



*Our students will  
be prepared for  
and eager to  
accept the  
academic,  
occupational,  
personal  
and practical  
challenges  
of life in a  
dynamic global  
environment.*

# ***Elementary School*** **In-Person Hybrid Handbook** **FOR SCHOOL YEAR 2020 - 2021** **Briarwood Elementary School**

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<https://www.issaquah.wednet.edu/briarwood>

# Welcome Letter

Dear Briarwood Families,

This Hybrid Handbook for families has been created to let you know what COVID mitigation procedures are in place and what the learning environment will be like at Briarwood, as students return to in-person learning. Our district website contains additional resources on return to in-person learning and Health and Safety Plans. These are valuable resources that we hope you take time to look through. They contain specific and detailed information about district-wide expectations, procedures, and protocols regarding safety in the hybrid setting.

You can access resources described above at <https://www.issaquah.wednet.edu/covid>

Thank you in advance for taking time to review our Briarwood Hybrid Handbook. You will see that we have put forth great effort to ensure student and staff safety and to comply with Washington State and King County Department of Health guidelines and recommendations. We will continue to monitor updates and recommendations from the State and County Health Departments to stay current on our health and safety procedures and protocols.

Sincerely,

Tia Kleinkopf, Principal

Taryn Kepford, Assistant Principal

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## Classroom Environment

Upon return to in-person, students will find that some procedures and the physical set up of the classroom may look different than in the past in order to keep everyone healthy. *What students and families will find to be the same as they have experienced in the past is a warm welcoming teacher who is eager to greet students each day, develop relationships, promote community building and social emotional learning and provide quality instruction in the areas of reading, writing, math with science and social studies integrated into core content areas.*

To keep everyone healthy, below are some of the COVID mitigation procedures students can expect to see, and be asked to follow, in their classroom:

- Students and the teachers will wear masks at all times in the classroom.
- The arrangement of student desks will look different than they may have experienced in the past. To assist in setting up classrooms with required physical distancing, our district operations and facilities department used spacing templates in setting up all of our Kindergarten and first grade classrooms to ensure the recommended guidance of 6 feet of physical distancing between students while seated at their desks was followed.
- If there is space in the classroom, the teacher can choose to create a small group space, provided that the small group space still maintains 6 feet between all involved in the small group.
- If multiple students use a table, such as during a small reading group lesson, the table will be disinfected between uses.
- ALL desks and tables will be disinfected nightly.
- Coats and backpacks any other personal items will be housed in the student's individual cubby.
- There will be no shared materials. Students will store their own supplies in their desks.
- Manipulatives such as unifix cubes or counters may be used by students during instruction and will be disinfected prior to using again.
- Frequent handwashing and hand sanitizing will occur.
- Students will have a recess/mask break during each session.
- High touch points such as doorknobs and railings within the building will receive continuous cleaning throughout the day.

## Daily Schedule

8:50	<b>Students permitted on campus &amp; line up in classroom lines</b>	Attestation will be verified and temperatures will be taken
9:00	<b>School Begins</b>	Staff walk classes to classroom
9:00 – 9:20	<b>Morning Meeting</b>	Attendance taken and community building
9:20 -12:30	<b>Core Instruction / Recess / Snack</b>	Reading, Writing, Math Instruction. 15 minute recess; including snack outside
12:30	<b>Student Dismissal</b>	Staff walks students to dismissal spots

### Attestation and Temperature Taking

Students must have their electronic attestation filled out *before* entering the building. Students that do not have an attestation will be held at entryways to contact families before being allowed entry. A health attestation can then be done: a) by parents using the email link for their student, b) by paper copy, c) by verbal response and noted by a staff member for record.

If staff is unable to contact parent/guardian, the school may reach out to emergency contacts for health attestation verification. We recognize that emergency contacts may not have accurate information on a student.

Student temperatures will also be taken before entering the building. Temperatures should be less than 100.0°F.

### Arrival Procedures and Temperature Taking

As students arrive, temperatures will be taken at vehicles for students who are dropped off or as students are excused from busses. Students may be asked to take their temperature again when entering the building to ensure walkers also have had their temperature taken.

Students will be directed to line up with six feet of social distancing at a designated location for their grade level. There are markings to help students maintain social distancing standards. As students enter the building, they will be checked to ensure that their attestation has been completed and that they are cleared to enter the building.

## Entry into the Building

Upon checking temperatures and attestations, students will be allowed to enter the building. When walking through the building, students must stay to the right side of the hallway (marked with blue tape) and remain 6 feet apart.

## Recess and Snack

Students will be able to eat a snack during their daily recess break. Students may eat a snack outside and throw their trash away in appropriate trash cans. Students must also re-wash/sanitize their hands before touching any playground equipment after eating.

## Restroom Use

Students must wash/sanitize hands before leaving the classroom to use the bathroom at the end of their grade level wing. One student from each class will be allowed to use the restroom at a time. Student will flip an “in use” sign to signal restroom availability. If the stalls are not open, the student is to wait a socially distanced amount by standing in the designated space outside of the restroom area. Once students are finished using the restroom, they must wash hands and flip “in use” sign before returning to the classroom and again sanitize upon reentry in the classroom.

## Hallway Spacing

When walking through the building, students must stay to the right side of the hallway (marked with blue tape) and remain six feet (6') apart.

## Water Fountain Use

Drinking fountains will not be available to drink from. It is recommended that students will bring a water bottle or will be provided the use of a small disposable cup. Water bottles can be refilled using sinks in classrooms or water coolers in portables.

