needed.

### 1.f Nurse/health services
- All Individual Education Plans (IEPs), 504 plans, and health plans will be updated as needed to reflect the public health situation. Completed plans will be kept on file in the school buildings.
- All necessary medications will be expected to be on site and stored in the health office for any time the student is at school.
- Health Assistants and district RNs caring for COVID-19 symptomatic staff and students will follow guidelines set forth by the Black Hawk County Health Department.
- Normal health office procedures and treatments will continue daily. COVID-19 symptomatic staff and students will utilize a designated isolated room in the school building, separated from the health office.
- District RNs will work in conjunction with Black Hawk County Health Department on symptom reporting during daily attendance.
- State immunization rules/expectations remain in place.
2. Academics

OVERVIEW
Waterloo Schools has embraced an educational model focused on deeper learning. We believe this model best facilitates students’ mastery of Iowa Core Standards. No matter what limitations may be imposed on our instruction by public health guidelines, this model will remain in place for teaching and learning during the 2020-21 school year. School staff will be expected to support in-person learning to the greatest extent possible and support remote learning when necessary.

While we acknowledge that some parents are not comfortable sending their students back face-to-face, online/remote learning is not the recommended learning method. By offering in-person and remote learning for our students, Waterloo Schools continues to focus on strong relationships and instruction for our students—our primary roles in the community. Hybrid learning, a combination of in-person and remote learning, will not re-create the traditional classroom experience and will likely look quite different. Therefore, tools and systems will be in place to support teachers and staff across the district to meet the needs of all students.

Waterloo Schools will resume instruction the week of August 24, 2020. We recognize that some students may be unable to attend in-person due to either pre-existing medical decisions or out of personal family choice. We understand these are difficult decisions and families must make educational decisions that are best for their families. We have developed an educational model that will be sure to serve all our families, no matter the option chosen.

2.a Equity statement
Waterloo Schools is committed to ensuring each and every student is well-served throughout the 2020-21 school year. Recognizing the difficulties that education systems across the nation have faced in fully supporting students of color, Waterloo made a particular commitment prior to the COVID-19 pandemic to improve the experiences and outcomes for students of color. We remain steadfast in this commitment and are working to ensure our Return-to-Learn plan embodies fairness and equity.

- We are working to ensure our commitment to improving the experiences and outcomes for students of color is central in our Return-to-Learn plan.
- We are committed to ensure our Return-to-Learn plan continues our focus on improving the experiences and outcomes for students of color.
- Our Return-to-Learn plan will demonstrate our commitment to improving the experiences and outcomes of students of color in the Waterloo Schools.
- Our Return-to-Learn plan not only addresses challenges of access for students of color in virtual, hybrid, and onsite modes of schooling, but also takes a proactive look at how the experiences of students of color can be improved across the implementation of schooling in 2020-21.
- We have engaged a comprehensive review of each component of our plan to ensure we are proactively addressing race and equity throughout.

As the first day of school approaches, we want to remind staff, students, families and community members that District staff (with internal and external stakeholders) are working hard to determine our plan for the upcoming school year that keeps students and staff safe and allows for learning to continue effectively. We are especially focused on ensuring that our
Return-to-Learn plan embodies our commitment to improving the experiences and outcomes of students of color.

2.b Educational models

- **In-Person Instruction**
  - Students in grades K-5 choosing in-person instruction will return to classes full time, Monday through Friday.
  - At this time, students in grades 6-8 choosing in-person instruction will return to classes full time, Monday through Friday.
  - In order to acclimate students to the new school routine, the following start dates will be observed:
    - Students in grades K, 1 and 6 will return on Monday, August 24
    - Students in grades 2, 3 and 7 will return on Thursday, August 27
    - Students in grades 4, 5 and 8 will return on Monday, August 31
    - Pre-K students will start on Thursday, August 27 as originally planned
  - High school students (grades 9-12) will have the option to return to school on Monday, August 24, attending at least 50% of the time.
    - Students will be split into two separate groups (Student Group A and Student Group B)
    - The high school schedule will be separated into two week blocks with the following 5-day schedule:
      - Week 1: ABABA
      - Week 2: BABAB

