

CAMPUS OPENING GUIDE

INFORMED. PREPARED. SAFE.



Dear AIS Community,

The COVID-19 pandemic has compelled schools around the globe to rethink and reshape how they operate. Our school's leadership team has been monitoring the situation closely in order to ensure that we remained informed, prepared, and safe. Our school's vision, mission, and core values guide all that we do, including our adaptation to our new global context.

The purpose of this document is to provide our community members with information about daily procedures that have been put into place to mitigate the propagation of COVID-19. Our goal, at all times, is to keep our community members safe. Many of the procedures you will find in this document will be different from what you have been used to; other procedures are entirely new. Please ensure that as a family you take the time to read the contents of this document carefully.

In all instances, our team's commitment is to use a scientific, medical, and evidence-based approach to guide our decision-making. While these tenets have provided a basis for the elements included in this document, they will continue to guide our thinking in the months ahead. The health and safety of our staff, students, and families has always been—and will always be—our first priority. By following the guidelines in this document, every member of our community plays a key role in helping to protect the health of all members of our community.

Within this context, we will continue to serve our students by providing a rigorous, trilingual program that will ensure their ongoing social and academic development—whether that be on-campus or on-line. Our team and our program are striving to maintain maximum flexibility so that we can best serve our community. It certainly is an understatement to say that we are extremely thankful and appreciative of your understanding and flexibility as we navigate the COVID-19 pandemic together.

We ask that all AIS community members join in our efforts to remain informed, prepared, and safe. Keep up to date with current health guidance, reinforce hygiene practices with your children, stay home while recovering from illness, wear masks, and check in on one another. These are just some of the things the AIS community can do to support each other in the weeks and months ahead.

If you have any questions or concerns regarding our school reopening plans, please do not hesitate to reach out to a member of the leadership team. We look forward to the next opportunity to reconnect with you all in person.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Weber".

Mr. Jacques A. Weber, M.Ed.

Head of School/Chef d'Établissement

SCHOOL HOURS



Austin International School is open from 7:45am–6:00pm, Monday–Friday. We will no longer have early Wednesday release. School hours are:

- 8:30am–3:45pm for Maternelle classes (PS, MS, and GS)
- 8:15am–3:30pm for elementary classes (CP–CM2)
- 8:15am–3:45pm for middle school classes

SCHOOL CALENDAR



School will begin on August 19, 2020, and our team will be making an effort to align with the board-approved, 2020–2021 school calendar, which is published on our website. We have updated the school calendar to reflect the most recent changes. However, it may be necessary to make changes to the calendar during the school year if required to do so by local, state, or federal authorities, or if it is in the best interests of the safety of the community.

SCHOOL ENTRY POINTS



In order to prevent and limit the potential spread of COVID-19 within our community, entry to the school will be restricted to only students and school staff until further notice and to essential visitors by appointment only. In order to prevent cross-contact, grade levels will have their own, separate entrances. Student entry points either provide direct classroom access or an entrance very near to the classroom. Teachers will also have separate entrances for Cycle 1, Cycle 2, and Cycles 3 & 4. Please see the following page for a labeled map of entry points.

ATTENDANCE



Attendance will be recorded each day and any distance learning days will count as school days. Students must attend 90% of school days, meaning they should have no more than 18 absences (3 tardies equal 1 absence), otherwise promotion to the next grade may be reconsidered. The same policies in the student handbooks apply for excused and unexcused absences. Documented COVID-19 related absences will be marked as excused and any other extended absences should be discussed with the principal.

HEALTH SCREENINGS



Parents should take their child's temperature each morning before school, and students and staff members will be required to complete temperature checks each day. Staff on duty will verify that each student in CP–4^e is wearing a mask and that each student PS–4^e has a completed **COVID-19 Daily Health Screening Questionnaire** to give to their teacher upon exiting their car at drop-off. If the results of a temperature check and/or health screening indicate that it is not safe for the student or staff member to enter or remain on campus, they will be required to return home.

DROP-OFF & PICK-UP TIMES



Morning Drop-off Times:

- PS–GS students may be dropped off between 7:45am–8:30am.
- CP–4^e students may be dropped off between 7:45am–8:15am.

Afternoon Pick-up Times:

- PS–GS students may be picked up between 3:15pm–3:45pm.
- CP–CE2 students may be picked up between 3:15pm–3:30pm.
- CMI–4^e students may be picked up between 3:30–3:45pm.

