

ROSA PARKS IN-PERSON FAMILY HANDBOOK 2021



LAKE WASHINGTON SCHOOL DISTRICT

Contents

- Communication..... 3
 - Primary School Contacts 3
 - Return to School Frequently Asked Questions 3
 - Return to School Videos..... 3
- Health and Safety..... 3
 - Primary Contacts..... 3
 - Building COVID-19 Supervisor..... 3
 - General Guidance 3
 - Health Attestation..... 4
 - Student Health Attestation Process..... 4
 - Staff Health Attestation Process 4
 - Visitor Attestation Process..... 4
 - Masks and PPE 4
 - Too Sick for School? 5
- Facilities and Custodial Services 5
 - Social Distancing in the Classroom 5
 - Barriers and Plexiglass 6
 - Cleaning and Disinfecting..... 6
- School Routines and Procedures 6
 - Attendance..... 6
 - AM Arrival 6
 - AM Entry 7
 - Unpacking 7
 - Snack 7
 - Water 7
 - Recess..... 8
 - Handwashing and Hand Sanitizer 8
 - Restroom..... 8
 - Illness During the School Day..... 8
 - Packing up 9
 - PM Dismissal 9
 - School Supplies 9

Communication

Primary School Contacts

General questions: Beth Powell (bpowell@lwsd.org)

Skyward/Attendance: Kwanteria Prince (kwprince@lwsd.org)

Health Room: Sheryl Snow (scawthraysnow@lwsd.org)

Health, Safety, or Instruction: Melissa Doering (mdoering@lwsd.org) or Wynn Spaulding (wspaulding@lwsd.org)

Return to School Frequently Asked Questions

[Return to School Frequently Asked Questions \(FAQ\)](#)

Check online for the most current information

Return to School Videos

[Pathway Forward - LWS D](#)

Health and Safety

Primary Contacts

COVID-19 Supervisor: Melissa Doering (mdoering@lwsd.org)

Medical Coordinator: Elaine Sheppard (esheppard@lwsd.org)

Attestation Coordinator: Kwanteria Prince (kwprince@lwsd.org)

Security Coordinator: Wynn Spaulding (wspaulding@lwsd.org)

Custodial Coordinator: Mike Keefer

PPE Coordinator: Sheryl Snow

Building COVID-19 Supervisor

In accordance with the [COVID-19 Safety Plan](#), each building will appoint a *COVID-19 Supervisor*. The COVID-19 Supervisor is responsible for all health and safety compliance activities required for our LWS D COVID-19 response.

General Guidance

In alignment with the COVID-19 Safety plan, our school has in place processes for a multiple barrier approach to reduce exposure and transmission, which include:

- Personal health and hygiene
- Hand washing
- Cloth face covering
- Social distancing
- Cleaning workspaces
- Attestation/screening
- Personal protective equipment

Health Attestation

Students and staff are required to complete an attestation process before or immediately upon entering the building.

Student Health Attestation Process

Students will enter the playground at the A-wing gate or C-wing gate (see campus map). Students who have their completed attestation forms will be permitted to enter the playground via our "Fast Pass" process. Students will turn in their attestation, have their temperature checked, and proceed to their line-up area. Students who do not have their attestation completed will go holding room inside building. Parents will be called (if not with student) to verify the screening questions, have their temperature checked, and will go to their line-up area. Students will have their temperature checked a second time after they enter the building and before they enter their classroom.

Staff Health Attestation Process

Staff are required to temperature check within the 2 hours before they arrive to work and to attest to our staff screening/attestation process in the front office. Thermometers are provided for staff to use if they did not temperature check before they arrived, or if they do not have access to a thermometer at home.

Visitor Attestation Process

Visitors are limited to those deemed essential, such as special education testing, ELPA 21 testing/screening and other rare occurrences. Parents and guardians are not permitted on campus during in-person instruction. Visitors who are on campus for 15 minutes or more are also required to complete our attestation process. Drop-off of items is limited to critical items only, such as medications. Drop-off items deemed non-critical are prohibited (homework, projects, etc.).