- **Virtual Instruction**: Virtual instruction will be available to students in grades K-12 using Edgenuity as the learning platform.
  - If families are not comfortable sending their student(s) to school in person, there will be an option to select a required continuous (online virtual) learning program for students to continue their education.
    - Registration will be an online form. K-8 will be done at the district level and high school will be done at the building level (with PBDA Coordinators handling enrollment).
    - The [Virtual Learning Program Application](#) will be available via the Waterloo Schools’ website from July 27-August 10.
      - Application will include questions regarding students with IEP, 504, etc.
      - Students with IEPs cannot automatically be approved for virtual instruction due to FAPE.
  - Parents who choose to enroll their student in virtual school will have a Chromebook checked out to them (grades 1-12) or an iPad (kindergarten) so the students can engage in online learning.
  - The approximate number of hours that students in virtual learning will be required to engage differs depending on the grade level of the student. It is important that parents and students adhere to the guidelines and this is the attendance requirement.
    - Once parents select virtual learning or face-to-face learning, they are committing to an entire trimester (elementary) or semester (secondary).
  - Virtual instruction is not available for prekindergarten students due to the heavy emphasis on social and emotional learning standards in PK curriculum.
2.c Staff readiness

- Teachers who are teaching full-time face-to-face will not be required to also provide full-time virtual learning.
- We will not be live streaming or recording any classrooms.
- Elementary - Specialist teachers (Media, PE, Art, Music) will be coming to individual classrooms for instruction.
- Middle and High School - band, choir, physical education will be determined soon.

2.d Special education

The Educational Services Department is committed to providing free and appropriate educational opportunities for students with disabilities, to the greatest extent possible in alignment with public health guidelines. Collaboration with families has always been an integral part of the special education process and continues to be essential during this time. To address the unique needs of students with disabilities, special education providers will continue to work with families, collaboratively identifying the most essential services for each student that can be provided both directly and indirectly in remote and in-person learning environments. IEPs will be adjusted as needed for the circumstances of the learning environment.

2.e ELD (English language development) learners

The ELD team will continue to provide equitable and meaningful access to content instruction through academic language development, delivered by a collaborative model at the elementary level and a targeted services model at the secondary level.

- **K-12 ELD Specialists will:**
  - Provide academic language instruction and support for English Learners for their specific proficiency level needs.
  - Communicate with students regularly to support their distance learning needs, both academically and social/情感地.
  - Communicate with families as needed to support them in this process of distance learning.
  - Directly collaborate weekly with classroom or content teachers.
  - Collaborate routinely within the ELD department to plan and deliver services.

- **Elementary Goals**
  - Provide academic language development through a collaborative teaching model that embeds language within content.
  - Provide ongoing language-specific support to ensure individual mastery of grade-level content.

- **Secondary Goals**
  - Provide academic language development through ELD classes, co-taught classes, or sheltered content classes
  - Provide ongoing one-on-one check-ins to address language-specific questions or concerns regarding digital learning progress as needed

2.f Talented and gifted

The Educational Services Department will continue to support schools, gifted learners, and their families in both in-person and remote environments as feasible. Each school’s Gifted and Talented resource teacher will be available to support families, staff and students, in all learning environments.
2.g Student assessments

● Initial Assessment of Students
  ○ Kindergarten: Initial Kindergarten Assessment & FAST
  ○ Grades 1-6: Edify & FAST
  ○ Grades 7-8: Edify benchmarks
  ○ High School Math: Revised scope & sequence for Algebra I, Geometry, Algebra II
  ○ High School Literacy: Edify EOY benchmarks

● Assessments will begin the week of September 7 to allow for critical SEL instruction.
3. Student Services

OVERVIEW
The Student Services Department has designed and created a comprehensive system of support for students, staff and families. This can be used for in-person, hybrid or remote learning environments. Student Services will continue to provide schools with the protocols and training necessary to support the needs of students, staff, and families.

3.a Student social and emotional wellness and support
Student Services has developed a comprehensive plan for supporting in-person and remote learning that includes: providing training to staff (SEL-Second Step K-8); Positive Behavior Intervention and Supports (PBIS -K-12); Leader in Me (LIM selected buildings K-12); supporting family-school partnerships that emphasize relationship building and engagement to enhance building climate and culture.