CAR LINE & PARKING LOT

Parking Lot Access: The parking lot will open at **7:45am** for drop-off and at **3:15pm** for pick-up. Parents arriving earlier for drop-off or pick-up may line up on the right curb of Coronet Street between the school entrance and Cassidy Drive until the parking lot opens. Cars will only be permitted to enter the Coronet Street entrance **turning right**. No left entry will be permitted. The drive-thru lane will be closed from 9:00am to 3:15pm each day.



Parking: There will be no parking permitted except for staff and maternelle parent parking during drop-off and pick-up times. Only staff and approved, essential visitors may enter and exit the parking lot between the hours of 9:00am and 3:15pm.

Traffic Flow: All traffic will travel one-way, using one lane only, through the parking lot. All cars will be entering at Coronet Street (right turn only) and exiting at Adelphi Lane. Maximum speed limit is 5mph.

Pick-up Application: We will be using a third-party application to help pick-up run smoothly. We will send information and instructions about this application before reopening campus.

MATERNELLE DROP-OFF & PICK-UP



- Parents with maternelle (PS-GS) students should turn right into the entrance off Coronet Street to join the car line, drop-off/pick-up any older siblings under the portico, and proceed to the northeast parking lot of the school (see map, pg. 3).
- Parents of maternelle students must park to drop-off and pick-up students directly at their external classroom entrance (see map, pg. 3).
- In order to enter the school, students must have a completed *COVID-19 Health Screening Questionnaire* to present to their teacher each day.
- Parents and guardians will need to practice physical distancing and wear a mask when approaching the school building. Parents and guardians are not allowed in the classroom until further notice.

CP-4È DROP-OFF & PICK-UP



- CP-CM2 parents should turn right into the entrance off Coronet Street to join the car line and proceed to drop students off under the portico.
- Students will use the sidewalk to walk to their designated, grade-level entrance on their own, under school supervision.
- Parents with maternelle students can continue in the car line to the maternelle parking lot for drop-off or pick-up for PS-GS students.
- In order to exit the car, students must be wearing a mask and have a completed *COVID-19 Health Screening Questionnaire* to give to their teacher.

LATE ARRIVAL PROCEDURES

It is very important for students to arrive before the school start time each day. Arriving early gives students the opportunity to organize their belongings and settle into class without feeling rushed. This will help get our young learners off to a good start!

Students in PS-GS should be in class with all materials put away **by 8:30am**. Students in CP-4è should be in class with all materials put away **by 8:15am**. If a student at any grade level arrives after the school start time, the parent or guardian will need to call the receptionist at **512.331.7806**. The receptionist will then call the classroom to notify the teacher of the student's arrival, and the teacher will open the door of the student's designated, external entrance for them to enter.



MAP OF CAR LINE & STUDENT EXTERNAL ENTRANCES



FACE COVERINGS



Students in CP-4th and all staff will be required to wear face masks throughout the day. Students and staff should bring at least three masks to school each day, since they will be required to change masks after eating and will need a spare in case their mask gets wet or damaged. Staff will also be required to change face masks upon changing learning spaces. **Face masks should fully cover the nose and mouth and should sit underneath the chin.** Cloth masks must be washed between daily use. Parents, guardians and students should wash hands or use sanitizer before touching masks, eyes, face or nose in order to avoid spreading the virus.

PHYSICAL DISTANCING



Families can support the concept of physical distancing by discussing and practicing physical distancing outside of school. AIS will be following physical distancing guidance provided by local, state, and national health authorities. During the day, physical distancing measures will be reinforced in classrooms, hallways, restrooms, and other school spaces. As defined by the CDC (2020), "Physical distancing means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces."

HANDWASHING & HYGIENE



Teachers will review handwashing techniques and how to properly cover coughs and sneezes with students regularly in all grade levels. There will be signage in each classroom reminding students of these healthy habits. Students will wash hands multiple times a day- before eating, after using the restroom, after recess, and as needed outside of these times. Recesses have been staggered to allow for physical distancing while handwashing. Additional, portable sinks (foot operated) are being placed outside of each classroom to provide more handwashing stations. Students will have access to hand sanitizer in each classroom as well as have access to their own, personal hand sanitizer, worn on a lanyard (CP-4è) throughout the day outside of recess times.

