



*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**

Grand Ridge

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Welcome

Grand 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 Grand 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.

You can access resources described above [here](#).

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

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 on the back of students chairs.
- 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/or 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 a sink in the classroom. Drinking fountains in the halls will be closed.

Daily Schedule

Monday, Tuesday, Thursday, Friday

9:00 School Day Begins

9:00-12:30 **Whole Group In-Person**

Reading, Writing, Math, Social Studies and Science Integrated

Recess Sessions

| Grade | Time |
|-----------------|-------------|
| 1 st | 10:00-10:15 |
| 2 nd | 10:20-10:35 |
| 3 rd | 10:40-10:55 |
| 4 th | 11:00-11:15 |
| 5 th | 11:20-11:35 |

12:30 Students Dismissed

12:30-1:30 Lunch at Home/Break

1:30-2:00 Asynchronous Specialists (PE, Music, Library)

2:00-3:30 Small group instruction with teacher, Independent student work time (Lexia, iReady, Journals, Independent Reading), SEL, Math Follow-Up

Wednesday

9:00-10:00 **Whole Group Remote**

Class Meeting/SEL/Community Building

10:00-10:15 Break/Recess

10:15-10:45 Whole Group Remote

Mini Lesson Reading/Writing/Math

10:45-12:00 Small group instruction, Independent Work

12:00-12:30 Asynchronous Specialists (PE, Music, Library)

12:30-1:30 Lunch at Home/Break

1:30-3:30 Independent student work time

Attestations

- All staff will complete a daily health attestation.
- All students attending in-person hybrid learning will complete a daily attestation.
- Student attestations will be checked each morning to identify students who are certified to be on campus and students who are not certified to be on campus
 - Students who report to campus and are not certified will:
 - **Wait outside** until family can be contacted to complete an attestations.
 - The QR will be available for families to complete attestations on campus with their personal device.
 - Hard copies will be available if needed.

Daily Planning and Logistics

RAINBOW THEME

We have a RAINBOW theme during hybrid learning. Each classroom will be assigned a color of the rainbow.

“Welcome Back!” banners will be in the assigned color of the classroom and will hang on the outside of the classroom door so all will know assigned classroom color. These colors will carry through the entirety of the day. See below for highlights:

- RAINBOW colored cones will be placed at arrival so students know where to line up. Cones will be spaced 6ft apart to maintain social distancing.
- RAINBOW banners will welcome students to their classrooms
- Paraprofessionals will use flipbooks with RAINBOW signs so they can flip to the color of the class to lead them to/from the playground.
- RAINBOW cones will be placed in the Recess Zones so all students can see what Zone they are assigned to.
- Stand spots that correlate to the color of the students' assigned classroom will be placed in the hallway outside their door.
- RAINBOW signs will be used to dismiss students at the end of the day.
- Classrooms will be configured so that the colors of the RAINBOW help staff know in what order they should be dismissing.

Arrival Procedures

- Parent drop-off/walkers
 - Paraprofessionals and support staff will greet students as they arrive, verbally reminding/confirming attestation and guiding students to their class's lineup area.
- Line up areas
 - Support staff are supervising students.
 - Students line up on their classroom assigned color coded lines, socially distanced on the spots.
 - Students start entering the building at 8:55.
 - Temperature check stations are located at the end of each hallway outside the door and all students must pass temperature check before entering the building;
 - If students are <100.0 degrees, students can go into building
 - If students are 100.0+ degrees, students will be walked to the front of the building and have their temperature checked again. If the second temperature check is <100.0 degrees the student will head to class. If the temperature is above 100.0 or the student exhibits COVID symptoms the office staff will call home for immediate pickup.
 - After each student completes temperature check, they move to corresponding dot outside the classroom to wait for rest of class and teacher before entering the classroom.

Dismissal Procedures

- All families submit end-of-day pick-up plans to teacher
- At end of day, students wash hands/sanitize before lining up for dismissal.
- Teachers will walk their classes to the door they use to enter and exit the building.

Walkers

- Students who walk home and do not have an adult who meets them at the school may leave.
- Students who walk home and are met at the school by an adult will wait on the line they use for arrival.

Car Pick-Up

- Students will walk to the student pick/drop off zone.
- Students will wait on the spots for their parent/guardian.

