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

Cascade Ridge Elementary
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Welcome

Cascade Ridge Families,

This Hybrid Handbook for families has been created to let you know what COVID mitigation procedures will be in place and what the learning environment will be like at Cascade Ridge when 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

https://www.issaquah.wednet.edu/covid/precautions

Thank you in advance for taking time to review our Cascade Ridge 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.

Please contact the COVID-19 Supervisor should any questions arise.

COVID Supervisor

Jennifer Sehlin, Principal
Email: SehlinJ@issaquah.wednet.edu
Phone: (425) 837-5500

Back-up COVID Supervisor

Kate McConnell, Dean of Students
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Phone: (425) 837-5530
COVID-19 Safety Procedures

**Face coverings/Masks**

- Masks are required to be worn by all students and staff.
- Each child will be provided two masks on the first day of in-person learning. Please put your child’s name in any mask they wear to school.
- If a student loses or damages the mask they wore to school, cloth masks are available in Ms. Sehlin’s office.
- Disposable masks are available onsite and will be used as needed.

**Mask Refusal**

- Because face coverings are a required safety measure, instances of a student/staff member not wearing a face covering will be addressed promptly.
- If a student or staff member refuses to wear a mask, Ms. Sehlin or Ms. McConnell will be contacted and the student/staff will be escorted to a mask refusal room separate from other students and staff. The mask refusal room will be located away from occupied classrooms.
- Response to student behaviors will be made on a case-by-case basis and will take into consideration the student’s age, disabilities (if any), and specific nature of the violation.

**Temperature checks**

- All students and staff will be required to complete a temperature check prior to entering the school building.
- Student temperature checks will be conducted by staff at each student entrance shortly after students arrive on campus.

**Health Attestations**

- All staff will complete a daily health attestation prior to entering the school building.
- All families participating in in-person hybrid learning will complete a daily health attestation for each student prior to entering the school building.
- Student health attestation verification will be done each morning to identify students who are certified to be on campus and students who are not certified to be on campus.
  - If a health attestation was not completed by a parent prior to arriving, the student will not be allowed entry into the classroom until
the attestation is completed through an interactive process involving the student and/or parent/guardian.

- If the student’s health attestation confirmed the presence of symptoms or potential close contact with COVID-19, the student is not certified to be on campus. Students who report to campus and are not certified will go to a safe/isolation room away from other students and staff and their parent/guardian will be contacted.

**Sick Student and Safe/Isolation Room**

- In the case of a student who is sick, ill, or showing signs of illness in class, the teacher will notify the office immediately with the student’s name and symptoms.
- Office staff will notify Ms. Sehlin or Ms. McConnell immediately.
- The Health Room Specialist or Ms. Sehlin or Ms. McConnell will go to the student’s classroom and escort the student, with all their items, to the isolation area using an outside route as much as possible with six feet distance.
- The primary isolation area will be outside in a covered space. The secondary isolation area will be located indoors away from occupied classrooms. This room contains a cot if the child feels unable to sit outside or if there is significant inclement weather.
- Once the student is in the isolation area, staff will ask pertinent questions about their illness or symptoms and then proceed with next steps. Staff will follow the Covid-19 Screening Flow Chart.

![COVID-19 Symptom Flow Chart](image-url)
• The staff member with the student will notify the Office staff to call the parents/guardians of the student to inform them their student is ill or showing signs of illness at school and will need to be picked up immediately.

• Once the parent/guardian arrives to school, the parent/guardian will notify the front office. A staff member will bring the student to the parent/guardian, exiting out the Mt. Si entrance. The parent/guardian will wait outside. The staff member will go through the Covid-19 Screening Flow Chart with the parent/guardian and send a copy home with the parent/guardian.

• If necessary, students/staff in classroom will be moved to an alternate location.

• An administrator will communicate with custodial staff about the locations, including the isolation room, that will need to be deep cleaned.

• If needed, an administrator will contact all people who may have come into contact with the student. The student’s name will remain confidential.
Classroom Environment

Upon return to in-person, students will find that some procedures and physical set-up of the classroom may look different in the classroom now 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, and 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 classrooms to ensure the recommended guidance of six 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 six 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, backpacks, and 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. All classrooms and hallways contain a sink to allow for frequent handwashing. All classrooms are also equipped with spray bottles that contain hand sanitizer.
• 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.

