High School
In-Person Hybrid Handbook
FOR SCHOOL YEAR 2020 - 2021

Issaquah High School
Principal Andrea McCormick

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Dear Issaquah High School Families,

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 Issaquah 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 in advance for taking time to review our In-Person 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.

We look forward to welcoming our Issaquah High School Eagles back on campus! As always, if you have any questions, please contact our main office for assistance and direction. You can reach the Receptionist, Sharon Hechinger or Maureen Lipsen at 425-837-6010.

Sincerely,

Andrea McCormick, Principal
Mark Jergens-Zmuda, Assistant Principal, Last names A-E
Erin Connolly, Assistant Principal, Last names F-La
Doug Wolff, Assistant Principal, Last names Le-Ro
Tammy Unruh, Assistant Principal, Last names Ru-Z
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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 teachers and staff members who are eager to greet students each day, develop relationships, promote community building and social emotional learning and provide quality instruction.

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:

- **If you are feeling ill, stay home**
- 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 classrooms to ensure the recommended guidance of physical distancing between students while seated at their desks was followed.
- Students will use the same assigned desk for each class, each day
- 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 appropriate distance between all involved in the small group.
- ALL desks and tables will be disinfected on a daily and nightly basis.
- 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.
- Desks in each classroom will be placed at the recommended guidance for physical distancing
  - Students are to be assigned to the same desk each day

***Students are encouraged to bring a personal water bottle. Drinking fountains in the halls will be closed.
Face Coverings

• All who enter our building must wear a face covering

• Every student will be given two ISD cloth face masks

• While at work the face covering should be worn to cover above the nose to below the chin if:
  • Individuals are working with another person in an enclosed space AND observing social distancing.
  • Individuals are walking or transitioning to another spot anywhere—yes, even the restroom.
  • Individuals could reasonably expect to cross paths with another person of any age.
  • Individuals are in a public space, such as a school.

• Students are required to wear a face covering in order to enter the building and the classroom.

• Students refusing to wear a mask will engage in an interactive process with an administrator in order to resolve the refusal.

• Any student with any condition that may prevent mask wearing needs to have an interactive conversation with an administrator to determine appropriate face covering accommodations based on ADA, IEP, and 504 guidance
Arrival Process

- **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 one upon arrival and will not be allowed to head to class until it is completed. Having this done before arrival is CRITICAL to a smooth arrival process.

- **Temperature Checks:** There will be staff members supervising temperature checks at the designated areas for student entry.

  Any student exhibiting COVID symptoms or a fever greater than 100.4 will be walked to our quarantine Isolation Room. Upon observation and a second check by a staff member, office staff will call home for immediate pickup. 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 will line up on the marked purple and gold “I”s in the correct line based on their 1st period classroom location.
  - Line 1 is the entrance closest to the theater for students who have 1st period in the 1400s, 2400s & Library
  - Line 2 is the entrance closest to the upper commons for students who have 1st period in a gym, portable, 1600s, 2600s
  - Line 3 is the main doors for students who have 1st period in 1100s, 1200s, 1300s, 2100s, 2200s, 2300s, 3100s, 3200s, 3300s
- 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 need to use the Call button at the front of the school. The late arriving student will be met by a staff member to complete a temperature check, attestation verification and will receive a late slip to class.
- If the late arriving family cannot reach the front office, they will stay outside the building until the office can be reached or an IHS staff member has called back to ensure their child completes the check-in process.
- Parents/guardians should not drop their child off and leave before completing all above steps

**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 you must fill out with questions about your student's health. Each day you will complete and submit an electronic form. Parents and students will receive the link to complete the daily attestation. You can also sign up to have it texted to you as well rather than only receiving it via email. Students (or parents) must complete this prior to arrival and be able to show that it was completed on their phone or laptop. A phone screenshot is ideal with the green check mark and the date visible.

Parents or the student will be required to submit an electronic daily attestation form for each hybrid learner each day they plan on coming to campus on their assigned hybrid days.

Staff will verify all student attestations have been completed daily. If a student arrives without this green check mark on their phone or laptop OR has the incorrect date listed, they will be required to complete a paper form which may delay their ability to get to class on time.
Daily Student Life

Schedule

The daily schedule can be found on our website, linked here. Please note students who last names are A-Lee,I. are invited to attend in person on A Days (Mon/Tu) in person if they are participating in the hybrid model. Students with last names Lee,J. – Z are invited to attend in person on B Days (Th/Fri) in person if they are participating in the hybrid model.

