



*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**

Creekside Elementary School

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Issaquah School District Welcome

Creekside 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 Creekside 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 by clicking on the links below:

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

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

A Message from Principal Coyle

Dearest Creekside Families,

We have been hard at work creating processes and procedures to keep our staff and students safe in this unique learning experience. We also have been re-arranging our classrooms to meet the state's Department of Health's guidelines for returning to in-person learning. We have created this Hybrid Handbook for families as a way to assure you of our new Creekside Elementary safety procedures as well as share our reorganized environments with you. I hope that you take the time to look through this Hybrid Handbook and find it to be a valuable document that eases your worry by being informed of our health and safety procedures.

Thank you for taking time to look through our Hybrid Handbook, as well as the additional resources shared. You will see that we have made both small and large changes to ensure student and staff safety and to comply with rules and recommendations. We will continue to monitor recommendations and update our processes as rules or best practice suggestions are updated.

Thanks for partnering with us to keep all safe while productively helping our students maximize their learning!

Tera ;o)

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 the sink in the classroom. Drinking fountains in the halls will be covered and closed to all use.

Daily Schedule

Monday, Tuesday, Thursday, Friday (In-person half-day at school):

9:00am to 12:30pm- In-person instruction at school including a 15 minute recess

12:30pm to 1:00pm- Bus ride home

1:00pm-1:30pm- Lunch at home/break

1:30pm to 2:00pm- Remote / asynchronous specialist

2:00pm to 3:30pm- Whole group remote learning

Wednesday (Remote learning at home):

9:00am-12:30pm- Whole group remote learning

12:30pm-1:30pm- Lunch/break

1:30pm- 3:30pm- Independent student work time

Restrooms and Hallways

- Restrooms will be used by only one student at a time
- Stop / go signs and social distancing floor dots will guide students in maintaining social distance while waiting for the restroom
- Available sinks will be distanced from each other
- Students will receive explicit teaching and training in restroom safety expectations
- Students will sanitize or wash their hands before leaving the classroom to use the hallway, and when they return to the classroom
- Students will maintain social distance in hallways. Distancing aids on the carpet (colored otter cutouts) will prompt students to maintain distance

Recess

- Before leaving their classroom for recess, all students will wash or sanitize their hands.
- There will be four assigned recess zones at each recess. Classes will rotate through the different areas throughout the week.
- **Please send students to school dressed for the weather.** Not every recess area has a covered option, and while we may have indoor recess available when the weather is very rainy or exceptionally cold and windy, we will get outside for recess as much as possible. Please keep this in mind when getting dressed for the day!
- Personal toys, balls, and play equipment are not allowed at recess.
- There will be an equipment wagon provided for each recess zone. This will include balls and other recess equipment for students from the class to use. Students may play with the items from the wagon assigned to their recess zone only.
- Students are to wear their masks during recess. However, they will be allowed to take brief “mask breaks” in designated areas by pulling their masks down underneath their chins and maintaining physical distance. At this time, students may also eat snacks that they bring from home.
- The bathroom will be open during recess if students need to use the bathroom while at recess. One student is allowed to be using the bathroom at a time. Markings are on the floor, sink, and entrances to help students stay distanced in this area.
- All students will wash their hands or use sanitizer upon returning from recess and entering the classroom.
- Students will receive explicit teaching and training in recess safety expectations

Arrival

- **Each student's family must complete a daily attestation in order for their child to attend school. This will be emailed to them each morning.** Creekside office staff will print out a list of students who are APPROVED to attend that day. Students whose families have not completed the daily attestation will not be able to attend school and will be brought to a waiting area until their attestation is complete. Their families will be contacted to collect attestation information before their child can attend school.
- Creekside doors open at 8:45.
- Temperature checks will be completed daily when students arrive at school, before they enter the building.
- Staff members will be supervising temperature checks just inside the front doors for students entering through the front doors.
 - Any student exhibiting COVID symptoms or a temperature greater than 99.9 degrees will be walked to an isolation area, where office staff will re-check temperature and conduct a brief interview. If the student is exhibiting symptoms, office staff will call home for immediate pickup.
 - Families are expected to send their child to school each day with a clean face mask. We will have a supply of cloth masks available in the case that a child needs a mask during the school day.
- Late arriving students: **Dropping students off after 9:15**
 - A board will be placed in front of the school instructing parents/guardians to call the office and to send their student to the main doors, then wait in a parking spot for a return call before leaving. **YOU MUST WAIT UNTIL YOU RECEIVE A PHONE CALL FROM THE OFFICE BEFORE LEAVING.**
 - The student will be met at the front doors for a temperature check and will receive a late slip to bring to class.
 - Parent will stay on the line during the temperature check or the front office will call the parent/guardian back to let them know the temperature check was completed and that the student can make their way to class.
 - Thank you for your patience with this process.
- All students sanitize their hands upon entering the classroom.
- Students walk straight to the classroom, no parent escort. We will have extra staff members available to walk students to their classrooms.

Health Room and Isolation Room

- We will have two locations to care for ill or injured children.
- Our **Health Room** will be used to care for children who are injured, have daily medical needs, or have signs of illness that are not known COVID symptoms.
- Our **Isolation Room** 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 Room, there will be space for social distancing, as well as comforts such as a place to lie down.
- We request that you pick your student up from school promptly if you receive a call that they are showing symptoms related to COVID-19.

Managed in the Health Room:

- Cuts or scrapes that can't be managed by a Band Aid
- Falls/hard impacts/injuries/possible concussion
- Medication needs

Managed in the Isolation Room:

- Fever (100 degrees or above) 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 Room

A space has been designated at Creekside as a location for any student who is refusing to wear a face mask. Parents or guardians will be called to pick up a student who refuses to wear a mask.

Visitors/Volunteers

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

Dismissal

- At the end of the day, students will wash or sanitize their hands before leaving the classroom.

Buses

- Once all buses are at Creekside, teachers will walk bus riding students out to buses. A partner teacher will walk students who walk and are parent pick-up to the front of the school, where students will maintain social distancing.

Walkers

- Adults who meet walkers at school will use the parking lot cross walks to come to the front door area, maintaining social distance, to pick students up. Students who walk home on their own will be dismissed from the front door area to walk home.

Car pickup

- Students picked up by cars will line up to the West side of the front doors, maintaining social distance.
- **Remain in your vehicle, and pull all the way up to the pick up station**, where a staff member will contact you and bring your child to you for pick up.

Emergency 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 – students will hold onto a rope knotted at six foot intervals - and follow all regular evacuation rules.
- Modified lockdown: students remain working, pull blinds.
- Full lockdown: move to a less visible location, safety of lives over distancing in real situations.

COVID Supervisor at Creekside

Each building in the ISD is assigned a COVID Supervisor, whose role is to help oversee COVID protocols in each building and to work with district administration on COVID mitigation during in-person learning.

Creekside's COVID Supervisors are:

Alex Merritt
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COVID Supervisor
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and

Denise Smith
Assistant Principal
Backup COVID Supervisor
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- [In Person Learning: What Parents Can Expect](#)