

COVID-19 Student and Family Handbook 2021-22

As we welcome students back to school, we want to remind families that school will continue to be engaging and supportive while following safety guidance and requirements.

Throughout the COVID-19 pandemic our schools, students and staff have followed the guidance and requirements of our state superintendent and our public health authorities. The Washington State Department of Health states two primary goals for the 2021-22 school year:

1. Minimize transmission of COVID-19 among students and staff in K-12 schools and to their families and broader community.
2. Maximize in-person instruction.

This document has been updated in alignment with the [Washington State Department of Health's K-12 Requirements for the 2021-22 school year](#), published Aug. 11, 2021. We will continue to watch for updates, adapt our protocols if needed and communicate any changes.

Key Reminders

We will be using layers of prevention strategies to protect students and staff:

- **Immunizations, for those who are eligible.** Vaccines are available for anyone 12 years and older. We encourage all families to consider immunizing against COVID-19, not just for their individual health, but the health and safety of our schools and community. Fully immunized students would not have to quarantine if they are a close contact to a person with a confirmed case of COVID-19. All staff, contractors and volunteers are required to be fully vaccinated by Oct. 18.
- **Face coverings.** Masks will be worn upon arrival and while inside our schools. When outside, wearing masks is optional. If a student arrives at school without a mask, one will be provided.
- **Physical distance.** Physical distancing requirements should not prevent a school from offering full-time, in-person learning to all students/families in the fall. Maintain physical distance of three feet or more between students in classroom settings to the degree possible and reasonable, that allows for full-time, in-person learning for all students.
- **Handwashing.** Staff and students will wash or sanitize their hands frequently throughout the day.
- **Ventilation:** We are following the ventilation recommendations in the Department of Health K-12 requirements.

School staff will continue to reinforce these key health and safety practices with students, and our staff will engage in universal screening to watch for possible symptoms of COVID-19 at our schools.

Checklist: What to Bring Daily

- A mask
- Backpack and water bottle are welcome
- School computer and charging cord (middle and high school)

Family contact information

Please make sure you have up-to-date contact information and emergency contacts in Skyward. Families can visit our [Skylert instructions webpage](#) for instructions on how to update their contact information, or call your school or our communications office at 360-676-6520 for assistance.

Contacting students during the day

We respectfully ask that families refrain from contacting students during class time. However, they may have access to their Outlook email or other contact methods, and families may use them if they do not disrupt class time. If your student needs to contact you, we will follow our school protocols. If you need to contact your student urgently, please call the school office.

Masks

- The Department of Health requires all school personnel, volunteers, visitors, and students to wear cloth face coverings, or an acceptable alternative (e.g., surgical mask or clear face shield with a drape), at school when indoors in accordance with the Secretary of Health's mask order.
- A cloth face covering is anything that completely covers the mouth and nose and fits securely on the sides of the face and under the chin. It should be made of two or more layers of tightly woven fabric with ties or straps that go around a person's head or behind their ears.
- We expect that students do not wear gaiters, bandanas, or valve masks due to CDC recommendations. If a student is wearing one of the above, we will provide them with a mask to change into. If a student needs an accommodation they or their family should work with their principal.
- Students will be required to wear masks in the building, with the exception of eating meals in designated areas or quick snack or water breaks in class.
- Masks will be worn when riding on the school bus.
- If a student needs a mask break, please talk with an adult. Masks are not required outside.



Physical Distancing

- In a classroom, students will maintain physical distance of three feet or more to the degree possible and reasonable and that allows for full-time, in-person learning for all students.

- Schools are implementing strategies to increase physical distancing for the space available. There may be moments, such as passing by others in the hallway or during play at recess when students are not fully physically distanced from each other. School schedules and traffic patterns will maximize opportunities to increase physical space between students during all activities and limit interactions in large group settings.
- When entering the restroom, if all stalls are occupied, students will wait outside the restroom until someone exits. Please maintain physical distancing while waiting.

Entering the School and Classrooms

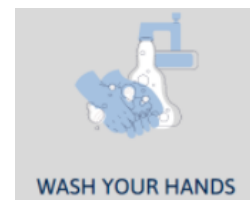
- When students enter school, they will walk through the main entrance and proceed directly to their first class or the breakfast area, if eating breakfast at school.
- Students may enter school 15 minutes before the start of the school day and depart within 15 minutes of the end of the school day.
- Students will wash their hands or use hand sanitizer when they enter the building.
- Because each school is different in physical layout, students will learn any additional wayfinding or directional practices at their school.
- Classrooms have assigned seating to assist with contact tracing as needed.
- Students may eat snacks and take sips of water in class, while being respectful of classroom norms.
- Teachers are encouraged to maximize physical distancing for the space available. Classes may use outside space and hallways or open common areas when possible.

Hallway Directions/Traffic Flow

- Students are asked to maintain physically distant while in hallways and common areas.
- Between classes, students should go directly to their next class and not congregate in the hallways or common areas.
- Students will need teacher permission to leave their classroom.

Meals

- All school meals are free of charge for the 2021-22 school year; students may also choose to bring a meal from home.
- Students will practice good health hygiene by washing (preferred) or sanitizing hands before and after mealtime.
- Middle and high school student eating areas will be dependent on the school; in most cases, students will eat in the cafeteria with seating arranged to honor physical distancing. When possible, outdoor seating is also a good choice. When students return from lunch, they will go directly to their next class.
- High schools may have an open campus during lunch to allow students extra space and or locations to eat. Please check with your high school for their lunch plan.



