



*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**

## **Issaquah School District Elementary Version**

**Issaquah School District, Elementary Education**  
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## Welcome

Dear Elementary School 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 school 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 by [clicking here](#).

Thank you in advance for taking time to review this 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.

Sincerely,

Jodi Bongard  
Assistant Superintendent of Elementary Education

Susan Mundell  
Executive Director of Elementary Education

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## Classroom Environment

Upon return to in-person learning, 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 cubicle.
- 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.

## Attestation

In order to ensure students are healthy and free of any COVID symptoms, a daily health attestation will be required. An attestation is a form with questions about your student's health. Each day you will complete and submit an electronic form. The office staff will review and checkoff completion to ensure all our students are in good health with no known symptoms or recent exposure to COVID. Completing this form prior to arrival will expedite the arrival process for all students.

- Parents will be required to submit an electronic daily attestation form for each hybrid learner.
- Staff will verify all student attestations have been completed daily. A student will not be permitted inside the building without a completed attestation form.

## Arrival Procedures/Temperature Checks

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.

## 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 2:30pm- Remote asynchronous learning

2:30pm 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

## **Building Entry**

Upon checking temperatures and attestations, students will be allowed to enter the building. When walking through the building, students must stay follow a specific route indicated by visual markers and remain 6 feet apart.

## **Recess/Snacks**

Students will be able to eat a snack and remove their mask for a short time during their daily recess break while maintaining social distancing. Students may eat a snack outside only. The playground will be divided into zones and students will be required to play in their assigned zone. Classes will rotate through the zones during the week. Students will sanitize their hands when exiting and entering the building.

## **Restrooms**

Restrooms will be closely monitored and sanitized throughout the day. Each classroom will have a designated restroom and assigned times to go. Students will also be permitted to go to the restroom as needed, provided that all restroom procedures are followed. Restrooms will have a limited capacity and a procedure for waiting which will include waiting in socially distanced designated spots.

## **Hallway Spacing**

When walking through the building, students will follow their walking path marked on the floor and will remain six feet (6') apart.

## **Water Fountain Use**

Due to current safety guidelines, hallway water fountains will not be in use. We encourage students to bring their own filled water bottles. If necessary, students may fill their bottles or use a paper cup to get a drink from the classroom sink.

## **Visitors/Volunteers**

In order to provide the safest environment possible for our students and staff members, only students and staff members will be allowed in the building once in-person learning resumes. We love our volunteers and appreciate our amazing and supportive parent involvement. We 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 will not be allowed in the building. We appreciate your understanding and cooperation.

- If you need assistance, or need to drop off or pick-up materials, please contact the main office to schedule an appointment.
- Only district approved visitors will be allowed on campus.
- We will not be inviting special guests, guest speakers, volunteers or other community members to the school.

## **COVID Supervisor/Back-up Supervisor**

Each building in the district has a COVID Supervisor. This person's role is to oversee all COVID protocols and to work with district administration on COVID mitigation during in-person learning. The COVID Supervisor is either the school principal or the assistant principal. The backup COVID Supervisor may be the dean, nurse or other support personnel.

## **Isolation Room**

An isolation room may be used if a student does not have the daily health attestation which allows them to enter the building or if a student starts experiencing COVID or COVID like symptoms during the school day. The student will be monitored until a parent arrives to pick the student up. Any areas of contact in the isolation room will be immediately deep cleaned and disinfected.

Proper PPE will be worn by all at all times in the isolation room. The student will be evaluated for exposure, diagnosis, and symptoms. 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**

All students and staff are required to wear a mask. However, if a student refuses to wear a mask, they will be asked to leave the classroom to discuss the problem 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. If a student has a documented medical condition preventing them from wearing a mask, please notify the office immediately.

## **Dismissal**

Before leaving the classroom for the day, students will wash/sanitize their hands. Students will leave the building out of their designated exit and will walk with their class to their designated pick-up area.

We look forward to having our students return to school. Please do not hesitate to reach out with any questions you may have.