● Social Emotional Learning
  ○ Social Emotional Learning teams in the buildings will support both in-person and remote learners by meeting their social-emotional needs and delivering a social-emotional learning curriculum along with digital citizenship lessons, and counselor lessons at all levels. Additional wellness lessons will be provided at the elementary level.
  ○ If additional supports are needed, staff will continue their professional development in Collaborative Problem Solving (CPS) and Mandt (De-escalation techniques).

● Counseling Services
  ○ Counselors will work with their teams and administrators to determine when their services will be provided in-person or remotely.
  ○ Students and parents are encouraged to reach out to their school counselor for support with concerns or questions.
  ○ School counselors will be facilitating social-emotional class lessons to students in-person and/or remotely.
  ○ School counselors will reinforce Universal Tier 1 social emotional interventions. School counselors will offer small groups for Targeted Tier 2 identified students to address social and emotional needs. School counselors will also utilize Tier 3 school support services as well as community resources to address the emotional needs of the student.
  ○ School counselors will continue to make referrals for more intensive mental health interventions, if indicated, to school based mental health therapy for students either participating in remote learning or in person.
  ○ School counselors can also assist families with referrals to community mental health providers. Click here to see additional mental health supports for children and families.

● Culture and Climate
  ○ Student Services will work with all schools to support staff best practice around trauma sensitive strategies through the use of the Adverse Childhood Experiences tool (ACES K-12). A focus will be placed on supporting a positive climate and culture that acknowledges universal trauma care strategies for students. Best practice guidelines through evidence based services will be available in order to support students who may need more support. Student Services will provide ongoing consultation to staff.
Recognizing the need to assess the status of students’ social-emotional health as they return to school, Student Services is working on protocols to evaluate data elements to identify and address student needs. School based teams will monitor and provide needed supports.

3.b Staff social and emotional wellness and support
The emotional wellbeing of all our staff is critically important. In our district, we believe that our staff must be emotionally and socially healthy, and we must adopt healthy lifestyles. This has never been more important than it is right now during these challenging times.

- Protocols have been developed to provide staff with resources, ideas, and professional development in support of their social emotional wellness.
- Because social, emotional, and behavioral health is so important, we will continue to monitor our district’s progress, provide options, and initiate support for those needing additional assistance beyond full group opportunities.

3.c Crisis/trauma response and suicide prevention
The Waterloo Community schools are aware that all of our students and families have been impacted in some way by COVID, and we are prepared to continue to support our students when they return in the fall regardless of which education option the family has chosen.

- Resources are available to assist your student with mental health needs, this ranges from direct support from our school counselors, family support workers, and school nurses, as well as linking your child with our school based mental health therapists or community resources as needed.
- There will be frequent student check-in’s occurring in the Fall to ensure students are identified who may need additional emotional or mental health support.
- For students who express language or behaviors that are concerning while in their school building, school counselors will administer an in-person risk assessment and follow protocols established for in-person interactions.
- For students who express language or behaviors that are concerning while remote learning, staff will follow remote risk assessment protocols (provided to all school administrators, teachers instructing remotely, and school counselors).
- An emphasis will be placed on training all staff during the district annual training sessions on Suicide Prevention as well as identification for Adverse Childhood Experiences and strategies to mitigate toxic stress.
- Staff participates in mandatory child abuse and neglect reporting.

3.d IEPs and 504s
We understand that any change to the learning environment has the potential to be a barrier for our learners. Consequently, we are training staff to identify students who may benefit from accommodations in the virtual and hybrid learning environments.

- **504 Support and Compliance**
  - All 504 support and meeting protocols have been developed for both onsite and remote options. Decisions around meeting participation and communication will be made on an individual basis. 504 teams are encouraged to discuss accommodation needs for students in both learning environments—in person and remote.
3.e Registration
Current district policies for registration, enrollment, and transfers remain in effect for all offered learning environments.

