



*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**

Clark Elementary

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Welcome Message

Welcome Clark 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 Clark Elementary 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:

- [COVID-19 Safety Precautions](#)
- [In Person Learning: What Parents Can Expect](#)

Thank you in advance for taking time to review our Clark Elementary 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 COVID-19 Supervisor should any questions arise

COVID Supervisor:

Laycie Rader, Assistant Principal
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Back up COVID Supervisor:

Christy Otley, Principal
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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, 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.

***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

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

Arrival Process

- Clark doors open at 8:55 (you may arrive on campus no earlier than 8:50)
- **ATTESTATION:** Families are **REQUIRED** to complete an attestation of health prior to their child arriving at school. Any student without an attestation of health will not be allowed to enter the building until it is completed by parent/guardian.
- **Temperature Checks:** There will be staff members supervising *temperature checks* at the designated doorways for students arriving by bus.
 - Parent Drop Off: Staff members will be supervising *temperature checks* at the car door and verifying attestation.
 - Walkers: Staff members will be supervising *temperature checks* at the designated walker spot in the front and verifying attestation.
 - Bus Riders: Staff members will be supervising *temperature checks* at the bus door and verifying attestation.
 - Any student exhibiting COVID symptoms or a fever greater than 100.4 will be walked to our Quarantine Room. Upon observation and a second check by a staff member, (likely our nurse or Health Room Specialist) office staff will call home for immediate pickup. If the second temperature check and observation conclude no symptoms present, the student will head to their classroom and can be present at school.
 - Any student without a mask will be provided one.
- **Building Entry:** Students walk straight to the classroom, with their teacher, by assigned route and entryway.
- All students **wash their hands** or use sanitizer upon entering the classroom.
- Late arriving students: **Dropping students off after 9:05**
 - A board will be placed at the red curb in front of the school instructing parents/guardians to call the office and be met by a staff member, then wait in a parking spot for a return call before leaving.
 - The student will be met by a staff member for a temperature check and attestation verification and will receive a late slip to bring to class.
 - Thank you for your patience with this process!

Recess Procedures

- Before leaving their classroom for recess, all students will **wash their hands** or use sanitizer.
- Teachers will guide students to their designated zone.
- There will be 6 cohorts at each recess, with 6 designated zones on the playground. Cohorts will rotate through the different zones throughout the week.
- **Please send students to school dressed for the weather.** Not every recess zone has a covered option.
- Recess equipment will be provided in each zone and will be washed between different cohorts. Students may only use the equipment in their zone.
- Students can choose to NOT wear their masks during recess. The exception to this rule is when students are in a designated mask on zone (the BIG TOY area). Mask off areas are spots on the playground away from the general play area where students can maintain social distancing. Once in their zone, students will be able to remove their mask, place it in a personal baggie and place it in a tub. At the end of recess, they will need to put their mask back on.
- Students are permitted the option to have snack during recess time. While having snack, they will need to maintain social distancing, and sanitize their hand before and after eating.
- Teachers will pick students up from their zone to escort them back inside the building.
- All students will **wash their hands** or use sanitizer upon returning from recess and entering the classroom.

Restroom Procedures

- Before leaving their classroom for recess, all students will **wash their hands** or use sanitizer.
- Students will take a bathroom pass with their classroom animal/name on it
- Masks must be worn at all times
- Students will walk on the far right of the hallway to maintain social distancing
- Upon arrival at the bathroom, students will check the bathroom chart to see if there is space. (2 students per bathroom at a time).
- If both spaces are filled, students will wait outside on a dot, socially distanced from any other students.
- There are only 2 waiting spots, if both are full, students must return to class
- Students place their pass on the chart outside of the bathroom
- Upon exit of the bathroom, students wash hands, standing on one of the dots on the floor by the sink
- Students remove bathroom pass, and return to class, walking on the right side of the hallway to maintain social distancing
- Re-Entering classroom: **wash their hands** or use sanitizer and sanitize bathroom pass

Health Room Needs

- We will have two locations to care for ill or injured children.
 - **Health Room:** will be used to care for children who are injured or have signs of illness that are not known COVID-19 symptoms.
 - **Quarantine Room:** will be used for children who have a symptom or signs of illness that are known COVID-19 symptoms.
- In both the Health Room and the Quarantine Room, 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 Band-Aid
- Falls/hard impacts/injuries/possible concussion
- Medication needs

What needs come to Quarantine Room:

- Fever (100.4) or chills
- Cough
- Shortness of breath
- Difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Mask Refusal

- All students and staff present are required to wear a face mask while at school.
 - If a student refuses to wear a mask:
 - They will first be asked to put their mask on/pull their mask up over their nose.
 - If a student still refuses, they will be escorted by an adult to the mask refusal room until they can follow required health and safety protocols.
 - Once a student has a mask on appropriately, they will be escorted back to their classroom.

* Should an exception to mask wearing be needed, an interactive process with your child's IEP or 504 team will need to occur.

Hallway Expectations

- Students will be escorted by an adult the majority of the time
- Should a student walk on their own, they are to:
 - walk on the right side of the hallway
 - wear a mask at all times
 - maintain 6ft of social distance
 - go directly to their destination
 - go directly back to class

Dismissal Process

- At the end of the day, students **wash their hands** or use sanitizer before leaving the classroom.
- Teachers stay in the classroom to supervise their students.

Buses

- Once all buses are at Clark, staff members will come to classrooms and walk bus riding students out to buses.

Walkers

- Staff members will come to classrooms and walk student walkers to meet their families on the grassy area between Gibson Ek and the Community Center.
- Students who walk home and are met on the grass between Gibson Ek and the Community center by an adult will use the same process as car pickup students

Car pickup

- **If you are picking up your child, please do so from the car by joining the car pickup line. Please do not park your car and walk up to pick up your child. All cars need to use the car line.**
- Once exiting the building, students will proceed directly to their car. If students need to wait for their car to pull up, there are standing spots spaced 6 feet apart that students can stand on.

Supplies

Laptops

Remain at home for device safety and for students to utilize during afternoon remote learning blocks.

Individual Student Supplies

We have basic supplies in individual bags for each student. You may be asked by your teacher to provide additional supplies.

Shared Materials

Shared Hands-On Teaching Materials Protocol:

- Clean and disinfect hands-on materials after each use.
- Limit shared teaching materials to those that can be easily cleaned and disinfected.
- Do not share items that are difficult to clean or disinfect.
- **Books:** The classroom guidance at Clark for “quarantining books” in a classroom is to set aside books weekly. Our classroom libraries will be quarantining their books for a total of 2 days.
- Each student’s belongings will be kept separate and in individually labeled containers, cubbies, or areas.

Safety Drills

- Safety drills will be conducted monthly.
- If exiting the building is necessary, teachers and staff will guide students to have distance between them in line as they walk silently.
- When lined up outside (fire or earthquake evacuation), staff will help students to spread out 6ft apart and follow all regular evacuation expectations.
- Modified lockdown: students remain working, pull blinds.
- Full lockdown: move to a less visible location; safety of lives over distancing in real-life situations.
- Shelter in Place: students remain work, close doors, windows, and cover outlets

Visitors/Volunteers

In order to provide the safest environment possible for our students and staff members, only Clark elementary 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.