***Students are encouraged to bring a personal water bottle that they can fill at sink in the classroom. Drinking fountains in the halls will be closed.
# Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50</td>
<td>Students permitted on campus &amp; line up in classroom lines</td>
<td>Attestation will be verified and temperatures will be taken</td>
</tr>
<tr>
<td>8:55</td>
<td>First Bell Rings</td>
<td>Attestation will be verified and temperatures will be taken</td>
</tr>
<tr>
<td>9:00</td>
<td>School Begins</td>
<td>Students enter classrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students arriving after 9:00 enter the building through the office</td>
</tr>
<tr>
<td>9:00-12:30</td>
<td>Core Instruction / Recess / Snack</td>
<td>Attendance taken</td>
</tr>
<tr>
<td></td>
<td>Continued in person for K-3 pilot students (teacher to provide specific schedule).</td>
<td>Reading, Writing, Math Instruction</td>
</tr>
<tr>
<td>12:30-2:30</td>
<td>15 minute recess (includes snack outside)</td>
<td></td>
</tr>
<tr>
<td>12:30</td>
<td>Student Dismissal from In-Person Learning</td>
<td>Staff walks students to dismissal spots</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Lunch at Home/Break</td>
<td>When students arrive home, this is their time to eat lunch and take a break from school</td>
</tr>
<tr>
<td>1:30-2:00</td>
<td>Asynchronous Specialists (PE, Music, Library)</td>
<td>Specialists will post asynchronous learning for students to complete</td>
</tr>
<tr>
<td>2:00-3:30</td>
<td>Whole Group Remote</td>
<td>Small group instruction with teacher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Independent student work time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social-Emotional Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math Follow-Up</td>
</tr>
</tbody>
</table>
Arrival Process

- Students may begin lining up at their class’s designated line-up spot at 8:50.

- **Lining Up**
  - Staff will be located near each line-up area to supervise students.
  - Students may enter campus from the Northwest or Southeast gate entrances.
  - Students line up on the blacktop area near the playground by class, socially distanced on marked spots six feet apart from other students.
  - Beginning at 8:55, students will enter the building one at a time by class through a designated entrance.

- **Health Attestation and Temperature Check**
  - Staff will verify that families have completed a health attestation for each student in attendance. **It is the expectation that your child’s health attestation is completed before your child comes on campus.**
    - All staff will carry a QR code linked to the attestation form that parents/guardians can scan if they have not completed the attestation. Parents/guardians may ask staff to scan the QR code if they have not be able to complete the attestation prior to bringing their student(s) to school.
    - Students who report to campus and are not certified will not be allowed entry into the classroom until the attestation is completed through an interactive process involving the student and/or parent/guardian.
  - After verifying a student has a health attestation, staff will check the student’s temperature. All students will have their temperature checked before entering building.
    - If a student’s temperature is less than 100.0 degrees, the student can enter the building.
    - If the student’s temperature is at or above 100.0 degrees, a staff member will contact the office and the student will be escorted to an isolation space away from other students and staff.
  - Temperature check stations will be located at each student entrance.

- **Building Entry**
  - After each student has a confirmed health attestation and temperature check, they will walk to their classroom with guidance
from staff. Teachers will be positioned in the doorway to greet students and monitor students in the classroom.
  o All students will wash/sanitize their hands when they enter the classroom.

- **Students arriving between 8:55 and 9:00**
  o Students who arrive between 8:55 and 9:00 may enter campus from the Northwest or Southeast gate entrances.
  o They will walk to their class line-up location and will follow the standard entry procedures.

- **Students arriving after 9:00**
  o Students who arrive after 9:00 will enter the building through the main entrance/office.
  o When entering the office, students will have their temperature taken at the office temperature check station. At this time office staff will also verify the student’s health attestation has been completed.
  o Students will enter the office and be escorted to their classroom by a staff member.

- **When students arrive at school, where do we go?**
  o Kindergarten and 1st grade students will walk to the southeast side of the school (lower bus loop/covered basketball area) and enter marked gates (gate for kindergarten and gate for 1st grade). Students can begin lining up at 8:50 am. Students will proceed to the café courtyard and stand on the marked spots for their class that are appropriately distanced. While in line, a staff member will take the student’s temperature and check for attestation completion.
2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students will walk to the library courtyard (by the portables) and line up in the marked line-up area (watch for signs with teachers’ names on them the first few days of in-person learning). Students should stand on the marked spots appropriately distanced. While in line, a staff member will take the student’s temperature and check for attestation completion.

- **Can a parent go with their child to the line-up area?**
  - We encourage parents to say goodbye to their child at the gates so there is space for social distancing in the courtyards. **One** parent may accompany their child to the line-up area if there is concern the child will not know where to line up. Please **distance yourself from other families and students**.

- **Can I enter the building with my child?**
  - No, at this time, parents and volunteers are not allowed in the building with their children.
Restroom Procedure

- A staff member supporting classrooms may escort students to the restroom to ensure they follow the restroom procedure.
  - If a staff member escorts a student, they will wait in the hallway outside the restroom.