- Registration/Enrollment/Transfers
  - New families are being enrolled via phone to the Registration Office and a newly created phone line: 319-433-2048.
  - The Virtual Learning Program Application will be available via the Waterloo Schools’ website from July 27-August 10.
    - Application will include questions regarding students with IEP, 504, etc.
    - Students with IEPs cannot automatically be approved for virtual instruction due to FAPE.
    - Virtual instruction is not available for PK students.

3.f Attendance
Attendance will be reported for traditional start, remote learning, and hybrid learning models.

- Current district attendance policies and procedures will remain in effect.
  - While the AB schedule is in effect for high school students, attendance will not be taken on the days they are not required to report to school (i.e., students in group A will not be counted absent on group B attendance days).
- Student attendance reporting will be used for Iowa Department of Education compliance reporting, Waterloo Health reporting, truancy, accountability, and media requests including reporting on students who are absent due to COVID-19 symptoms or quarantine.
- Attendance may be affected as students will be required to wear face coverings at all times while attending District facilities. Students who are in non-compliance:
  - Will be given an opportunity to reapply their face covering;
  - If refusal still occurs, parents will be contacted to pick up their student;
  - Non-compliance infractions will count against student attendance.

3.g Before/after school childcare
As a school district, we recognize that many community members rely on us to educate and supervise children while they are at work. Before and after child care providers (in-district, as well as community partners) stand ready to serve families in Waterloo Schools. Determination of locations and availability will be made based on public health guidelines. These guidelines will include the potential of limited capacity of school buildings, reduced ratios, and the need to clean and disinfect spaces before and after school sessions.

- Child Care
  - Waterloo Schools partners with the YMCA and YWCA for Before and After school childcare. The YMCA serves Orange, Becker and Poyner Elementaries. The YWCA serves Cunningham, Highland, Irving, Kingsley, Kittrell, Lincoln, Lou Henry and Lowell.
    - Some of these programs will operate on a reduced capacity during the COVID-19 pandemic. Our district will work with partnering providers to add capacity as space and staff are available.
    - Enrollment for YMCA is done online, via their website.
    - Enrollment for YWCA is done by calling 319-234-7589 after July 17 to check availability at your child’s school.
3.h Legal resources for families

As a school district, we are aware that some of our families have experienced a myriad of issues related to the pandemic. We have partnered with Iowa Legal Aid to assist families in navigating potential legal concerns. Iowa Legal Aid has a community schools legal clinic project featuring a holistic approach that connects clients with legal solutions and additional resources that contribute to long-term stability.

- Families can access one of two Iowa Legal Aid offices in Waterloo:
  - Cunningham Elementary, 1224 Mobile St, 319.433.2600
  - Downtown Waterloo Office, 607 Sycamore St, Suite 304, 319.235.7008 x 1711
- Iowa Legal Aid can assist with a variety of non-criminal legal issues including:
  - Housing - evictions, repairs, and Section 8
  - Unemployment issues
  - Domestic Violence - protective orders
  - Family issues - guardianships
  - Benefits - social security, Medicaid, and veterans
  - Expungements - sealing some criminal charges
  - Garnishments - money being taken from a paycheck to be given to a creditor
4. Operations

OVERVIEW
Waterloo Schools operational services understand the need to be flexible and respond to the educational model that maximizes in-person instruction and complies with local health orders. Transportation, food service, and operational functions will support students and staff. Operations and support groups include the following:

a. Athletics/extracurricular activities
d. Food and nutrition services
e. Transportation
f. Visitors

4.a Athletics/extracurricular activities
● Waterloo Schools will continue to promote and support student participation in all athletic and extracurricular activities to the extent permitted in the fall.
  ○ Guidance from the Iowa High School Athletic Association (IHSAA) will be followed for boys sports and activities programs.
  ○ Guidance from the Iowa Girls High School Athletic Union (IGHSAU) will be followed for girls sports and activities programs.
● Band/Music
  ○ Procedures and protocols for band and music will be determined following guidance from the Iowa High School Music (IHSMA).
  ○ Procedures and protocols will be added here as they become available.