## Visitors and Volunteers

In order to provide the safest environment possible for our students and staff members, only Briarwood students and staff members will be allowed past the front office during Hybrid Instruction. We love our volunteers and appreciate our amazing and supportive parent involvement, and can't wait to welcome parents back into the building in the future. In the meantime, we will implement the following:

Parents and family members of students are not allowed past the office. We appreciate your understanding and cooperation.

If you need assistance, or need to drop off or pick-up materials, please contact your school's main office to schedule an appointment.

Only district approved visitors will be allowed on campus during Hybrid Instruction.

We will not be inviting special guests, guest speakers, volunteers or other community members to the school.

## COVID Supervisor

Each building has a designated COVID Supervisor, who is responsible for ensuring these procedures are put in place and followed to keep our students and staff safe and healthy when at school. The COVID Supervisor is also responsible for making sure proper PPE use and cleaning supplies are available, tracking and monitoring attestations, and supporting students and staff in cases of suspected illnesses. The COVID Supervisor at Briarwood is our Assistant Principal, Taryn Kepford.

## COVID Supervisor Back-Up

In the case that the building COVID Supervisor is unavailable, several other staff (administrators and health room staff) are able to help support students and families in staying safe.

## Isolation/Care Room

An isolation or Care Room may be used if a student does not have an attestation allowing them to enter the building or if a student starts experiencing COVID or COVID like symptoms to be monitored until parent arrival for pick up.

Proper PPE will be worn by all in our Care Rooms while the student is evaluated for exposure, diagnosis, and symptoms—collecting information (who, what, when, where, why, for how long.) The COVID Supervisor(s) will work with the families around next steps and what needs to occur for a student to return to school.

## Mask Refusal

Students who are refusing to wear a mask will be asked to leave the classroom to discuss and problem solve with a staff member. Staff may contact parents to help resolve the issue, if needed. If there is an issue with a student's mask, a disposable mask can be provided to them.

## Dismissal

Before leaving the classroom for the day, students will wash/sanitize their hands. Students will leave the building out of their designated and will walk with their class to the playground. Once bus riders are lined up, teachers will escort students for parent pick up (whether by car or foot) to the front of the building.

# Building Expectations

<h1 style="text-align: center;">Briarwood Elementary</h1> <h2 style="text-align: center;">School Expectations for In-person Learning</h2>					
	Classroom	Hallways	Bathrooms	Playground	Arrival/Dismissal
BE RESPECTFUL	<ul style="list-style-type: none"> <li>• 0-2 voice level</li> <li>• Follow Classroom Expectations</li> <li>• Follow all adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• 0 voice level</li> <li>• Quiet feet</li> <li>• Body to self</li> <li>• Eyes forward</li> <li>• Silent waves</li> </ul>	<ul style="list-style-type: none"> <li>• 0 voice level</li> <li>• Put paper towels in the trash</li> <li>• Keep walls and floors clean</li> <li>• Respect privacy of others</li> <li>• Body to self</li> </ul>	<ul style="list-style-type: none"> <li>• 0-3 voice level</li> <li>• Use kind words</li> <li>• Throw snack trash away</li> <li>• Body to self</li> </ul>	<ul style="list-style-type: none"> <li>• 0-2 voice level</li> <li>• Use kind words</li> <li>• Body to self</li> <li>• Follow all adult directions</li> </ul>
BE RESPONSIBLE	<ul style="list-style-type: none"> <li>• Wear a mask</li> <li>• Stay 6 feet from others</li> <li>• Coats, backpacks and any other personal items will be housed in the student's individual cubby</li> <li>• Stay in your Learning Spot</li> <li>• Sanitize your hands when entering and exiting the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a mask</li> <li>• Stay 6 feet from others</li> <li>• Stay to the right of the blue line</li> <li>• Walk directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a mask</li> <li>• Stay 6 feet from others</li> <li>• Walking feet</li> <li>• Wash your hands</li> <li>• Feet on the floor</li> <li>• Unlock door before leaving</li> <li>• Flip the sign when in use and finished</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a mask on the big toy</li> <li>• Stay 6 feet from others</li> <li>• Sanitize hands BEFORE and AFTER recess</li> <li>• When eating, stay in the Snack Zone and sanitize after</li> <li>• Stay in your Recess Zone</li> <li>• Play with only the toys assigned to your classroom</li> <li>• Put mask on when bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a mask</li> <li>• Wait until directed to enter or exit the bus/car</li> <li>• Line up on the red feet</li> <li>• Stay 6 feet from others</li> <li>• Walking feet</li> <li>• Backpack on back</li> <li>• Arrival: Wait for temperature check and attestation check</li> </ul>
BE A PROBLEM SOLVER	<ul style="list-style-type: none"> <li>• Only use your own supplies</li> <li>• Ask for help if you need it</li> <li>• Follow all safety rules</li> </ul>	<ul style="list-style-type: none"> <li>• Be where you should be</li> <li>• Follow all safety rules</li> <li>• Report any hallway concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom quickly</li> <li>• Return to class quickly</li> <li>• Follow all safety rules</li> <li>• Report supplies needed to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Put equipment away in class basket</li> <li>• Follow directions quickly</li> <li>• Solve problems with STEP</li> <li>• Include others and play fairly</li> <li>• Line up when the bell rings</li> <li>• Report big problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Be where you should be</li> <li>• Follow directions quickly</li> <li>• Watch for your bus/car/adult</li> <li>• Report big problems to an adult</li> </ul>