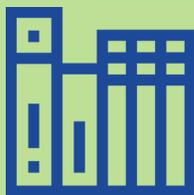
CLEANING PROCEDURES



During the school day, teachers will be primarily responsible for sanitizing classrooms and classroom materials with the help of students, when appropriate. Cleaning staff will be present at school during the day to regularly sanitize common areas (i.e. restrooms). Cleaning staff will not enter classrooms when students are present. School and cleaning staff will use only EPA approved cleaning and disinfecting products. Evening cleaning crews will disinfect all classrooms and common areas each week night and over the weekend.

LIBRARY

The AIS School Library is currently closed to visitors and classes; however, students will still have the opportunity to check out books each week. The librarian will take feedback from teachers and students and use it to pull a selection of interesting books for students to choose from for check-out each week. The selection will be brought to the classroom for a period of time that will allow for physical distancing and orderly student choice, supervised by the teacher. The selection of books will reflect various reading levels and multiple genres in the three languages.



After students have made their selections for check-out, the librarian will take the remaining books from the classroom to disinfect them according to library standards before they are re-shelved. Students may keep their library books for one week. Students will drop their books in a return bin in their classroom, and the librarian will pick up the return bin when she drops off the new selection of books each week. The returned books will be disinfected according to the library standards before they are re-shelved.

RESTROOMS



Maternelle classes will each have their own restroom in order to avoid cross-contact between classes. Students in PS will use the restroom near the back entrance of the school and restroom inside the classroom, MS will use one of the maternelle restrooms and GS will use the other maternelle restroom. PS-MS students will go to the restroom in small groups, separated by boys and girls. CP-CE2 students will use the restrooms behind the reception area, and CMI-4è students will use the restrooms upstairs across from the science lab. Restroom times have been staggered to avoid cross-contact between classes. Students may go into the restroom a maximum of four students at a time (2 boys, 2 girls) in order to maintain physical distance. Restrooms will be cleaned regularly throughout the day, and students must properly wash their hands after using the restroom.

LEARNING & SHARED SPACES

Shared spaces such as the art room, foyer, auditorium, library, mini-gym, and maternelle parcours area will be closed for class use until further notice. The use of hallways in the school will be limited to physically distanced travel from classrooms to restrooms in small groups. For recess, students in PS-CM2 will use their designated, external, grade level entry point to travel with their class to the playground using an outdoor walkway to avoid using hallways.



Middle school students may use the middle school hallways to travel, using appropriate physical distancing, between their classrooms, as these are separated from the rest of the school and do not cross paths with any other classes. Middle school students will remain in spaces designated for middle school and will not come in contact with elementary grade levels.

Medical grade HEPA air purifiers have been purchased for each classroom. Students' desks will be separated to respect physical distancing guidelines and will face the same direction. Teachers, assistant teachers, and co-teachers may also use outdoor spaces for learning at their discretion. Physical distancing must be respected in all learning spaces.

Teachers will make pedagogical choices regarding collaboration and group work. Regardless of the method or strategy being implemented, students must wear masks and remain physically distanced at all times.

RECESS & PLAYGROUNDS

All recess and lunch times have been staggered, and there is time planned in between recess times to avoid cross-contact between classes in travel to and from the playground.



Recesses on the back playground have been planned so that only one class is using the playground at a time. The front playground has been divided into sections with one class assigned to a section at a time during recess. Classes will rotate through the sections in order to visit the entire playground during the week.

Students may not share equipment (i.e. balls, hula hoops, etc.) and physical distance will be reinforced by staff members supervising recesses. Recess may be used as PE time and students may participate in organized, physically distanced activities (i.e. walks, relays, etc.) either on the playground, or in other designated outdoor areas..

LUNCH



To prevent cross-contact between classes, students will have lunch in their classrooms each day. Classes may eat outside on occasion, at their teacher's discretion, for additional air circulation and distancing; however, if eating indoors, teachers will open classroom doors and windows. Students will need to bring a cold lunch or bring a warm lunch in a thermos. As a preventative measure for COVID-19 and as a way for the school to embrace more "green" practices, microwaves will no longer be used. We also ask that all students bring reusable utensils, as the school will not provide utensils for students for the same reasons.

MATERNELLE NAPTIME



PS and MS classes will remain in their classrooms for naptime in order to avoid cross-contact and physical distancing guidelines will be reinforced. Nap materials will be sent home for washing each day. Students will be assigned their own mats, and mats will be disinfected each day after use.

STUDENT MATERIALS AND SUPPLIES



Student use of shared materials will be very limited, and students will use their own, individual materials as much as possible. In the case of shared materials, they will be wiped down and sanitized in between uses. Desks and other classroom surfaces will be wiped down throughout the day by students and teachers. Students will be able to place their backpacks and lunchboxes on hooks outside their classroom, a maximum of two students at a time, while respecting physical distancing.