4.b Food and nutrition services
● Waterloo Schools will continue to provide meal service to students to the extent possible given on-site and remote learning environments. Therefore, the meal service program may be a combination of in-school serving and a “grab & go” program similar to the one implemented in spring of 2020.
  ● Remote and on-site attendance dictates the serving model(s) used
  ● On-site attendance:
    ○ All students in grades K-12 will be able to participate in breakfast.
      ● Pre-packaged meals will be provided and available for pick-up in the cafeteria.
      ● Students in grades K-8 will take their meals to their classrooms or have their meals served in their classrooms.
    ○ All students in grades K-12 will be able to participate in lunch.
      ■ Students in grades K-8 will take their meals to their classrooms or have their meals served in their classrooms.
      ■ Students in grades 9-12 will participate in lunch as normal and appropriately social distance.

● Health and safety standard protocols by staff and serving support
● Continued compliance with Federal requirements for meals served
● Cleaning and disinfecting of facilities aligned with CDC cleaning/disinfecting School Guidance. Other health and safety procedures are described under Section 1.a and Section 1.b.
4.c  Transportation:
The Transportation department supports students by providing safe and timely transport services for eligible riders attending on-site programs whether the education model is traditional or hybrid. The district continues to serve special education and out of district student needs.

- Capacities of the transport service will follow public health guidelines:
  - Number of students permitted to ride at any time
  - Symptom screening protocol enforced for all bus riders
  - Cleaning and disinfecting protocols following student pick up and drop offs

- Scheduling dependent on ridership and capacities

4.d  Visitors to our buildings (parents, volunteers and partners)
To the extent possible, visitors will not be allowed in any Waterloo Schools buildings. This protocol will be revisited monthly. Necessary visitors will be asked to wear a face mask, take an initial health screening and have their temperature checked upon entering the building.
5. Workforce Management

OVERVIEW
The Waterloo Schools workforce is large and varied, delivering direct and indirect service to critical components of education. During planning and implementation of workforce management initiatives, attention will be given to two primary needs:
1. Delivering all services related to education and operations.
2. Supporting our staff with their personal needs related to their work and safety and personal health.

5.a Educator work schedules
- Educator schedules will be built primarily within the standard school day, but modified in collaboration with school administrators to meet the needs of students/families and the educator’s needs.
- Temporary transfer (across schools) and reassignment (across content or tasks) rules and processes will be designed and communicated as early as possible for full understanding by school administration and educators. In the event of a change in the school or district schedule, the necessary shift in schedules and locations will be made quickly and thoughtfully to cause the least disruption to the education of our students.

5.b Leaves of absence
- All leaves available through the District Handbook will be available, communicated, and honored. Human Resources staff is available to support educators with questions regarding absences and leaves.
- Additional leave options may be available based on the Families First Coronavirus Response Act (FFCRA or Act). This option provides eligible employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Human Resources should be contacted with questions regarding leave eligibility and questions.

5.c Staff safety, reporting, and problem solving
- Waterloo Schools is dedicated to protecting the safety of our staff and will respond to any requests or concerns made by staff regarding work conditions and safety.
- Every management/leadership team shares this dedication. Requests to address issues of work conditions and safety should be made to direct supervisors; however, reports may be made anonymously to Human Resources with no concern for repercussions. In this reporting, partnered problem-solving will be the first offered solution, followed by human resources intervention, then, if needed, investigation of work conditions or safety concerns.

5.d Staff social and emotional wellness and support
The emotional wellbeing of all our staff is critically important. Staff well-being means support for the physical, social, emotional, and professional well-being of all of our staff.
- Employee Assistance Program (EAP)
  - We partner with UnityPoint Allen Hospital to provide free and confidential assessment, short-term counseling and referral, if needed, for employees, their spouses and their dependents.
- Licensed professional counselors to address a wide range of issues including: marital and relationship, parenting and step-parenting, grief and loss, depression and anxiety, drug and alcohol use, personal and job stress.
- Online Mental Health Screening Program: an anonymous mental health self-assessment and related information.
- 24-hour crisis HELP-line with toll-free access. Office, phone, and telehealth (virtual counseling over a computer, tablet, or smartphone) sessions available.
- Assistance in addressing workplace alcohol and drug abuse issues.
- Critical Incident Debriefing Services