Dismissal

At the end of the school day, students will go to their bus, pick-up line, on-campus athletics or activities, or bike/walk home. If waiting for pick-up or buses, students should maintain physical distance from other students and wait for transportation.

Riding the Bus

- Please arrive at the bus stop five minutes prior to the scheduled time in the morning.
- Masks are required while on the bus. Please have your mask on when the bus arrives.
- Siblings will sit in the same seat as possible.

Illness tracking and self-assessing for symptoms

- Each morning, families, students and staff will self-assess for COVID-19 symptoms including fever, body aches, cough, difficulty breathing, headache, runny nose, nasal congestion, change in taste or smell, and fatigue. If an individual has a symptom, they will stay home and they or their family will notify the school.
- Upon notification by families that a child is home sick, the school staff and nurse will follow our illness tracking protocol.
- A student can return to school if they have received a negative COVID-19 test and their symptoms are improving, and they haven't had a fever for at least 24 hours. If there has been no test, the student must stay home for 10 days after start of symptoms.
- If a student has been told they are a close contact to someone with a diagnosed case of COVID-19, the student should stay home if unvaccinated and call the school office.
- If a student begins to feel unwell during the school day, they will be directed to a designated screening room. There a school nurse or trained staff member will assess their symptoms. The school nurse and school COVID safety team will determine if the student needs to go home and for how long. Students will remain in the screening room until a parent or guardian picks them up.



Screening Room

We have adopted a districtwide philosophy of “all screening, all the time,” where all adults screen students for symptoms of illness. Each site has a designated screening room for students who exhibit potential symptoms of COVID-19 while at school.

Potential symptoms include:

- Fever (100.4 degrees) or chills
- Cough
- Recent loss of taste and/or smell
- Shortness of breath

- Fatigue
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Cleaning protocols and supplies

- Custodians will clean and disinfect frequently touched surfaces at the end of the day.
- Custodians will clean and disinfect during the day as needed.
- Teachers may use school-provided cleaners for spot cleaning during the school day. This cleaner is effective at removing virus and is safe to use.
- No students or adults should bring their own cleaning supplies, as all cleaners used in schools must meet state and district environmental standards.

Confirmed Case Response

We work closely with the health department when there is a confirmed case associated with our schools. Here are the steps we follow for confirmed cases of COVID-19.

- Our schools each have COVID site safety teams who help initiate contact tracing. If there are close contacts of a confirmed case, we work with the health department to notify staff and parents/guardians that there has been contact with a confirmed case and provide them with public health information and resources.
- **Why might we not report a confirmed case that doesn't require contact tracing?**
There is a legal requirement to keep protected health information confidential. If no contact tracing and no closures are required in a small in-person learning community it may not be possible to share data and also protect confidential health information. The [Washington State Department of Health small numbers reporting guidelines](#) provides more information about data reporting and protecting confidential health information.
- **How does a student who has to be home for isolation or quarantine stay connected to classroom work?** If a student or a few students need to quarantine, they will be provided lessons to work on at home with check-ins/direction from the teacher. Depending on the grade students may be directed to access our remote reconnect lessons. If a larger group or whole class has to quarantine, then the class will move to a remote learning schedule where they join class synchronously during the day.

Additional information for staff

Classroom Checklist

Each class will be equipped with the following:

- Spray bottle/cleaner & paper towels
- Hand sanitizer
- Gloves and extra masks for teachers (to have on hand if needed)
- Extra masks for students, if needed

Extra supplies will be available on campus.

Shared equipment in class

- If students are sharing PE equipment, recess equipment or other classroom implements, staff will rotate out that equipment to the extent possible to minimize the amount of hands that touch that equipment in a short period of time

Hand hygiene

- Please help encourage students to wash hands (preferred) and use hand sanitizer throughout the day. Provide time as appropriate for students to wash hands or use hand sanitizer.
- Teachers will be provided cleaner for spot cleaning during the school day. This cleaner is effective at removing virus and is safe to use.
- It is no longer recommended to wipe down desks and other surfaces between each student, although teachers can choose to do so if they prefer, using school-provided cleaners. Hand hygiene for staff and students is the best mitigation.

Screening for symptoms

Send student to the office. Follow your school's protocol to report student coming.

In collaboration with school nurse and COVID safety team, we will determine if we need to send the student home and how long student would need to stay home. We will keep the student in the screening room until a parent or guardian picks up the student. Potential symptoms include:

- Fever (100.4 degrees) or chills
- Cough
- Recent loss of taste and/or smell
- Shortness of breath
- Fatigue
- Headache
- Muscle or body aches
- Sore Throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Behavior or Safety Concerns – COVID related

- **Mask or distancing behavior concerns:** The teacher will first remind students of the need to keep masks over noses and mouths and to keep masks on while at school. Teachers will remind students to stay physically distanced in class. Remember, we are teaching students to use these skills.
- If concerns arise about a student's mask or distancing behavior, teachers will follow their school's protocol for addressing it. Steps may include:
 1. **Reminding and reteaching:** Teachers will remind students about the issue and teach/reteach the correct behavior. If necessary, give the student a new mask or send them to the screening room and have them change masks outside the classroom.
 2. **Administrator support or office referral:**
 - a. If this happens a second time in class, teachers will tell the student that this is their second reminder and the next time they will need to see an administrator. (If this is repeated behavior, students may not need multiple reminders.)
 - b. If the same behaviors are repeated a third time during a class, or if students have exhibited the same behaviors previously, teachers will have the student stand outside their room and follow the school's protocol to reach the office by phone, email, Teams or other method.
 - c. An administrator will meet the student outside the classroom and work with the student. Administration will determine next steps.