Masks and PPE

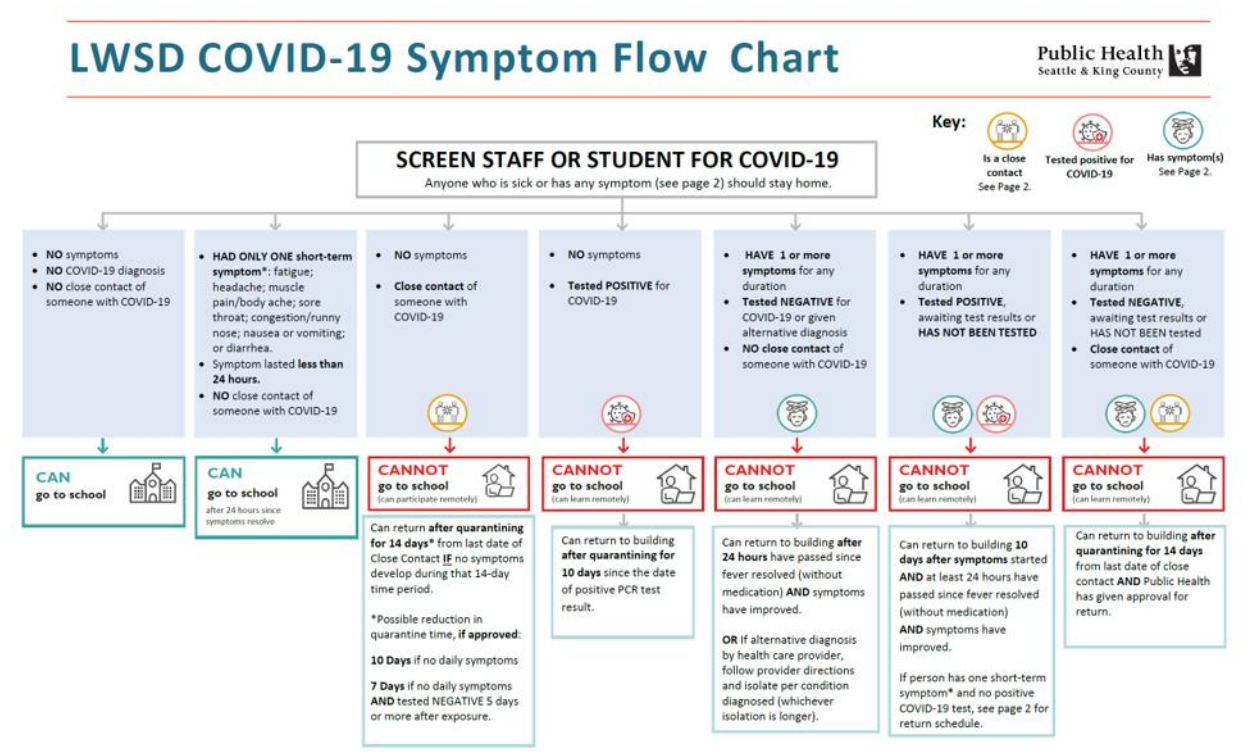
It is required for all students and staff to wear a mask. There are some possible instances when a student or staff member may be exempt from this requirement but will require an approved Face Covering Exemption Request. Exemptions for wearing a face mask may be granted to students who meet any of the following criteria:

- Student has a disability that prevents them from comfortably wearing or removing a face covering.
- Student has a diagnosed respiratory condition or trouble breathing.

- Student is deaf or hard of hearing and uses facial and mouth movements as part of communication.
- Student is advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
- Instructional staff may use face shields as an alternative when cloth masks reduce the effectiveness of instruction.

Please contact the office to request a Face Covering Exemption Request form.

Too Sick for School?



Please use the flow chart above to help determine if your child should stay home. Please contact our front office ASAP to discuss your student's illness/symptoms for further guidance. **All positive cases MUST be reported to Melissa Doering (mdoering@lwsd.org) and Elaine Sheppard (esheppard@lwsd.org).**

Facilities and Custodial Services

Social Distancing in the Classroom

All classrooms have been arranged so students are sitting in individual desks with 6 feet of distance between them. Student desks are also arranged to face in the same direction, and most other furniture has been removed from the classrooms to allow for additional space when students need to walk through the room.