**Multicultural Mental Health Providers**
- List of diverse mental health providers in and around the Cedar Valley.

**Health and Well-being Program**
- **Well-being Resource Guide**: This document contains a library of various health & wellness resources intended to provide additional support and education to staff.
- **Waterloo Schools Employee Health Center**: Providing low cost/no cost options for employees for optimal health.
- **Health and Well-being Website**: Improving employee health through personalized behavior change strategies and digital engagement.
- **Wellness Coordinator**: The district has partnered with HealthPartners UnityPoint to house an on-site wellness coordinator who will offer 1:1 health coaching and relevant health information.
  - Mindful Moments activities
  - Strengthen and Thrive program
  - Summer Webinar Series designed to help staff navigate these challenging times in regards to managing stress, prioritizing mental health and staying resilient
  - On-site challenges and programming

### 5.e Staff evaluations

All district staff are professionals, and actively accept the accountability to their assigned work and to the education of students and support of student learning.

The District will await information from the Iowa Department of Education regarding any adjustments to educator/teacher evaluation requirements during the 2020-21 school year. While no adjustments or waivers are currently anticipated, we will expect informal and formal observations completed in the school year (either in-person or remote) with a culminating summative professional practices rubric evaluation in the spring of 2021. In addition, teacher-specific student learning outcomes (student measures or individual educator goals) will be created and completed in 2020-21. This will be monitored for flexibility, should waivers be allowed by the Iowa Department of Education.

Evaluations for administrators and support staff will be completed by the end of the school/work year, in the spring of 2021.
Work agreement frameworks will be developed to ensure staff are available while working in remote environments and completing required work, though these agreements will be applied only in situations that warrant additional direct supervision or accountability.

6. Technology

OVERVIEW
Waterloo Schools believes that ubiquitous access to technology is an important strategy to enhance instruction. Virtual and in-person students in grades K-12 will be provided with devices. Technology support is offered to our staff via our helpdesk ticket tracking system. Students needing technical support should contact their teacher, who can initiate a helpdesk request for the student’s device. Technology services prioritizes requests for service which have an impact on instruction with no workaround available.

6.a Devices (1:1 Program)
- Four ipads are allocated for each of our pre-kindergarten classrooms.
- Kindergarten students will be issued an ipad, which will generally be kept in a cart in their classroom.
- All students in grades 1-12 will be provided with a chromebook computer.
  - Elementary students attending in-person classes will generally leave their device in a cart in their classroom. The chromebook may, however, be taken home in certain circumstances the school deems necessary (i.e., an anticipated closure).
  - Students in grades 6-12 will take this device home each night.
- All students in grades 1-12 will be provided with a set of earbuds to use with their device at school.

6.b Internet Access
- Internet access is vital for devices to be useful.
  - Mediacom® offers a “connect to compete” package, which is available to qualifying households who have at least one K-12 student who receives free or reduced-price school lunch through the National School Lunch Program and have not subscribed to Mediacom internet service in the past 90 days. The package costs $9.95 plus taxes/fees per month. For more information, contact Mediacom: www.mediacomC2C.com // 855-904-2225
  - If a family does not have internet access and cannot afford it, the Waterloo Schools will attempt to provide internet access in the form of Mediacom cable connection or cellular hotspot. The family must agree to return the hotspot or cable modem when the Waterloo Schools requests it or they will be charged the replacement cost for said device.

6.c Student technical support
- In-person students needing technical support should contact their child’s teacher, who can initiate a helpdesk request for the student’s device. Loaner chromebooks and ipads are available at each school to be used if the student’s device needs to be taken for repairs.
• Virtual students needing technical support should contact their assigned teacher who can initiate a support request. In some cases, the device may need to be exchanged at the student’s assigned school.

6.d **Student device damage**
• Students must sign an agreement before taking their assigned chromebook or iPad home. For grades 1-12, this is done as part of the online registration process.
  ○ Students in grades 6-12 are liable for the replacement part cost of damage incurred to their device.
  ○ Students in grades K-5 are liable for costs of damage incurred to the device when it occurs outside of the school or when damage occurs intentionally at school.
  ○ Replacement/damage costs are outlined in the signed agreement.
  ○ This program is designed to protect families in the event the loaned chromebook is lost, stolen, or damaged. The premium to participate in this program is $25 per school year, which is non-refundable. If families opt to participate, the first case of damage or loss for each damaged part will be discounted according to the costs outlined in the agreement.

