

# SWMS

## HANDBOOK ADDENDUM













### SAFE RETURN

Updated February 2021



## HYBRID MODEL

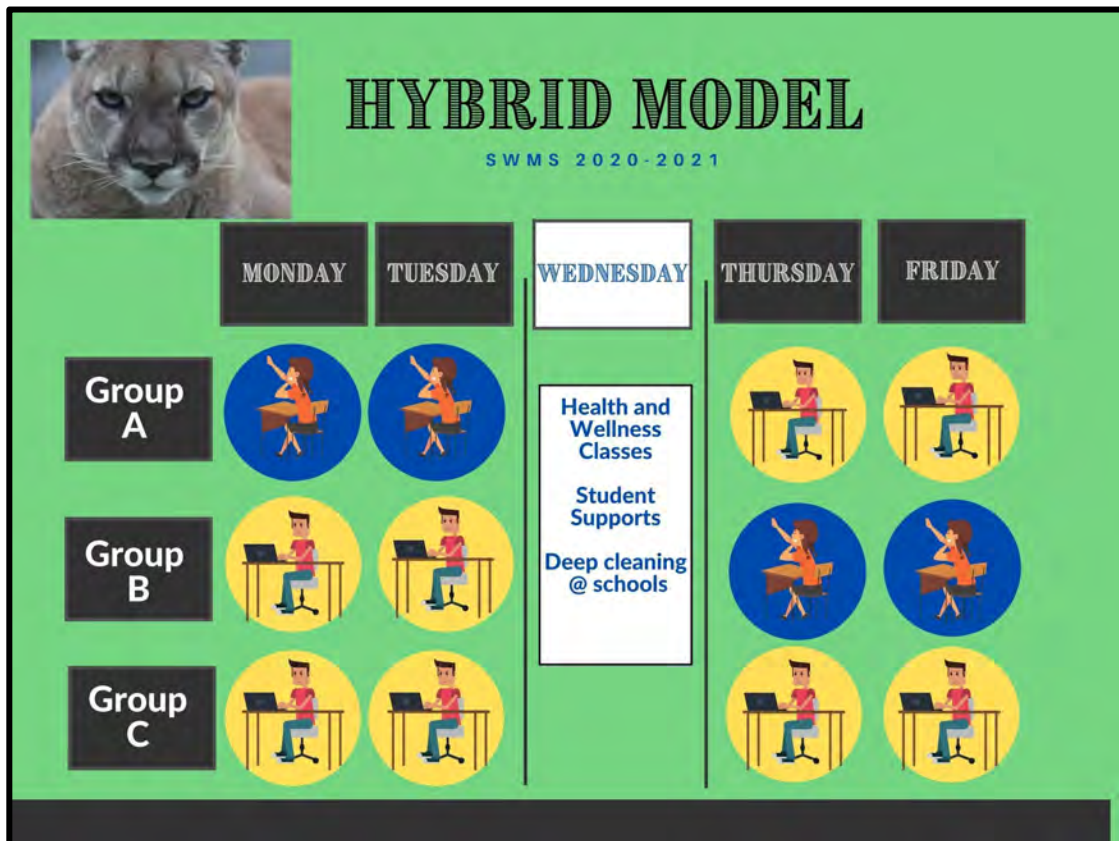
SWMS 2020-2021

|         | MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY  |
|---------|---|---|---|--|---|
| Group A |  |  | <p>Health and Wellness Classes</p> <p>Student Supports</p> <p>Deep cleaning @ schools</p> |  |  |
| Group B |  |  |   |  |  |
| Group C |  |  |   |  |  |

# SWMS Bell Schedule 2020-2021

## SWMS Hybrid Plan

|   | A Cohort                                 | A Cohort                                 | No Students  | B Cohort                                 | B Cohort                                 |
|---|--|--|--|--|--|
|   | B/C cohorts Remote                       | B/C cohorts Remote                       | In Building  | A/C cohorts Remote                       | A/C cohorts Remote                       |
|   | Monday                                   | Tuesday                                  | Wednesday  | Thursday                                 | Friday                                   |
| 8:30  | Building Opens                           | Building Opens                           | <i>Student Support-Remote Learning for Health and Wellness, clubs, Student Interventions</i> | Building Opens                           | Building Opens                           |
| 8:50-9:50                                     | 1st Period                               | 1st Period                               |  | 1st Period                               | 1st Period                               |
| 9:55-10:50                                    | 2nd Period                               | 2nd Period                               |  | 2nd Period                               | 2nd Period                               |
| 10:55-11:50                                   | 3rd Period                               | 3rd Period                               |  | 3rd Period                               | 3rd Period                               |
| Transition to 4th period class<br>11:50-12:15 | Go to classroom and short time for lunch | Go to classroom and short time for lunch |  | Go to classroom and short time for lunch | Go to classroom and short time for lunch |
| 12:20-1:15                                    | 4th Period                               | 4th Period                               |  | 4th Period                               | 4th Period                               |