AFTERSCHOOL CARE & ACTIVITIES



Afterschool care will be held from 3:45–6:00pm Monday–Friday. Students will remain with their cohorts in indoor and outdoor, divided spaces, and physical distance guidelines will be reinforced throughout afterschool care. The start of the afterschool activities program will be delayed as we work with our vendors to determine viability and safety protocols.

REQUIRED ABSENCES FOR FEVER

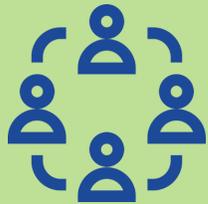


Any student or staff member who is ill must remain at home. If a student or staff member has a fever of 100.4°F/38°C or higher, they will be required to stay home for 72 hours and provide a doctor's note clearing them to return to school. All other contagious disease policies apply as written in the student handbooks.

COVID-19 REQUIRED ABSENCES

Symptom & Testing-Related Absences: If a student or staff member suspects they may have COVID-19, they should remain at home until they are cleared by a doctor to return to school.

Positive Diagnosis: If a student or staff member is diagnosed as COVID-19 positive, the individual may return to school only when all three of the following criteria are met:



- 1) at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- 2) the individual has improvement in symptoms (e.g., cough, shortness of breath); **and**
- 3) at least ten days have passed since symptoms first appeared.

Exposure-related Absences: If a student or staff member lives with someone who has tested positive (lab-confirmed) for COVID-19, they must stay home for 14 days and may only come back if they have not experienced symptoms and meet the three requirements above.

Marking Student Absences: Documented COVID-19 related absences will be marked as excused. Students will receive make-up work for their excused absences according to our current policy.

COVID-19 REPORTING



Family Reporting Requirements: In the case of a student or staff member testing positive for COVID-19, it must be **immediately** reported to the school via phone call to 512.331.7806 or email to reception@austinis.org.

School Reporting Procedures: In the case of a student or staff member being diagnosed with COVID-19, the school will notify the local health department and send an AIS Health Alert to the school community. AIS is required by law to protect the privacy of its students and staff members, and no personal information will be shared in AIS Health Alerts besides grade level assignment.

DISTANCE LEARNING

In the event that our school program is compelled to move to distance learning, our primary goal will be to ensure the continued academic and social development of our students through our unique, trilingual curriculum. To achieve continued success, our planning strives to minimize disruption to students' weekly routines and to maximize engagement and exchange with educators and peers. Families can review information about distance learning protocols in the Distance Learning Guide, and we will provide additional details prior to the start of school.



After the mandated closure of all Texas schools from March to June 2020, AIS quickly moved to distance learning. While allowing students to continue engaging in academics, the feedback we have received about this experience has allowed us to enhance campus-wide distance learning in the event it is required during the 2020-2021 school year. Distance learning will provide students with a full week of instruction, including dedicated whole group contact times, small group instruction, and one-on-one learning times with teachers through our distance learning platforms.

OFF-CAMPUS LEARNING



Some families with heightened risks associated with COVID-19 may need to keep children at home while on-campus learning is taking place if medically necessary. Our plans include off-campus learning opportunities on a case-by-case basis that will allow these students to continue to engage in our academic program each day through synchronous and asynchronous activities. Due to staffing and scheduling limitations, off-campus learning would operate on a modified distance learning schedule.

COVID-19 RELATED SCHOOL CLOSURE

We are dedicated to maintaining a high standard of care for our school community, and in the case of local, independent school district closures due to COVID-19, Austin International School may also choose to close. If this is the case, our school will move to a full distance learning model, which would allow for continuity of learning in an off-campus environment until it is safe for schools to re-open.

ADDITIONAL RESOURCES

Centers for Disease Control and Prevention:

[Parent Checklist](#)
[Caring for Children during COVID](#)
[Talking with Children about COVID](#)
[What to do if you are sick?](#)
[Managing Stress & Anxiety](#)
[Protecting yourself if High Risk](#)
[Health & Hygiene](#)

Child Mind Institute:

[How Mindfulness Can Help During COVID-19](#)
[Parenting Disagreements During COVID](#)
[Preschoolers: Tips for Supporting Learning at Home](#)
[Will My Child Bounce Back From the Coronavirus Crisis?](#)
[Helping Kids Face the Challenges of Reopening](#)
[How to Ask What Kids Are Feeling](#)