6.e **Internet filtering/classroom management software**
• All student devices have content filtering applied both when they are on the Waterloo Schools’ network and when they are used at other locations.
• Chromebooks are equipped with classroom management software which allows teachers to set custom internet filtering policies, freeze/share screens, chat with students, and perform other classroom management related functions.

6.f **Student usernames/passwords**
• Students in grades 2-12 log-in to their district chromebook using a unique username in the form of an @wloo.org email address along with a unique password.
  ○ Students can change their password at any time they are on the district’s network via studentNet, which is linked from the students dropdown of www.waterlooschools.org.
  ○ All teachers can look-up forgotten passwords via employeeNet.
• Students in first grade will log-in to their chromebook via a QR code they will hold up to the computer’s screen/camera. Teachers will generate these QR codes.
• Kindergarten and pre-kindergarten students will use ipads without needing to log-in.
7. Communications

OVERVIEW
Waterloo Schools anticipates the need to deploy unique communications tactics given the current health crisis. Clear and consistent communication will be required to ensure smooth transitions in an ever-changing educational climate.

7.a Internal/external communications
External communication will be situationally responsive. Major announcements and day-to-day messaging for the community (families, students, employees, community members, media, elected officials and others) will include emails, newsletters, phone and text messaging, websites, media engagement and news coverage, social media and video. Highlights of key communications tools to support the Restart Model:

- **District Website:** The district website will continue to convey remote and hybrid learning plans, implementation and supports for families and students. Content will include high-value topics: school schedules, curriculum resources, student expectations, tech support, meal distribution, mental health, special education, FAQs and community resources.
- **District Notifications:** Our notification system (Blackboard Connect) will be utilized to provide critical updates and information via email, call and text for district stakeholders, including staff and families. Specific information for each learning mode will be highlighted as needed. With the potential for fluctuating schedules and plans in the hybrid model, these immediate contact tools become increasingly important.
- **Media Response:** Reactive and proactive activity with mass media will provide timely and accurate responses to media inquiries and inform the outlets to disseminate the latest information. Produce and promote Waterloo Schools stories about students and staff to share district happenings. Our objective is to position the district as a leader in education and an expert resource.
- **Videography:** Produce high quality visual storytelling for all audiences. The district’s Facebook, Twitter, YouTube and Mediacom channels and website in addition to other broadcast outlets will serve as content distribution platforms.
- **Social Media:** Maximize the use of our two district social media channels (Facebook and Twitter) to provide content that encourages interaction and participation with external audiences—a key tool to engage students and staff to share learning experiences with a wider audience.

7.b Family engagement
In all three learning modalities (traditional, remote, hybrid) learning support materials and “critical needs” resources to families will be shared on the district website, the district notification system, social media and mass media.

7.c Communication on potential exposures
Waterloo Schools will determine appropriate correspondence to families and staff in the event of a possible COVID-19 exposure per Black Hawk County Health Department guidelines.

- If Black Hawk County Health guidelines determine an exposure has happened, parents/staff will be notified in accordance with HIPAA guidelines.
7.d  Translations

Timely communications to all stakeholders is important. In order to serve the information needs of Waterloo’s entire community, School & Community Relations utilizes a variety of real-time multilingual delivery mechanisms for critical information. District translation resources include internal staff and online tools to ensure that all non-English speaking families receive (or have access through online translation mechanisms) information in their chosen language(s) at the same time as every other family in the district.
8. Additional Links

8.a Students
- Teen Support Group (COVID)
- Pre-Teen Support Group (COVID)

8.b Parents/families
- COVID Recovery Iowa
- Iowa Legal Aid
- National Parent Hotline
- Parent Support Group (COVID)

8.c Staff
- Belonging for Educators

8.d General
- Community Resource Flier
- Mental Health Resources

Questions or concerns in regards to the Waterloo Schools Return to Learn Plan may be emailed to rtl@waterlooschools.org