Cougar Ridge
Hybrid Handbook for Families

January, 2021
Welcome Message:
Cougar 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 Cougar 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.

Thank you in advance for taking time to review our Cougar 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.

Attestation and Temperature Taking:
Parents will be required to complete an electronic attestation daily for each student. Students will have their temperature checked when they arrive to school (i.e. bottom step of the bus, in parent vehicle, on the sidewalk, outside designated entry points, etc.). Students with a normal temperature and a completed attestation, will then proceed to their designated entry point where an additional temperature check will occur using an infrared temperature scanner. Students without a temperature will then walk to their classroom. Any student experiencing any COVID related symptoms, with a temperature on campus, or without a completed attestation, will be escorted to an isolation space for further evaluation by the school nurse. Students with a confirmed COVID symptom(s) will not be allowed to enter the school.

Arrival to School and Entry Into the Building:
When students arrive at Cougar Ridge in the morning, they will enter the building through one of three entry points based on how they access campus (i.e. bus, parent drop off, walk to school-front of building, or walk to school-back of school). Doors will open at 8:50 am. All students are expected to wear a mask the entire time they are in the school building. All students will wash their hands or use hand sanitizer every time they cross a threshold.

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 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 and classrooms will be covered and not available.

**Recess and Snack:**
All students will be provided with a 15-minute morning recess and outside snack break. All students will wash their hands or use hand sanitizer before going to recess. Students from each classroom will be assigned a Zone for their recess and snack break. A Paraprofessional will supervise students from the same classroom each day. Recess zones will rotate weekly. Masks will be required when students are playing on the Big Toy.

A set of recess equipment for each grade level will be utilized during recess and disinfected daily. Kindergarten and first grade students will have their own set of recess equipment. These items will not be shared.

At the end of the recess and snack break, students will be escorted by a Paraprofessional back into the building and will wash their hands or use hand sanitizer as they enter their classroom.

**Restrooms:**
Students from each classroom will be assigned a specific restroom to use. One student at a time will be allowed in the restroom. Dots will be placed on the floor in the hallway six feet apart to provide students with a visual reminder where they should wait until it is their turn to use the restroom. Students will place a card with their teacher’s name into a slot on the door indicating it is occupied. When finished, students will remove the card and return to their classroom. Similar to recess, students will be expected to wash or sanitize their hands prior to and after using the restroom.
**Hallway Spacing:** Taped arrows on the floor will direct students where to walk in the hallways in order to stay the maximum distance away from other students. Some hallways will be designated as one-way. Students will be asked to stay as close to the wall when passing students going the opposite direction in the hall.

**Water Fountains:**
Water fountains in hallways and classrooms will be covered and not available for use. The water fountain in the classroom can only be used with Dixie cups. All students will be encouraged to bring a full water bottle to school daily.

**Visitors/Volunteers:**
In order to provide the safest environment possible for our students and staff members, only Cougar Ridge students and staff members will be allowed in the building 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 Supervisors:**
Each school in our district has a designated COVID supervisor. The principal, Mr. Terry, is the COVID supervisor for Cougar Ridge Elementary. The school nurse, Danielle Kolesnikov and the Dean of Students, Anne Miller are the backup COVID supervisors for our school.

**Isolation Spaces:**
Isolation spaces will be located outside and undercover near each of the three morning arrival entry points. An additional isolation space will be located inside the building and will only be used in the event of inclement weather.

**Mask Refusal:**
If a student refuses to wear a mask, the teacher will immediately contact the office. The Principal, Dean of Students, PBSES Coach, or Counselor will be contacted immediately to provide support. If the student still refuses to put on their mask, they will be escorted to an isolation space (Conference Room) for safety reasons. A follow up contact will be made to the parents of the student.

**Dismissal:**
Students will be dismissed at the end of the school day in a safe and logical order. A staggered dismissal approach will be used. Classrooms will have a designated path to exit the building. Teachers and Paraprofessionals will safely escort students from each classroom at the end of the school day to their designated dismissal location (i.e. walkers out back, bus riders, parent pick-up, and walkers out the front). A rope with 6’ markers may be used to ensure social distancing.