



Our students will be prepared for and eager to accept the academic, occupational, personal and practical challenges of life in a dynamic global environment.

High School In-Person Hybrid Handbook

FOR SCHOOL YEAR 2020 - 2021

Gibson Ek High School
Principal Julia Bamba

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Dear Gibson Ek High School,

The learning environment that we experience at Gibson Ek inspires us each day. We have faced many challenges throughout this year, but I continue to be thankful and appreciative of the ongoing support, care, and flexibility that the Gibson Ek community has shown each other.

We are excited to return to In-Person Hybrid learning, but we want to share as many details as possible so that our return to the building can be safe for everyone. This In-Person Hybrid Handbook has been created to let you know what COVID mitigation procedures are in place and what the learning environment will be like at Gibson Ek High School 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 review. They contain specific and detailed information about district-wide expectations, procedures and protocols regarding safety in the hybrid setting.

You can access the district resources described above at <https://www.issaquah.wednet.edu/covid>

Thank you for taking time to review our In-Person Hybrid Handbook. We have put forth a great deal of 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.

All of us at Gibson Ek High School are looking forward to resuming school on campus and seeing our students and staff back together again.

Please reach out to if you have any questions or concerns.

Sincerely,

Julia Bamba

Principal, Gibson Ek High School

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Classroom Environment

Upon return to in-person learning, students will find that some procedures and physical set up of the classrooms and innovation spaces may look different now in order to keep everyone healthy. What will not change is the inspiring, friendly, and fun staff and advisors who will be ready to connect with and support all of our students.

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 you may have experienced in the past. All of our classrooms are following the recommended guidance of 6 feet of physical distancing between students while seated at their desks or work spaces. .
- 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.
- ALL desks and tables will be disinfected on a daily and nightly basis.
- Lockers will not be used.
- There will be no shared materials unless the materials or tools can be easily sanitized.
- Frequent handwashing and hand sanitizing will occur.
- High touch points such as doorknobs and railings within the building will receive continuous cleaning throughout the day and night.

***Students are encouraged to bring a personal water bottle. Drinking fountains in the halls will be closed for normal use; water bottles can be filled at filling station for water bottles or at the sinks in each classroom

Arrival Process, Attestations, and Temperature Checks

As students arrive, temperatures will be taken at the front door. Students will be directed to line up with six feet of social distancing at a designated location. 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. Attestation and temperature checks will occur at the main entrance into the commons. If a student has a temperature they will be escorted to the Isolation Room or kept outside to have their temperature taken again or to go through COVID symptoms checklist of questions. From there the staff member will make the decision based on the answers to the questions if the student must go home and their parents need to be called.

- **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 be required to complete it before entering the building. 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 each student's health. Each day, an electronic attestation will be completed for each student. Gibson Ek 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.
- Families 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.
- **Temperature Checks:** There will be staff members supervising temperature checks at the designated

doorways for students as they arrive to school.

- Parent Drop Off: Students can be dropped off in the loop in the front of the school; students will walk down the main walkway and enter the building at the front entrance

Student Drivers/Walkers: Students should enter the building at the front entrance to the commons

Bus riders: Students will be dropped off in the bus loop but will need to walk to the front entrance of the school to enter the building.

- Any student exhibiting COVID symptoms or a fever greater than 100.4 will be walked to our Isolation Room or kept outside. Upon observation and a second check by a staff member, (likely our nurse or Health Room Specialist) office staff will call home to communicate the information and discuss pick-up or transportation. 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 after check-in process is complete.
- All students wash their hands or use sanitizer upon entering the classroom.
- Late arriving students will arrive at the front entrance, “buzz” the front office staff who then will complete the attestation and temp check.
- Upon checking temperatures and attestations, students will be allowed to enter the building. When walking through the building, students will walk directly to their classroom and remain 6 feet apart. Hallways will be marked with one directional pathways and some two-way pathways with students staying to the right and maintaining the 6 feet of distance. The main staircase will be up only and the outside staircases are for going down. Hallways and stairways will be marked to help students maintain smooth traffic flow.

Daily Schedule

- Monday-9th and 10th grade (Group A) on campus from 8:50-3:50
- Tuesday-9th and 10th grade (Group A) on campus from 8:50-11:50; Remote Internships from 1:00-4:00
- Wednesday-Virtual Advisory 9:00; Asynchronous Learning from 9:40-1:00
- Thursday-11th and 12th grade (Group B) on campus from 8:50-11:50; Remote Internships from 1:00-4:00
- Friday-11th and 12th grade (Group B) on campus from 8:50-3:50