- Students needing to use restroom will inform their teacher.

- Before leaving the classroom, all students will wash or sanitize their hands.

- After washing/sanitizing their hands, students will get their bathroom pass from their desk.
  - Students should not touch the Velcro on the back of their bathroom pass.

- When students arrive at the restroom, they will place their bathroom pass on the Bathroom Pass chart hanging on the wall in front of the bathroom.
  - Only two students will be allowed in the restroom at a time.
  - If there are already two bathroom passes on the Bathroom Pass chart, students will wait on a marked spot outside the bathroom until a spot opens up.
    - There are only two waiting spots. If both are full, students must return to class.

- When students are done using the restroom, they will wash their hands, standing on one of the sets of feet on the floor by the sink.

- After washing their hands, students will grab their bathroom pass and return to class by walking on the right side of the hallway to maintain social distancing.

- When students reenter the classroom, they will sanitize their hands and place their bathroom pass back on their desk.
Recess/Snack Procedure

- Prior to leaving for recess, students will wash their hands or use hand sanitizer.

- Each classroom will be assigned to a zone/section of the playground. Playground zones will be rotated on a daily basis.

- Teachers will dismiss students to recess. When recess begins, students will be released from the classroom one student at a time starting with students who have a snack. Staff members on the playground will direct students to the correct zone as they are released.

- **Please send students to school dressed for the weather.** Not every zone has a covered option.

- There will be an equipment bin at each zone. This will include balls and other recess equipment for students from the class to use. All equipment will be sanitized daily.

- Masks at Recess
  - Once a student has reached their assigned recess zone/section, they can choose to remove their mask and put it in a pocket, below their chin, or on their wrist.
    - The exception to this rule is when students are in a designated mask-on zone (the COVERED TOY area).
  - At the end of recess, students will put their masks on before leaving their recess zone to line up.
  - Students will be responsible for keeping track of their mask and making sure it remains in usable condition.
    - If a student loses their mask or cannot safely continue using it, a staff member will radio the office and ask that a replacement be brought to the student before they reenter the building.

- Signs that remind students of recess expectations will be posted around the playground.

- Snack
  - Snack needs to be brought from home. **Please avoid peanut snacks.** Fruit, crackers, fruit bars, or pretzels are great ideas. Students should be
able to open and close snack containers by themselves. Snack will be eaten outside daily during recess time. If your child does not want to eat snack, it is not a requirement to bring one.

- Students may bring snacks to recess. Snack containers must be left on line-up markers when unused.
- Students who bring a snack to recess will be assigned a spot to sit six feet apart from other students using line-up spots.
- Students may remove their mask once they are on their assigned spot and eat their snack.
- If a student eats snack and completes it during recess, they will throw garbage away or leave it on a line-up markers, then get hand sanitizer from a staff member before being dismissed to their class’s recess zone.

- At the end of recess students will line up in the same lines they used at arrival. Staff members will supervise students outside as they return to the classroom one at a time. Teachers will stand in classroom doorway to monitor each student in the hallway and students in the classroom.

- Students will wash hands or use hand sanitizer upon returning to classroom.
Lunch Procedure
(Kindergarten-3rd grade pilot)

• Students will eat in the café and will have designated seats within their class’s section. Seats will be marked so students sit six feet apart from each other.
• Prior to the start of lunch, school lunches will be delivered to the school for any student that ordered the school lunch. School lunches will be free for all students through the remainder of the school year.
• Paraprofessionals and office staff will supervise lunch.
• Students will wash their hands with soap and water before leaving the classroom. When students arrive in the café, their hands will be sanitized with hand sanitizer.
• Students will go to their designated spot and must sit in front of the number with their name under it that is on the table. Students sitting at the same table will face the same direction. Students must stay in their designated seat until they are excused.
• Once seated and ready to eat, students will take off their masks and set them on the table or put them in a pocket.
• If students need help opening packaging, they will raise their hands. An adult wearing gloves will come to them and cut open packaging using sanitized scissors. Scissors will be sanitized between each use.
• If students have food that needs to be cut (apples, pears, etc.), those items should be cut before students come to school. Adults supervising lunch will not be able to cut food for students.
• Students needing to use restroom will put their mask on and inform an adult by raising their hand. An adult will sanitize the student’s hands and give them a bathroom pass. Students will use the 160-wing bathroom and will follow the procedure for using the bathroom. When the student returns to the café, they will return the bathroom pass to an adult, have their hand sanitized by an adult, and then return to their seat.
• Five minutes before the end of lunch students will be excused by class to throw away trash. Students will then return to their assigned seat and wait until they are excused.
• Student will be excused to go to recess by table. An adult will sanitize their hands and then students will leave the lunchroom. Students will immediately walk to their line-up spot outside to put their lunchbox down on a dot. Students will then walk to their recess zone.
• MASKS:
- Students must wear their masks until they are seated and ready to eat.
- Students may take their masks off to eat lunch. When they are finished eating, students must put their masks back on even if there is time remaining in the lunch period.
- Students must put their masks on if they need to use the restroom.
- Students must have their masks on when throwing trash away.
- Students must have their masks on when leaving the café and must keep their mask on until they reach their recess zone.
Dismissal Process