Barriers and Plexiglass

We are utilizing plexiglass and barriers in our building to provide an additional layer of protection when 6 feet of distancing is challenging to maintain. Examples include:

- Our main office registrar's desk and office manager's desk
- Classrooms where students and teachers need to interact for testing/screening
- Hallways where students may pass by each other walking in opposite directions
- Indoor attestation stations

Cleaning and Disinfecting

Our custodial staff will clean and disinfect classrooms daily. In the event of a positive case, the classroom will be evacuated to a different learning space and a deep clean of the classroom will occur. Teachers also have access to disinfecting spray.

Students will have access to touchless hand sanitizer stations, and opportunities to wash their hands built into the school day schedule. Students will be taught to wash hands for 20 seconds, and to use good personal hygiene. Sinks will be supplied with soap and paper towel.

School Routines and Procedures

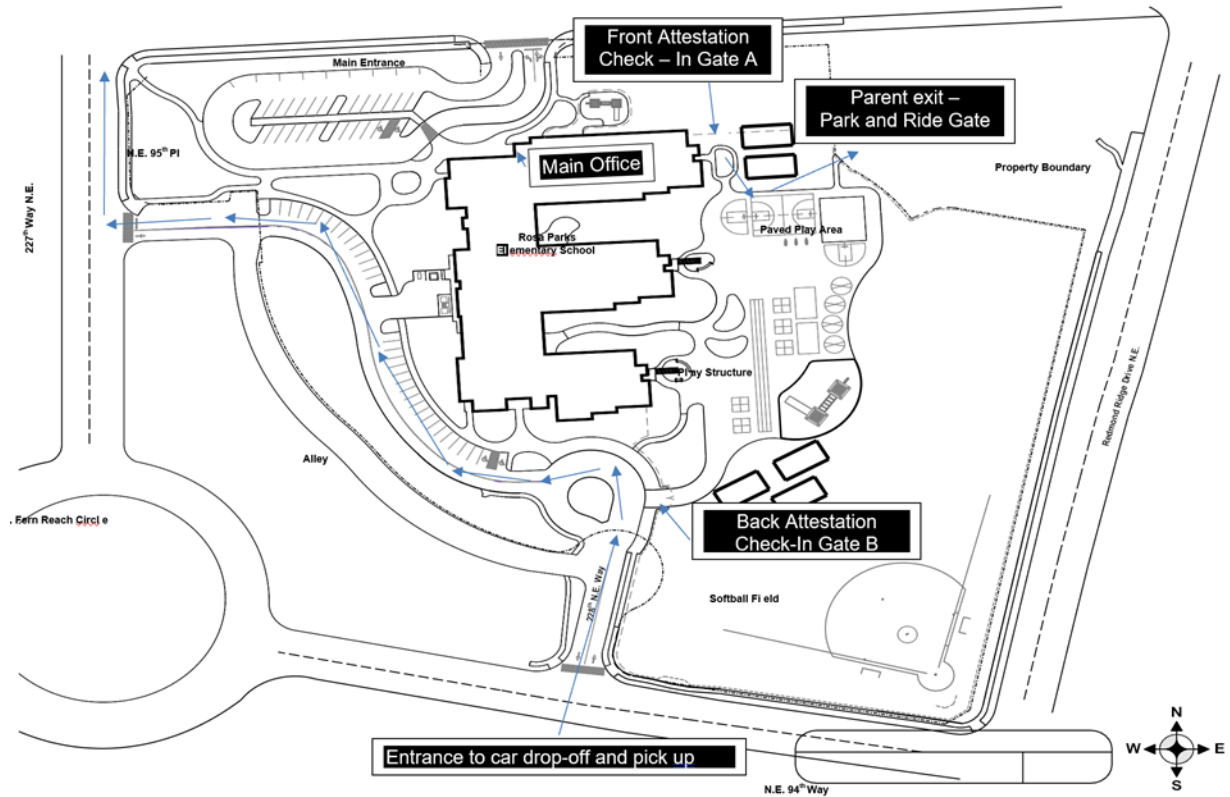
Attendance

- Attendance is taken in skyward, any change throughout day is emailed to secretary or teacher
- Please report absences to Safe Arrival 425-936-2651 or email kwprince@lwsd.org
- Tardies will not be recorded until 9:10
- All students who arrive late (after 8:55) should report to the front office screening station

