



*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

Maple Hills Elementary

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Welcome Letter

Dear Maple Hills 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 Maple Hills, 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 resources described above [HERE](#).

Thank you in advance for taking time to review our Maple Hills 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,

JoEllen Tapper, Principal

Tracy Magee, Dean of Students

Home of the Eagles!



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Classroom Environment

Upon return to in-person, students will find that some procedures and the physical set up 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, at school:

- Students and the teachers will wear masks at all times in the classroom.
 - It is recommended that you send a couple of masks with your child to school each day.
- 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 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.
 - Please label all personal items (including masks) with your child's name.
- 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 Schedule

8:50-9:00	Students permitted on campus & when directed may walk on designated pathways to their classroom	Attestation will be verified and temperatures will be taken
9:00	School Begins	Staff walk classes to classroom
9:00 – 9:20	Morning Meeting	Attendance taken and community building
9:20 - 12:30	Core Instruction / Recess / Snack	Reading, Writing, Math Instruction. 15 minute recess; including snack outside
12:30	Student Dismissal	Staff walks students to dismissal spots

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 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.

Once students enter the building, they will not line up but will be directed to proceed to their classroom via a designated path, after their attestation and temperature checks have been completed. Students will be directed to proceed to their classroom via a designated path once attestation and temperature are complete. The teachers will greet students at their classroom doors. There are markings to help

students maintain social distancing standards. Parents, please help us expedite the arrival process by completing health attestation before 8:30 am.

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 with blue tape) 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 appropriate trash cans. Students must also re-wash/sanitize their hands before touching any playground equipment after eating. Students will play in a designated zone with their classmates and will not intermix with other classes at recess.

Restroom Use

Students must wash/sanitize hands before leaving the classroom to use the bathroom. One student from each class will be allowed to use the restroom at a time. Each student will be issued a bathroom pass. When a student needs to use the bathroom, their pass is to be placed on one of two hooks on the door prior to entering the bathroom to indicate bathroom is in use. If both hooks are full, the student is to wait socially distanced by standing in the designated space outside of the restroom area. When finished, student must wash hands and remove their bathroom pass from the hook and return to the classroom. They must hand sanitize upon reentry in the classroom.

Hallway Spacing

When walking through the building, students must stay to the right side of the hallway (marked with blue tape) and remain six feet (6') apart. Classes will be provided a designated door to enter and exit.

Water Fountain Use

Drinking fountains will not be available to drink from. It is recommended that students bring a water bottle marked with their child's name. Students without a water bottle will be provided the use of a small disposable cup. Water bottles can be refilled using sinks in classrooms.

Visitors and Volunteers

In order to provide the safest environment possible for our students and staff members, only Maple Hills 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

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 Maple Hills is our Principal, JoEllen Tapper.

COVID Supervisor Back-Up

In the case that the building COVID Supervisor is unavailable, our Dean of Students Tracy Magee and health room staff are able to 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 Room 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. Teachers will escort their class via a designated pathway. Teachers will leave student bus riders and escort students for parent pick up (whether by car or foot) to the front of the building. Students enrolled in Eagle Club will report directly to the Portable.

Maple Hills Hybrid Expectations

Following our Soaring Eagle rules of Being Respectful, Responsible, Safe, and Kind throughout our entire building, there may be different expectations for each location. Please help your child review these expectations, as we will also be teaching/reviewing them with the students on a regular basis.

Maple Hills Locations	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE	BE KIND
Playground	<ul style="list-style-type: none"> • Wait your turn • Be a good sport • Listen to and follow adult directions 	<ul style="list-style-type: none"> • Care for and return equipment • Line up when it is time • Follow recess rules • Keep your mask in your pocket 	<ul style="list-style-type: none"> • Sanitize hands before using equipment • WALK on the pavement • Use playground equipment the right way • Keep your own mask to yourself 	<ul style="list-style-type: none"> • Be polite, share and take turns • Invite others to join you • Throw your trash away after snack
Hallway	<ul style="list-style-type: none"> • Admire art with your eyes only! • Voices off- others are working 	<ul style="list-style-type: none"> • WALK directly to your destination (carry a pass when required) • WALK on the right side of the hallway • Keep 6 feet distance 	<ul style="list-style-type: none"> ▪ WALKing feet ▪ Hands to self the whole time ▪ Calm body ▪ Wear your mask when in the hallway ▪ Sanitize hands before entering hallway 	<ul style="list-style-type: none"> ▪ "Cut free" is the way to be!
Dismissal	<ul style="list-style-type: none"> • WALK with hands and feet to self • Wait your turn 	<ul style="list-style-type: none"> • WALK directly to where you need to go • Follow your class dismissal plan 	<ul style="list-style-type: none"> • Wear your mask at all times • Listen to directions from adults & patrol • WALKing feet at all times 	<ul style="list-style-type: none"> • Be patient in line
In Line	<ul style="list-style-type: none"> • Hands, feet and backpack to self. • Talk in an inside voice. 	<ul style="list-style-type: none"> • If you leave the line, go to the end. • WALK directly to your destination • Keep 6 feet distance 	<ul style="list-style-type: none"> • WALK with hands and feet to self the whole time • Eyes forward • Wear your mask 	<ul style="list-style-type: none"> • "Cut free" is the way to be!
Restroom	<ul style="list-style-type: none"> • Use a whisper voice • Wait your turn in designated space until the bathroom is available 	<ul style="list-style-type: none"> • Be quick to get back to class • Report unsafe behavior to a teacher • Use bathroom passes appropriately 	<ul style="list-style-type: none"> • Sanitize hands before and after leaving class • Wash hands with soap and water when finished • Keep floor dry • Wear your mask 	<ul style="list-style-type: none"> • Flush the toilet • Throw away garbage