Group A 9th and 10th Grade In- Person (11th and 12th Grade Remote)	Group A 9th and 10th Grade In- Person (11th and 12th Grade Remote)	All Remote and Asynchronous Learning	Group B 11th and 12th Grade In- Person (9th and 10th Grade Remote)	Group B 11th and 12th Grade In- Person (9th and 10th Grade Remote)
Monday	Tuesday	Wednesday	Thursday	Friday
Attestation/In-Person Check In/Student Login 8:50-9:00	Attestation/In-Person Check In/Student Login 8:50-9:00	Student Login 8:50-9:00	Attestation/In-Person Check In/Student Login 8:50-9:00	Attestation/In-Person Check In/Student Login 8:50-9:00
Advisory 9:00-9:40	Advisory 9:00-9:40	Advisory 9:00-9:40	Advisory 9:00-9:40	Advisory 9:00-9:40
Exploration Time/Independent Project Work/Project Management Support 9:40-11:40	One on One Meetings, Project Work Time, Content with Advisory	Asynchronous Learning 9:40-1:00	One on One Meetings, Project Work Time, Content with Advisory	Exploration Time/Independent Project Work/Project Management Support 9:40-11:40
Grade Level Teams 11:45-12:25	Dismissal at 11:50		Dismissal at 11:50	Grade Level Teams 11:45-12:25
Lunch 12:25-1:00	Transportation 11:50 Lunch 12:25-1:00		Transportation 11:50 Lunch 12:25-1:00	Lunch 12:25-1:00
Content Time 1:05-2:00	Remote Internships 1:00-4:00		Remote Internships 1:00-4:00	Content Time 1:05-2:00
Design Labs 2:05-3:25	Students Remote Internships and Mentor Meetings		Students Remote Internships and Mentor Meetings	Design Labs 2:05-3:25
Advisory 3:30-3:50	Advisors Planning/Mentor Meeting/ Internship Management/One on One Meetings		Advisors Planning/Mentor Meeting/ Internship Management/One on One Meetings	Advisory 3:30-3:50

Restrooms

- During class time, teachers are asked to only allow one student at a time to use the restroom
 - Students should travel to the restroom directly and back to their classroom directly; congregating and/or loitering is not permitted
 - Signs on restroom doors will provide the number for maximum occupancy and if the max has been reached, students should wait outside of the restroom on designated distancing spots until room is available
 - Handwashing is essential
 - Students should use hand sanitizer upon their return to the classroom

Health Room Needs

We will have two locations to care for ill or injured students.

- **Health Room:** will be used to care for students who are injured or for other reasons not related to COVID-19 symptoms
- **Isolation Room:** will be used for students who have a symptom or signs of illness that are known COVID-19 symptoms.
- In both the Health Room and the Isolation Room, there will be space for social distancing.
- It is very important that students experiencing possible COVID symptoms are picked up promptly.

Health Room Visits:

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

Quarantine/Isolation 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

Hallway Expectations

When traveling through the building, students are expected to:

- Walk on the right side of the hallway
- Wear a mask at all times
- Maintain 6ft of social distance
- Follow traffic flow of hallway; hallways will be two-way directions; upper campus will be two-way directions; stairways will be one-way (inside stairs go up and outside stairs go down);
- Go directly to their destination or go directly back to class

Water Fountain Use

- Drinking Fountains are not to be used in the normal fashion; most will be closed for use
- Students are encouraged to bring filled water bottles to school on a daily basis
- If a student must refill a water bottle, they should use the water bottle fill station near the main office.

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 principal, Julia Bamba. The backup COVID Supervisor is an ISD administrator. .

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.

The first isolation space is outside of the main office. Depending on weather conditions, the indoor conference room will be used as an isolation room.

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.

Lunch Procedures

- Students should wash hands or use hand sanitizer before lunch
- Students should walk directly to the Commons for their lunch period to pick up their sack lunch if they are eating the school provided lunch.
- Students will use the social distancing markers on the floor to stay 6 feet apart
- Students can find a seat in the commons, hallway, or outside.
- Students must stay 6 feet apart at all times while eating.
- School staff will supervise the lunch areas
- Once students have found their place to sit for lunch, they should stay in that spot for the remainder of the lunch period except for use of the restroom
- Restroom usage will be limited and each restroom's maximum capacity will be labeled on the restroom

- doors; if the restroom capacity is reached, students should wait until space is available
- When the lunch period is over, students will leave the lunch areas and walk directly to their next class
 - Students should use hand sanitizer when entering their next classroom
 - MASKS: Required and only off to eat. Once students finish eating they will put their mask back on
 - 11th and 12th grade students may leave campus for lunch. Students will need to enter through the main office/commons upon re-entry.
 - Students may be allowed to eat in their cars. More than 1 student per car is only permissible if from the same household.

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 an administrator. 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.

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 does not follow classroom safety expectations, the teacher will give multiple reminders and use teachable moments to ensure safety of all students. If a student is unable to comply with safety expectations, the teacher will contact administration
- Once a student has a mask on appropriately, they will be escorted back to their classroom.

*Gaiters are acceptable if they are either "doubled" to create double layers or if they contain a filler piece that covers the nose and mouth

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

Dismissal Process

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

Buses:

- Students riding the bus will go to the bus lane when school is dismissed; staff will assist in helping students maintain 6 feet of social distancing while they await the arrival of their bus; once the bus arrives, students should board the bus immediately

Student Drivers

- Students who drive should leave their class and go directly to their vehicle and leave campus; loitering and/or congregating with others is not allowed

Car pickup:

- Students being picked up from school will do so in the loop in the front of the school; students will wait

- outside for the ride and remain socially distanced as indicated by designated markings
- Drivers picking students up must remain in their cars.

Supplies

At this time, students should only bring what is necessary. This could be their laptop, writing utensil, hand sanitizer and water bottle. The school is limiting the amount of supplies brought into the school to help with traffic flow and social distancing in the hallways with no locker use.

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 where possible.
- When lined up outside (fire or earthquake evacuation), staff will help students to spread out 6ft apart and follow all regular evacuation expectations.
- Full lockdown: move to a less visible location; safety of lives over distancing in real-life situations.
- Shelter in Place: students remain working, close doors, windows, etc.

Visitors/Volunteers

- Currently, visitors or volunteers are not allowed into the building
- If families do need to pick-up or drop-off materials, they will go to the front entrance, “buzz” the main office using the press button at the front door, and school staff will then assist