Recess/Snack

- Each classroom is assigned a zone on a rotating basis.
- Students will eat their snack outside.
- Before leaving their classroom for recess, all students will wash and/or sanitize their hands.
- Teachers will line up their classes in their rooms and wait for a paraprofessional to take their class to recess.
- Paraprofessional will pick-up classes for recess at designated time.
- Paraprofessional will guide students to their assigned recess zone.
- Snack containers must be left in the student’s assigned area when unused.
- When recess is over students will line up by class on their assigned color coded line.
- Teachers will go to the playground to pick up their classes and lead their class into the building.
- Students will wash and/or sanitize their hands upon returning to classroom.
- **Please send students to school dressed for the weather.** Not every recess area has a covered option.
- Personal toys, ball, and play equipment are not allowed at recess.

Recess Schedule

| | Week A | | | | Week B | | | |
|--------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Monday | Tuesday | Thursday | Friday | Monday | Tuesday | Thursday | Friday |
| Red | Field | 4-Square | Big Toy | Wall Ball | Basketball Courts | Field | 4-Square | Big Toy |
| Orange | 4-Square | Big Toy | Wall Ball | Basketball Courts | Field | 4-Square | Big Toy | Wall Ball |
| Yellow | Big Toy | Wall Ball | Basketball Courts | Field | 4-Square | Big Toy | Wall Ball | Basketball Courts |
| Green | Wall Ball | Basketball Courts | Field | 4-Square | Big Toy | Wall Ball | Basketball Courts | Field |
| Blue | Basketball Courts | Field | 4-Square | Big Toy | Wall Ball | Basketball Courts | Field | 4-Square |

Restrooms

- Each grade level will use the restroom located at the end of their hallway. Classes in the portables will use the restrooms located by the entrance to the Gym/Cafeteria.
- Two students can be in the restrooms at a time. The center stall/urinal will be closed to promote social distancing.
- Each bathroom will have dots on the floor outside the entrance indicating where students need to wait if the bathroom is in use.
- Each restroom will have lights on the wall next to the entrance.
 - If one or both of the lights are off, students will tap the light with their elbow and use the restroom.
 - If the lights are all on, students will wait on the dot until it is their turn.
- Students will wash their hands and turn the light off when they are done.

Hallway Spacing

- Students and staff stay to right when walking and maintain social distancing.
- Students will stay in their respective halls.
- Stand spots that correlate to the color of the students' assigned classroom will be placed in the hallway outside their door.

Water Fountain Use

- Students will not be able to use the water fountains.
- Students are encouraged to bring filled water bottles to school on a daily basis and to drink at appropriate times as identified by their teacher or at recess.
- If a student must refill a water bottle they should wash and/or sanitize their hands before and after refilling.
- If a student needs water and does not have a water bottle, then they may use a disposable cup located within each classroom.
- Students will wash and/or sanitize their hands before and after getting water.

Visitors/Volunteers

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

COVID Supervisor

Grand Ridge has a COVID supervisor that oversees all of the schools COVID procedures. These include:

- Daily student and staff attestation checks.
- PPE Requirements and Daily Mitigation Procedures.
- Maintaining and Ordering PPE Supplies
- Isolation Room supervision.
- Monitoring student and staff symptoms.
- Ensure that all CDC and State Department of Health guidelines are being followed.

Grand Ridge's COVID Supervisor:

Gary Aguilar
Assistant Principal
425-837-7942
aguilarg@issaquah.wednet.edu

Back-up COVID Supervisor:

Jill Ravenscraft
Principal
425-837-7926
RavenscraftJ@issaquah.wednet.edu

Isolation Room

We will have two locations to care for ill or injured students. Our Health Room will be used to care for students who are injured or have signs of illness that are not known COVID symptoms. Our Isolation Room will be used for students who have symptoms/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. It is very important that students experiencing possible COVID symptoms are picked up promptly.

Health Room Situations:

- Blood that can't be managed by a Band-Aid
- Falls/Hard Impacts/Injuries/Possible Concussion
- Medication Needs

Isolation Room Situations:

- Fever (100.0)
- Loss of taste or smell
- Shortness of breath
- Fatigue
- Muscle Pain
- Sore throat
- Runny Nose
- Vomiting
- Cough
- Chills
- Difficulty breathing
- Headache
- Body Aches
- Congestion
- Nausea
- Diarrhea

Mask Refusal

All students are required to wear a mask while in the school building.

Students that refuse to wear a mask will not be allowed entry to the classroom or school.

The chart below will be used to address mask refusal.

