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

Maywood Middle School

In-Person Hybrid Handbook
FOR SCHOOL YEAR 2020 - 2021

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Dear Maywood Middle 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 Maywood 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 Maywood Chargers back on campus! As always, if you have any questions, please contact our main office for assistance and direction. You can reach the Assistant to the Principal, Kim Putney at 425-837-6904 or the Receptionist, Dawn Loreen at 425-837-6903.

Sincerely,

Erin McKee, Principal
John Gardiner, Assistant Principal (Last names Pf-Z)
Andrew Stephenson, Assistant Principal (Last names Hj-Pe)
Crystal Weik, Assistant Principal (Last names A-Hi)
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Classroom Environment

Upon return to in-person learning, students will find that some procedures and the physical set up of the classroom may look different in order to keep everyone healthy. What students and families will find to be the same as they have experienced in the past are 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:

- 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 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.

- ALL desks and tables will be disinfected on a daily and nightly basis.

- There will be no shared materials.

- 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.
Attestation Process

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 your student’s health. Each day you will complete and submit an electronic form. The office 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. We require students, staff and visitors to inform us of any COVID-19 symptoms or exposures each day before they enter any district facilities.

On the morning of in person instruction, we ask parents to complete the attestation with their middle school student by 7:30am. If your student will not be attending in-person on their given day, you can select that the student will not be attending in-person. The attestation is a check to see if your student has been exposed to a confirmed COVID-19 case or is expressing any of the symptoms related to COVID. Those symptoms are:

- A fever of 100.0°F or higher, or a sense of having a fever
- A cough
- Recent loss of taste or smell
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- A sore throat
- Congestion/runny nose
- Nausea or vomiting
- Diarrhea

The District collects the attestations electronically through daily emails or text messages. Here’s how that process works:

- Each day at 4:30 a.m., the District will send an email to the parent email address associated with your student in Skyward. It will instruct you to fill out a daily symptom check for your student and will include a link.
- The link will take you to a page asking several questions. It will ask whether you plan for your student to attend school in-person that day, whether they are experiencing any COVID-19 symptoms, and whether they have been exposed to anyone with COVID-19.
- After you have completed the questions, the system will tell you whether your student is certified to come to school that day.
- The initial email will give you the option to enter your cell phone number if you would like to receive the link to complete the health attestation by text message each day. If you choose this option, you will receive a text message at about 6:30 a.m. daily. Each daily email will include the option to opt in to receiving text messages.
**Please complete this process each day before 7:30am.** The system will send a follow-up email if you have not completed the attestation process by 8:00am. Complete this process once each day for each student. If you have completed the process and receive a second email that same day, you may disregard it.

Our system will send emails and/or text messages to Parent Guardian 1/Family 1 listed in Skyward. That parent/guardian may need to complete the attestation with the student on the phone if the student is with another family member or Parent Guardian 1/Family 1 may forward the link to the Parent Guardian 1 of Family 2 if the student is residing with them that day.

Every student on campus for in person instruction must complete the attestation process. Upon arrival, prior to admittance in the school building, a staff member will take your student’s temperature and confirm completion of the attestation. Attached for your convenience is a copy of the attestation form.

If a student arrives on campus without a parent completing the attestation, the student will remain social distanced outside until a staff member can contact the parent and confirm their student’s attestation.

If you receive the health check emails or texts and should not receive them, please contact the school office. If you make a mistake while completing the process, please complete the survey. At the end of the survey, you will be provided with a link to take you back to the beginning and make any needed corrections.

### Arrival Process & Temperature Taking

1. **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 not be allowed to enter the building until it is completed by a parent/guardian.
   - **Student QR Cards:** Every student received a personalized QR card that staff can scan at entry to see if the student is cleared to enter the building or not. This QR code allows the building to check if attestations have been completed in an efficient manner to get kids in the building as quickly as possible. A couple of ideas for how students can keep track of their QR cards are: put in a lanyard, keep in wallet, take picture on phone, or put in same spot in backpack.