# SWMS GENERAL INFORMATION

## Arrival and Dismissals

Middle School Students will enter the campus at the **New Commons** entrance only. Students will then be directed to:

- Wait to get temperature checked and sticker given
- Pick up lunch bag in the New Commons if needed
- Go directly to first period to complete attestation
- All students must wear masks whenever on school grounds

## Parent Drop Off

- Parking lot gates will be opened at 8:35 AM
- Students are to be dropped off at the New Commons Door near the Gym entrance
- Students are to go directly into building

## Classrooms

- **Face masks must be worn in classrooms at all times.**
- Hand sanitizer will be available in every classroom.
- Students will be assigned a seat according to a seating chart with a minimum of 6 feet distance between students.
- Classroom activities will be conducted in a way that maintains safe distances and masks.

## Transitions

- Transition between classes will be 5 minutes. Students should move directly to class. If you are standing, your feet are moving to next destination.
- Students must maintain social distancing as much as possible when outside of class.
- Students will walk on the right side of the hallway, stairways, and maintain social distancing during transitions.

# SWMS GENERAL INFORMATION

## ASB Cards

- ASB cards will not be sold until it is determined there will be need and benefit for the students.

## Technology

- All students will need to bring and use their school issued Chromebook
- Personal devices(laptops) will not be supported by school district tech support.
- If a student needs to check out a Chromebook, please do so before March 15, 2021
- Students will need to fully charge their laptop nightly to ensure it is ready for school in the morning.
- Students will need to bring their charge cords and laptops to school daily
- Students will need to bring their own earbuds or headphones

## Visitors

- We ask that parents use email, video conference, or phone to communicate with the school as much as possible.
- Parents visiting the school must have a prearranged need to attend campus and an appointment. When they arrive they must be wearing a mask and check in through the main office.

## Large Gatherings

- In order to protect our community, we will not have any assemblies, dances, or large gatherings until further notice.

## Online Learning Responsibilities/Expectations Reminder

- Students are reminded that all school and classroom expectations apply.
- Students are required to participate in all online class sessions.
- Students should make every effort to find a quiet location with nothing inappropriate displayed in the background.
- Students are expected to participate in class meetings with their video on whenever possible and leaving their microphone muted until they are ready to share.
- Students should always be respectful to their teachers and peers during online discussions and meetings.

## Lockers and Locker Rooms

- Lockers and locker rooms (school/PE) will not be available for use until further notice. Students will need to bring all their belongings with them throughout the day. Students should bring comfortable clothes if in PE this semester. A second change of shoes and socks is advised.

# COVID-19 Preparedness Plan

## Health and Safety Precautions

### MASKS AND FACE COVERINGS

Every person on campus must wear a face covering at all times – inside and outside.

- Face coverings must fully cover both the mouth and nose at all times.
- Face coverings must be either a fitted fabric mask, or a disposable medical mask.
- Face shields, scarves, bandanas, gaiter, or other non-fitted fabric are not allowed.
- Face coverings that include print or graphics must meet school dress code guidelines.
- If a face covering must be removed during designated snack break, the student must distance themselves from others, must stay in one location while the face covering is removed.
- Students must comply with the direction of all staff members.
- **Failure to comply wearing a mask will result in removal from live instruction to 100% remote learning.**



# COVID-19 Preparedness Plan

## Health and Safety Precautions

### Food and Beverage

- Breakfast items are available for free for pickup. If you need breakfast items for the week, please reach out to Rachel Mathews @ rmathews@sw.wednet.edu and food service will contact you to organize pick up or delivery.
- **Students should come to school having eaten breakfast before class.**
- There will be a designated time to eat in the day. Students may not eat during non designated times unless due to special dietary needs.
- During designated opportunities to eat, students must maintain at least 6 feet of social distancing, and follow all rules. Clean your space immediately and resume mask wearing.
- Students should fill and bring a water bottle to school with them.
- Drinking fountains will not be available; however, students may refill their bottles

|   |   |
|---|---|
| <b>New Commons/Old Commons/All indoor gathering areas</b> | <ul style="list-style-type: none"><li>■ Congregating will not be permitted.</li><li>■ While these areas will be sanitized daily, cleaning products will be made available so that you may personally sanitize surfaces, handles, etc. before and after your personal use.</li><li>■ Sharing of any foods or utensils is strongly discouraged.</li></ul> |
| <b>Vending Machines &amp; Drinking Fountains</b>          | <ul style="list-style-type: none"><li>■ There will not be access to Vending machines.</li><li>■ A hand sanitizing station will be added for convenience.</li><li>■ Only automatic, no-touch water bottle filling stations are allowed for use.</li></ul>  |