Wednesday (Remote learning at home for all)

Lunch Procedures

- Students should wash hands or use hand sanitizer before lunch
- Students should walk directly to the Commons for their lunch period
- If students are eating the school-provided lunch, they should go to lunch room to pick up their sack lunch; students will use the social distancing markers on the floor to stay 6 feet apart while in the lunch line
- Students will be asked to find a chair in the outside seating areas or in the Commons that will be placed or marked six feet apart
- 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
- Students will be required to sit in the same seat or zone each day for contact tracing. Instructions for how to get assigned your seat/zone will be provided for students the first day on campus during 3rd period.
- 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 must remain on until a student is seated at their lunch seat and then masks must be put back on whenever a student leaves their seat (bathroom, throw away trash, heading to class)

Restrooms

Restrooms will be closely monitored and sanitized throughout the day. Each classroom will have a designated restroom. Students will 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. Some stalls will be marked closed.

- Before leaving their classroom, all students will wash their hands or use sanitizer.
- Masks must be worn at all times.
- Students will follow the one-way direction in the hallway to maintain social distancing.
- Upon arrival at the bathroom, students will check the bathroom to see if there is space.
- If spaces are filled, students will wait outside, socially distanced from any other students.
- Upon exit of the bathroom, students wash hands.
- Re-entering classroom the students will wash their hands or use sanitizer.
Traveling through the Hallway Expectations

Traveling to and from class or to and from the restroom:

- When walking through the building, students will follow their walking path marked on the floor and will remain socially distanced. Hallways, stairwells, and restrooms will be marked with directional arrows and social distancing markers.

- Students should always:
  - walk on the right side of the hallway
  - wear a mask at all times
  - maintain social distance as much as possible
  - follow traffic flow of hallway (one-way directional path, yellow arrows, etc.)
  - go directly to their destination or go directly back to class

- Hallways and common areas are for travel only. Students should not be congregating.

- Limiting the contact, interaction, and movement between people and people and places has assisted with limiting the transmission of the virus.
  - Groups of people should not congregate.
  - Groups of people should not mix.
  - Any lines should have 6 feet of distance between individuals.
  - Be aware of others around you as you work.

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 disposable paper cup to get a drink from the classroom sink.

Safety Drills

Safety drills will continue to 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 to maximize social distancing and follow all regular evacuation expectations.
- Modified lockdown: students remain working, pull blinds.
- Full lockdown: move to a less visible location; safety of lives over distancing in real-life situations.
- Shelter in Place: students remain work, close doors, windows, etc.
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
  - **Quarantine/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 Quarantine Room, there will be space for social distancing.
- It is very important that students experiencing possible COVID symptoms are picked up promptly.

What needs come to the Health Room:

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

What need to come to the 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

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 Protocols for Safety

COVID 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 another administrator or other support personnel. Our COVID Supervisor is Doug Wolff, with backup COVID Supervisors – Tammy Unruh, Andrea McCormick, Neil Lasher.

Isolation Room

The Stadium Ticket Booth may be used if a student starts experiencing COVID or COVID like symptoms during the school day. Additional isolations spaces will include two event tents placed in the garden areas between the academic towers. 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.

COVID Supervisor or admin will ask ill students a few questions PRIOR TO departure from the isolation space.

- Which symptoms? Here are the symptoms of Coronavirus illness.
- Where have you been in the building? (Use the sign in/out sheet but think to include entry door used, restroom, stairwells)
- With whom have you been in contact today? Over the last 2 weeks?
- Do we have your emergency information, including a good cell or home number?

Returning to School after Illness or Quarantine Protocol

- The Covid Supervisor will follow up with any symptomatic students or students directed to quarantine to determine return based on King County Health Department timelines and protocols
- Students are to remain home until a return date is established with the Covid Supervisor
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.

- 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 still refuses, they will be escorted by an adult to engage in a conversation with an administrator to reiterate required health and safety protocols.
  - Once a student has a mask on appropriately, they may return to their classroom.

* 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.
- Depending on the number of in person students, exit times may be staggered to allow for distancing. Staggered exit times will be announced via the intercom

Students will exit the building immediately upon dismissal from class and will not congregate with peers inside the school building

**Buses:**
- Once all buses are at IHS, students will be dismissed to buses and maintain 6ft of distance.

**Walkers or drive to school:**
- Students who walk home or drive to school are to walk out the front of the building to head to their car or off campus.

**Car pickup:**
- If you are picking up your child, please do so from the car by joining the car pickup line. Please do not park your car and walk up to pick up your child. All cars need to use the car lane and not block the passing lane, park in the student/staff lots to wait, etc.
- Once exiting the building, students will proceed directly to their car. If students need to wait for their car to pull up, there are standing spots spaced 6 feet apart that students can stand on.

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.