   *If you would like more information regarding the QR cards, the Issaquah SD has created a video for families to view. Click HERE to view the quick 2-minute video.*

2. **Temperature Checks:** There will be staff members supervising temperature checks at the designated areas for student entry. 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 have their temperatures checked and will be checked to ensure that their attestation has been
completed and they are cleared to enter the building. (A building map has been included as a resource at the end of this handbook)

- **Parent Drop Off:** Staff members will be supervising temperature checks at the car door and verifying attestations.
- **Walkers:** Staff members will be supervising temperature checks at the designated walker spot in front at the main entrance and verifying attestations.
- **Bus riders:** Staff members will be supervising temperature checks and verifying attestations at the entrances designated for bus riders.
  - Any student exhibiting COVID symptoms or a fever greater than 100.00 will be walked to our Quarantine Room. Upon observation and a second check by a staff member, (likely our nurse or Health Room Specialist) 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.

3. **Building Entry:** Students walk straight to their 1st period classroom after check-in process is complete. When walking through the building, students must follow a specific route indicated by visual markers and remain 6 feet apart. Most hallways will be designated as one-way routes to allow for better flow for students and distancing.

- All students wash their hands or use sanitizer upon entering the classroom.
- Late arriving students (more than 15 minutes late): parent/guardian will drive to a designated spot in our parking lot and will call the front office. A staff member will meet the family at their car to complete a temperature, attestation verification and will receive a late slip to class.
- If the late arriving family cannot reach the front office, they will stay in their parking spot until the office can be reached or an MMS staff member has called back to ensure their child completes the check-in process.
- Parents/guardians cannot drop their child off and leave before completing all above steps.
**MMS Hybrid & Remote**

**Daily Schedule** *(effective 4/15/2021)*

<table>
<thead>
<tr>
<th>Last Names A-Le (In-Person)</th>
<th>ALL Students Remote</th>
<th>Last Names A-Le (Remote)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Names Li-Z (Remote)</td>
<td></td>
<td>All Remote-Only (Remote)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday/Tuesday</th>
<th>Wednesday</th>
<th>Thursday/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1: 8:00 - 8:55 am</td>
<td>Charger Time/SEL</td>
<td>Period 1: 8:00 - 8:55 am</td>
</tr>
<tr>
<td>Period 2: 9:00 - 9:55 am</td>
<td>9:40-10:30</td>
<td>Period 2: 9:00 - 9:55 am</td>
</tr>
<tr>
<td>Period 3: 10:00 - 10:55 am</td>
<td>Student Support: 10:30-12:00</td>
<td>Period 3: 10:00 - 10:55 am</td>
</tr>
<tr>
<td>Period 4A: 11:30 am -12:25 pm</td>
<td>Independent Work Time</td>
<td>Period 4A: 11:30 am -12:25 pm</td>
</tr>
<tr>
<td>Period 4B: 11:00 - 11:55 am</td>
<td></td>
<td>Period 4B: 11:00 - 11:55 am</td>
</tr>
<tr>
<td>B Lunch: 11:25 - 11:55 am</td>
<td></td>
<td>Period 4B: 12:00 - 12:25 am</td>
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<tr>
<td>Period 4B: 12:00 - 12:25 am</td>
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<td>Period 4B: 11:00 - 11:25 am</td>
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<tr>
<td>Period 4C: 11:00 - 11:55 am</td>
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<td>Period 4C: 11:00 - 11:55 am</td>
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<tr>
<td>C Lunch: 11:55am - 12:25 pm</td>
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<td>C Lunch: 11:55am - 12:25 pm</td>
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<tr>
<td>5th Per: 12:30 – 1:25 pm</td>
<td></td>
<td>5th Per: 12:30 – 1:25 pm</td>
</tr>
<tr>
<td>6th Per: 1:30 – 2:25 pm</td>
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<td>6th Per: 1:30 – 2:25 pm</td>
</tr>
</tbody>
</table>

**Restrooms**

Restrooms will be closely monitored and sanitized throughout the day. They will be open during passing period, but it is encouraged for students to go to their next class to let their teacher know they need to use the restroom before using the restroom during passing period.

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.