• All families will submit end-of-day pick-up plans to their child’s teacher/main office prior to start of in-person hybrid learning.

• At end of day, students will wash/sanitize hands before lining up inside of classrooms while maintaining social distancing.

• Teachers will line students up beginning with students attending Coyote Club.

• Teachers will dismiss students going to Coyote Club and will walk all other students out of the building using an exit close to the classroom.
  - Kindergarten and 1st grade students will be walked to the Southeast fence by the bus loop/sand field.
  - 2nd grade students will be walked to the Northwest fence by the bike racks.
  - 3rd grade students and 5th grade students in Mrs. Foster’s and Mrs. Sibert’s class will be walked to the walked Mt. Si door at the front of the building.
  - 4th grade students and 5th grade students in Mrs. Page’s class and Ms. Schaffer’s class will be walked to the library courtyard using the exit nearest their classroom and will exit campus using the Northwest fence by the bike racks.

• Kindergarten and 1st grade students who are being picked up at the bus loop will be released one by one. Parents will wait on the southeast side of the school (lower bus loop/covered basketball area) OUTSIDE of the fence and gates. The teachers will bring their classes out of the building and will release students one by one when the adult picking the student up is visible.

• Kindergarten and 1st grade students who are being picked up by car will be walked up to the main entrance by their teacher and released when their car arrives.

• If you are picking up your child by car, please do so by joining the car pick-up line. Please do not park your car and walk up to pick up your child. All cars need to use the car line.
  - Students will proceed directly to their car. If students need to wait for their car to pull up, there are standing spots spaced six feet apart that students can stand on.
Health Room

- There will be two locations to care for ill or injured students.
  - Our **Health Room** will be used to care for children who are injured or have signs of illness that are not known COVID symptoms.
  - Our **isolation spaces** will be used for children who have a symptom or signs of illness that are known COVID symptoms.

- In both the Health Room and the isolation spaces, there will be space for social distancing, as well as comforts such as a place to lie down.

- It is very important that students experiencing possible COVID symptoms are picked up promptly.

- What needs come to the Health Room:
  - Blood that can’t be managed by a bandage
  - Falls/hard impacts/injuries/possible concussion
  - Medication needs

- What needs come to the Isolation Space:
  - Fever (100 degrees or higher)
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Unusual fatigue
  - Muscle or body aches
  - Headache
  - Recent loss of taste or smell
  - Congestion or runny nose
  - Sore throat
  - Nausea or vomiting
  - Diarrhea
Safety Drills

• Safety drills will be conducted monthly.

• If exiting the building is necessary, staff will guide students to maintain distance between each other in line as they walk silently.

• When lined up outside, staff will help students to spread out six feet apart and follow all regular evacuation expectations.

• Modified lockdown: Students will remain in the building and will continue working. Staff will put window blinds down.

• Full lockdown: Students and staff move to a less visible location in the classroom. Safety of lives over distancing in real-life situations.

• Shelter-in-Place: Students will remain in the building and will continue working. Staff will close doors, windows, and cover outlets.

Visitors/Volunteers

In order to provide the safest environment possible for our students and staff members, only Cascade Ridge 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. We cannot 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.
Movement through Building

• Students will be escorted by a staff member the majority of the time they are in the building.

• Should a student walk on their own, they are to:
  o walk on the right side of the hallway.
  o wear a mask at all times.
  o maintain six feet of social distance.
  o go directly to their destination.
  o go directly back to class.

• Students and staff will stay to right when walking the hallways.
  o Hallways will be divided with dots on the floor and arrows indicating which direction students and staff should be moving on that side of the hallway.

Drinking Fountains

• Students are encouraged to bring filled water bottles to school on a daily basis and to drink at appropriate times as identified by their teacher or at recess.

• If a student must refill a water bottle, they will wash/sanitize their hands before and after refilling.

• If a student needs water and does not have a water bottle, then they may use a disposable cup located within each classroom. Students should wash/sanitize hands before and after getting water.

• Students will not be allowed to drink directly from drinking fountains.