# Daily Health & Wellness Attestations

## Complete DAILY before Student Leaves Home for School

For updated information, please check the website at [www.sw.wednet.edu](http://www.sw.wednet.edu) -> Fall 2020->Health Attestations: <https://sw.wednet.edu/cms/One.aspx?portalId=465833&pageId=27977606>

### Directions for Skyward Health Screening:

1. Sign into [Skyward](#) (via Family Access or Staff Access). [More information about Skyward is linked here.](#) Use a computer or download the mobile app.
2. As soon as you open Family Access, you should see a **Wellness Screening** to confirm and SAVE. (in addition to other messages you may need to address)
3. Please check the box **YES/NO** for both questions and **SAVE**.
4. The Wellness Screening must be completed daily in the morning before coming to school.
5. Pre-arranged visitors must complete the [written health attestation linked on our website here](#) and provide it to the school office secretary.
6. Once you have completed and saved, you will receive this confirmation screen. You do not need to do anything further with this information. The school secretaries and teachers for their class can confirm completion. Only school nurses will see the results.
7. For staff with students in the district or if you have multiple students in the district, you will see multiple confirmations in Skyward.

Details for downloading the Skyward app here:

[https://docs.google.com/document/d/1TBNaZEb4VoOp3TvjTazEdQuyHVg45FcxQ\\_1paXPCsSw/edit?usp=sharing](https://docs.google.com/document/d/1TBNaZEb4VoOp3TvjTazEdQuyHVg45FcxQ_1paXPCsSw/edit?usp=sharing)

# SWMS REMOTE LEARNING ATTENDANCE POLICY

## Attendance

### ATTENDANCE

### SWMS REMOTE LEARNING ATTENDANCE POLICY

**\*\*\*It is highly recommended for students to be fully engaged every school day from 8:45-1:15. This will not only benefit student learning but will create routine and foster positive connections between students and staff! However, we do realize that many students and families have hardships due to COVID and other factors and may not be able to engage during scheduled instructional time. Therefore, we are providing flexibility for tracking daily attendance as mandated by OSPI.**

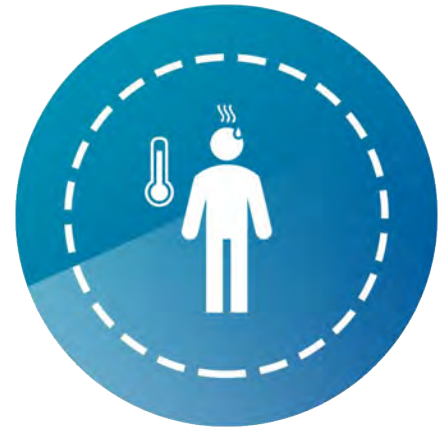
- South Whidbey M.S. will follow the guidelines/rules set forth by the OSPI, including:
  - Monitoring daily attendance for all absences for live and remote students
  - Daily notification of absences to parents/guardians.
- For a complete documentation of OSPI's attendance guidelines please go to:  
[https://www.k12.wa.us/sites/default/files/public/bulletinsmemos/bulletins2020/B064-20\\_%20Emergency Absence%20Rule\\_.pdf](https://www.k12.wa.us/sites/default/files/public/bulletinsmemos/bulletins2020/B064-20_%20Emergency%20Absence%20Rule_.pdf)
- 'Live' students are required to attend school on their scheduled days.
- An absence from remote learning is when a student is not present or participating in a planned instructional activity. Student presence may be asynchronous or synchronous.
- Student participation could look like, but is not limited to:
  - Attendance to live in-class instruction
  - Daily logins to learning management systems
  - Daily interactions with educators to acknowledge attendance (including messages, emails, phone calls, or video chats); or,
  - Evidence of participation in a task or assignment
- Students will be considered absent if there is no engagement (as listed above) by 5a.m. the following day. (i.e., For Monday's instructional activity(s), students must engage by 5a.m. Tuesday)
- District phone calls regarding absences will go out at 10:30 a.m. the following day. (i.e., Calls for Monday's attendance absences will go out Tuesday at 10:30a.m.)

***For questions regarding remote attendance, please contact  
Principal James Swanson: [jswanson@sw.wednet.edu](mailto:jswanson@sw.wednet.edu)***



# COVID-19 Preparedness Plan

## Health and Safety



### Health and Safety Precautions

In order to slow the spread of the virus that causes COVID-19 any individual that [believes they may be sick](#) or has been in recent close contact with a confirmed case **should stay home**.