AM Arrival

- RP staff temp check and collect attestation papers at A-wing gate and back gate
- Student check-in can begin at 8:40 a.m. and teachers will bring students into building at 8:50 a.m.
- Students line up 6 ft apart on designated markers outside pod doors by teacher
- Students dropped off in designated car drop off location will go to the nearest attestation station, either Gate A (front of school) or Gate B (back of school).
Note: Car drop off location has changed this year (see campus map).
- If no attestation, students are moved to the H-room and office/staff call to complete attestation process with parent
- Please see the map below for morning drop off and attestation locations

ROSA PARKS SCHOOL SITE OUTDOOR MAP



AM Entry

- Students enter building in order of arrival by classroom in single file line
- Teachers supervise to ensure masks are worn correctly, covering mouth and nose
- Teacher dispenses hand sanitizer to each student before entering the classroom, or students use touchless sanitizer station
- Teacher checks student temperature before entering the classroom

Unpacking

- Students go directly to their desk on entering the classroom
- Student unpack backpacks, put jackets in backpacks, put away backpack under table, and sit down

Snack

- Students will eat snack outside or in the commons prior to recess
- Students must bring snack from home
- Students must be able to open snack packaging without help

Water

- Allow water bottles, only permitted to drink in pods or at snack time

- No mouth to spout, drinking fountains closed off
- Use sink in classroom to fill up – teacher only

Recess

- Some games including balls are permitted IF social distancing can be maintained (shooting hoops, passing soccer/footballs)
- Classes will be assigned playground zones to play in each day
- Recess may need to be modified in case of downpour and/or moved to the gym/commons

Handwashing and Hand Sanitizer

Hand Washing	Hand Sanitizer
Before and after eating—wash hands or use hand sanitizer—washing hands is preferred.	Entering building.
After recess—REQUIRED if hands are visibly dirty, otherwise may use hand sanitizer instead.	Changing rooms (example: upon entering 2 nd room).
Visibly dirty hands—REQUIRED.	Before going home.
Before and after treating wounds—REQUIRED.	Between touching different student’s items. (Refrain from touching student items and students should only move or touch their items.)
After using toilet—REQUIRED.	Before and after wearing gloves—may use hand sanitizer if hands are not visibly dirty. If hands visibly dirty hand washing is required.
After changing diapers or helping other with toileting—REQUIRED.	Mask—sanitize hands prior to putting on and after removing mask.
After blowing nose, coughing, sneezing—REQUIRED.	
Before and after wearing gloves—REQUIRED if hands are visibly dirty otherwise may use hand sanitizer instead but must either wash or sanitize.	

Restroom

- Students always keep mask on in bathroom
- Only one student at a time goes to restroom (1 boy at a time and 1 girl at a time), ground markers for waiting if more allowed
- Students required to wash hands
- Restroom schedule for handwashing, use and teacher supervision of proper handwashing
- Restrooms only used for nearest grade-levels (pods) (possibly schedule bathroom breaks in less populated pods)

Illness During the School Day

- Health Room: students who do not exhibit COVID symptoms are permitted to use the health room (cuts, scrapes, bruises, and head injuries)

- Q-room: Students with temperature over 100.4 and/or more than one short term COVID symptom

If your child is sent home during the school day, our school nurse will be in contact with you regarding next steps and when your child can return to school.

Packing up

- Students pack their own belongings
- Students wait at desk until teacher dismisses the class
- Items that travel between home and school should be minimized

PM Dismissal

- Parents/Families meet at parent pickup areas
- Students keep masks on, maintain physical distance, and don't form large groups on campus.
- Students exit through pod doors.
- Parents are encouraged to pick up and leave campus; our playground remains closed until 4pm.
- Please see attached map for pick-up area.

School Supplies

Students will have their own materials and will not share them during the pandemic. Additional manipulatives, workbooks, etc. will be provided by the school/district. Please do not send personal items to school that are not requested by the school or teacher.

Nutrition

Grab and Go lunch and breakfast will be available to students at dismissal.