**Restroom Procedures**

1. Before leaving their classroom for any reason, all students will wash their hands or use sanitizer.
2. Masks must be worn at all times.
3. Students will bring a restroom lanyard with them.
4. Students will follow the one-way direction in the hallway to maintain social distancing.
5. Upon arrival at the bathroom, students will check to see if there are lanyards hanging on the hook located just outside each restroom’s entrance. Two students will be allowed in the restroom at the same time. If there is one lanyard hanging, student may enter the restroom.
6. If two lanyards are hanging, students will wait outside on a dot, socially distanced from any other students.
7. There are only 2 waiting spots, if both are full, students must return to class.
8. Upon exit of the bathroom, students are required to wash their hands.
9. Re-entering classroom the students will wash their hands or use sanitizer.

Health Room Needs

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

1. **Health Room:** will be used to care for students who are injured or for other reasons not related to COVID-19 symptoms.
2. **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 by a parent or guardian.*

What needs come to the Health Room:
- Blood that can’t be managed by a Band-Aid
- Falls/hard impacts/injuries/possible concussion
- Medication needs

What needs 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

Hallway Expectations

While walking in the hallway, students are to:
• Follow the one-directional flow for each hallway
• wear a mask at all times
• maintain 6ft of social distancing
• go directly to their destination or go directly back to class

Hallway Spacing
When walking through the building, students will follow their walking path marked on the floor and will remain six feet (6’) apart.

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.

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 either the school principal or the assistant principal. The backup COVID Supervisor may be another administrator or other support personnel. Our COVID Supervisor is John Gardiner, with backup COVID Supervisors – Andrew Stephenson, Crystal Weik and Erin McKee.

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.

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.
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 the mask refusal room until they can follow required health and safety protocols.
- Once a student has a mask on appropriately, they will be escorted back 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.

Buses:
- Once all buses are at MMS, staff will assist students to buses and maintain 6ft of distance.

Walkers:
- Students who walk home are to walk out the front of the building to the new steps that lead to the crosswalk.

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. This is the same lane as the morning parent drop-off.
- 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.
Supplies

Students are encouraged to bring the following supplies to school every day that they attend in-person learning. We ask that students only bring what they need for the day since they will not be permitted to use a locker at this time.

- Backpack (lockers will not be used)
- Computer/device & charging cord (if possible)
- Notebook (spiral or composition book)
- Pencil
- Pen
- Highlighter
- Calculator (if possible)
- Textbooks (if your student prefers a hard copy text and has already checked one out)

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 6ft apart and follow all regular evacuation expectations.

The types of safety drills conducted during the school year include:

- Fire Drill: Students and staff exit the building in the quickest and safest manner possible, and line up on the field.

- Earthquake Drill: Students and staff drop, cover and hold. In the event of an evacuation, students and staff evacuate and line up on the field in their same locations.

- 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.
Visitors/Volunteers

In order to provide the safest environment possible for our students and staff members, only Maywood students and staff members will be allowed past the main doors 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 main entrance. 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.
Resources

Maywood Building Map w/Student Entrances

Student Entrance 1: Parent Dropoff - Please remain in vehicles and a staff member will take your student’s temp. and verify attestation.

Student Entrance 2: Walkers & bus riders can enter through the cafeteria & proceed to 1st period.

Student Entrance 3: Rear bus loop – students riding buses that drop off in the back of the building will enter through the courtyard and proceed to 1st period.
Hard Copy Attestation – Can print and bring to school for student entry

COVID 19 Health Screening for In-Person School

Parents or Guardians: This form must be completed for each child and for each day that your child plans to attend school or enter a school building for in-person services. This form must come to school with your child as they enter the bus or a school building, if they walk or you are dropping them off.

Student’s Name: ____________________________ Date: ________________
Parent Name: ______________________________ Phone #: ______________
School: ________________________________

How are you feeling today? (Circle one) Well Not well

Do you have ANY of the following symptoms (circle or check as appropriate):

- A fever of 100.0°F or higher, or a sense of having a fever
- Chills
- A cough
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- A sore throat
- Congestion/runny nose
- Nausea or vomiting
- Diarrhea
- None of the above symptoms

Have you been in close contact with anyone with confirmed COVID 19? (circle one)

Yes No

Have you had a positive COVID – 19 test for active virus in the past 10 days? (circle one)

Yes No

Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID – 19 infection? (circle one)

Yes No

If the student has any of the above symptoms or the response is “YES” to any of these questions, the student may not come to school or into a school for in-person services.

If the student develops any of these symptoms while at school, district staff will follow our isolation protocols and contact you to pick up your child from school.