The CDC does not currently recommend universal symptom screenings of employees (or students) be conducted by schools. Therefore, **employees and students are required to monitor for signs and symptoms of COVID-19**. Additionally, employees must self-report a possible COVID-19 diagnosis to their supervisor, who must then notify the superintendent. The following procedures are implemented to help employees assess their health status prior to or upon entering the workplace and for employees to report if they are sick or experiencing COVID-19 symptoms.

**Prior to arriving at school, employees and students (by their parents) are required to self-screen their health status.** If the self screening affirms that the employee and student is not experiencing any of the following outlined symptoms on the following page, the employee and student should report to school as scheduled. (Skyward Health Screening Directions on Page 5)

- While at school, each employee and student is to monitor how they are feeling. If they start to feel ill, they are to immediately stop and report how they feel to their teacher and building nurse. If the employee and student's symptoms are consistent with those listed on the following page, they will be directed to leave the school by the most direct route and encouraged to contact their healthcare provider.

South Whidbey requires all students and staff to complete the Skyward Wellness Screening daily before coming to the school buildings. (If unable to access the Skyward Wellness screening, please complete the paper screening, print and have student bring to campus).

# COVID-19 Preparedness Plan

## Health Screening

### COVID-19 Symptoms



FEVER



COUGH



SHORTNESS  
OF BREATH



SORE THROAT



HEADACHE

- Congestion or runny nose
- Chills or repeated shaking with chills
- Body aches and pains
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

### Reporting COVID-19 Symptoms

The student's teacher should be contacted if:

- If a student is feeling or experiencing any of the symptoms above. They should also stay home and are advised to contact their healthcare provider. The student is to provide the teacher with the healthcare provider's recommendations.
- Students returning from travel outside of Washington or the country need to comply with current CDC and WaDoH guidelines for quarantine.
- If a student has been directly exposed to a person who has been diagnosed with COVID-19, they should **stay home for 14 days** prior to returning to work and continually monitor their health for possible symptoms.
- If a student has been tested for COVID-19 and is awaiting test results, they must notify their teacher, and stay home until they have received a negative result, and 10 days have passed since symptoms first appeared, and fever free for 24 hours without medication.

# COVID-19 Preparedness Plan

## Response to Exposure

| Confirmed case in a class, school, activity  | I think or know I had COVID-19 symptoms  | I tested positive but had no symptoms   | For non-COVID-19 illnesses  |
|--|--|---|---|
| <ul style="list-style-type: none"> <li>SWSD will work with Island County Public Health to identify person's exposure to others</li> <li>Close contacts quarantined at home for 14 days; seek testing if person becomes symptomatic OR at least 5-7 days after exposure</li> <li>Family members of a positive case must quarantine</li> </ul> | <p>Return after:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared, <b>and</b></li> <li>✓ No fever (&lt;100.4°F) 24 hrs without using medication; <b>and</b></li> <li>✓ ALL symptoms have improved</li> </ul> <ul style="list-style-type: none"> <li>Seek health care provider's advice on testing</li> </ul> | <p>Return after:</p> <ul style="list-style-type: none"> <li>✓ 14 days have passed since test</li> </ul> <ul style="list-style-type: none"> <li>If you develop symptoms after testing positive, follow guidance at left</li> </ul> | <p>Remain home until:</p> <ul style="list-style-type: none"> <li>✓ You feel better</li> <li>✓ No fever (&lt;100.4°F) 24 hrs without using medication</li> </ul> |

### Site COVID-19 Program Coordinators

School principals are each site's COVID-19 Coordinator, and are responsible for communicating concerns, challenges and lessons learned related to preventive activities as needed with staff, students/families, school and district leadership.

### Student Privacy

Our policy is to protect the privacy of student health status and health information. Medical information for a student is private information and will not be released.

In the event we need to communicate about potential exposure:

- The identity of an employee (or any student) who has been exposed or has received a positive COVID-19 diagnosis is not shared.
- Any notification will be limited to whether a potential exposure to COVID-19 has occurred at one of our schools, and will only include details about affected areas in the school or worksite.

NOTE: Notification will be consistent with WaDoH Guidance.



*The South Whidbey School District #206 (SWSD) does not discriminate, and Title IX requires the schools not to discriminate, on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.*

*The following employees have been designated to handle questions and complaints of alleged discrimination: Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 compliance officer, Dan Poolman, [dpoolman@sw.wednet.edu](mailto:dpoolman@sw.wednet.edu), or Section 504/ADA coordinator, Dr. Jeff Fankhauser, [jfankhauser@sw.wednet.edu](mailto:jfankhauser@sw.wednet.edu), 5520 Maxwelton Road, Langley, WA 98260, 360-221-6100. [SWSD Title IX training is available to all employees and is linked on our website here.](#)*