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

Dear Discovery Families,

This Hybrid Handbook for families has been created to let you know what COVID mitigation procedures are in place and what the learning environment will be like at Discovery, as 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 the ISD resources described above here:

COVID-19 Safety Precautions
In Person Learning: What Parents Can Expect

Thank you in advance for taking time to review our Discovery Hybrid Handbook. You will see that we have put forth much thought and consideration 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,

Kathy Keegan, Principal
Table of Contents

Welcome Letter .................................................................................................................. 2
Table of Contents ............................................................................................................. 3
Classroom Environment .................................................................................................... 4
  Daily Schedule .................................................................................................................. 5
Attestation and Temperature Taking ................................................................................ 5
Arrival Procedures and Temperature Taking .................................................................... 5
Entry into the Building ....................................................................................................... 6
Recess and Snack ............................................................................................................... 6
Restroom Use .................................................................................................................... 6
Hallway Spacing ............................................................................................................... 6
Water Fountain Use .......................................................................................................... 6
Visitors and Volunteers ..................................................................................................... 7
COVID Supervisor ............................................................................................................ 7
COVID Supervisor Back-Up ............................................................................................. 7
Isolation/Care Room ......................................................................................................... 7
Mask Refusal ..................................................................................................................... 8
Dismissal ............................................................................................................................. 8
Hybrid Learning Expectation Matrix ................................................................................ 8
Classroom Environment

Upon return to in-person, students will find that some procedures and the physical setup of the classroom may look different than in the past 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.
### Daily In-Person Schedule M,T,TH,F

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50</td>
<td>Students permitted on campus &amp; line up in classroom lines and begin entering building</td>
<td>Attestation will be verified, and temperatures will be taken</td>
</tr>
<tr>
<td>9:00</td>
<td>School Begins</td>
<td>Staff walk classes to classroom</td>
</tr>
<tr>
<td>9:00 - 9:20</td>
<td>Morning Meeting</td>
<td>Attendance taken and community building</td>
</tr>
<tr>
<td>9:20 - 12:30</td>
<td>Core Instruction / Recess / Snack</td>
<td>Reading, Writing, Math Instruction. 15 minute recess; including snack outside</td>
</tr>
<tr>
<td>12:30</td>
<td>Student Dismissal</td>
<td>Staff walks students to dismissal spots</td>
</tr>
</tbody>
</table>

#### Attestation and Temperature Taking

Students must have their electronic attestation filled out before entering the building. Students that do not have an attestation will be held at entryways to contact families before being allowed entry. A health attestation can then be done: a) by parents using the email link for their student, b) by paper copy, c) by verbal response and noted by a staff member for record.

If staff is unable to contact parent/guardian, the school may reach out to emergency contacts for health attestation verification. We recognize that emergency contacts may not have accurate information on a student.

Student temperatures will also be taken before entering the building. Temperatures should be less than 100.0°F.

#### Arrival Procedures and Temperature Taking

As students arrive, temperatures will be taken at vehicles for students who are dropped off or prior to students entering the building. Caregivers are to stay in their cars. Walkers are to say goodbye their caregivers at the sidewalks before they come on campus. Students may be asked to take their temperature again when entering the building to ensure walkers and bus riders 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.

**Entry into the Building**

Upon checking temperatures and attestations, students will be allowed to enter the building. When walking through the building, students must stay to the right side of the hallway (marked color coded dots) and remain 6 feet apart.

**Recess and Snack**

Students will be able to eat a snack during their daily recess break. Students may eat a snack outside and throw their trash away in the buckets that will be provided to each class, emptied and sanitized each day. Students must also re-wash/sanitize their hands before touching any playground equipment.

**Restroom Use**

- One student from a classroom may go to the bathroom at a time.
- Each grade level is assigned to one bathroom.
- Teachers will encourage students to use the bathroom before or after recess.
- Maximum of two students in bathroom at a time or at sink
  - Students using bathroom will flip the green “Go” sign to a red “Stop” sign outside of the bathroom, so all are aware of how many are in the bathroom.
  - If a student must wait for the bathroom, they will stand on waiting markers on floor for their turn.

**Hallway Spacing**

When walking through the building, students will follow their walking path marked by grade assigned colored dots on the floor and remain six feet (6’) apart.

**Water Fountain Use**

- Determine a time for students to get drinks during classroom time – a few students at a time.
- Encourage students to bring personal reusable water bottles from home.
- Use sink fountain inside classrooms to avoid movement in hallways to fill water bottles.
- If a student does not have a water bottle to bring from home, we will provide one for them.
- If a student forgets their water bottle, they will have access to a Dixie cup in the classroom.
• Water fountains throughout the building will be covered up to prevent accidental use.

Visitors and Volunteers
To provide the safest environment possible for our students and staff members, only Discovery 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 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.

COVID Supervisor
Each building has a designated COVID Supervisor, who is responsible for ensuring these procedures are put in place and followed to keep our students and staff safe and healthy when at school. The COVID Supervisor is also responsible for making sure proper PPE use and cleaning supplies are available, tracking and monitoring attestations, and supporting students and staff in cases of suspected illnesses. The COVID Supervisor at Discovery is our Principal, Kathy Keegan.

COVID Supervisor Back-Up
In the case that the building COVID Supervisor is unavailable, several other staff (Dean, PBSES Coach, and health room staff) can help support students and families in staying safe.

Isolation/Care Room
An isolation or Care Room may be used if a student does not have an attestation allowing them to enter the building or if a student starts experiencing COVID or COVID like symptoms to be monitored until parent arrival for pick up.

Proper PPE will be worn by all in our Care Rooms while the student is evaluated for exposure, diagnosis, and symptoms—collecting information (who, what, when, where, why, for how long.) 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**

Students who are refusing to wear a mask will be asked to leave the classroom to discuss and problem solve 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.

**Dismissal**

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

**Hybrid Learning Expectation Matrix**

[Table of Hybrid Learning Expectation Matrix]

- **BE KIND**: Wear a mask, stay 6 feet apart, keep all of your things at your desk (coat, backpack, etc.), stay in your learning spot, sanitize your hands when entering and exiting, walking feet.
- **BE SAFE**: Only use your own supplies, ask for help if you need it, follow all safety rules.
- **BE RESPONSIBLE**: Walk directly to your destination, be where you should be, follow all safety rules.
- **Hallways**: Wear a mask, stay 6 feet from others, walking feet, body to self, eyes forward.
- **Bathrooms**: Wear a mask, stay 6 feet from others, hand washing, eyes forward, feet on the floor.
- **Playground**: Sanitize hands before and after recess, stay in your recess area, keep 6 feet from others, body to self, use equipment appropriately, put mask on when bell rings if you take it off.
- **Arrival/Dismissal**: Wear a mask, stay 6 feet from others, walking feet, body to self, backpack on back, eyes forward.

**Discovery Elementary**

School Expectations for In-Person Learning

**Updated 1.19.2021**