

PARENT + STUDENT *Hybrid* HANDBOOK

2020-2021



330 N 5th Street Ridgefield, WA 98642



Welcome to School!

We are so excited to have this opportunity to support your child(ren) so they can fully participate in their Ridgefield Remote classrooms. Our goal is to provide a safe, nurturing space for your students needing support to be able to engage fully with their teachers and peers.

This is a new learning adventure for all of us. If you have questions or want to share information with our staff, please feel free to contact me either by email or phone.

Together we can make a difference!

Michael Baskette
Executive Director of Student Services
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(360) 619-1348



DISTRICT GOALS

- 1. Achieve high outcomes through quality instruction, personalized learning, and continuous improvement resulting in success for every student.*
- 2. Provide safe, inclusive, and supportive environments that nurture the well-being of the whole child.*
- 3. Provide collaboration and communication opportunities with families, staff, and the community resulting in strong partnerships.*
- 4. Close the disparity gaps by ensuring high expectations, removing barriers and providing opportunities for all students.*

The 3 R's

RESPECTFUL, RESPONSIBLE + RESILIENT



GOAL

To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

PARENTAL INVOLVEMENT

Teaching a behavior that our school expects to see works best when there is consistency across home and school settings. When a child has challenging behavior at school, a strong partnership between the staff and family is important.

Please refer to your child(ren)'s Parent + Student Handbook from their school for more detailed information about our Positive Behavioral Interventions and Supports (PBIS) program.

VALUING DIVERSITY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes to be prepared for today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own.

We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals.

Education involves acknowledging and valuing what is comfortable and known and leading students to an understanding and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understandings is an essential part of this process. Through their experience with such differences students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potentials, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

DISTRICT NON-DISCRIMINATION STATEMENT

Ridgefield School District No.122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.

Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 2724 S. Hillhurst Road, Ridgefield, WA 98642, (360) 619-1305, or by email at chris.griffith@ridgefieldsd.org.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://ridgefieldwa.apptegy.us/oldistrict/browse/4811> (Policy 3210).

Hybrid

KINDER-5TH GRADE STUDENT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
K-4 9:00 - 9:20 5th 8:00 - 8:20	WHOLE CLASS SEL AND COMMUNITY CIRCLES Synchronous SEL Mini Lesson, Review Learning, Agenda for the Day				
K-4 9:30 - 12:20 5th 8:20 - 11:20	INSTRUCTIONAL BLOCK 1 You can expect at least 30 minutes of synchronous instruction with your teacher, 30 minutes of asynchronous instruction with a specialist, ELA Screencastify lesson, Math Screencastify lesson, and independent learning assigned by your teacher.	INSTRUCTIONAL BLOCK 1 You can expect small group tutorials and support from your teacher, ELA Screencastify lesson, Math Screencastify lesson, and independent learning assigned by your teacher.	INSTRUCTIONAL BLOCK 1 You can expect at least 30 minutes of synchronous instruction with your teacher, 30 minutes of asynchronous instruction with a specialist, ELA Screencastify lesson, Math Screencastify lesson, and independent learning assigned by your teacher.		
K-4 12:20 - 1:00 5th 11:20 - 12:00	LUNCH Lunches will be available for pick-up at Union Ridge Elementary School.				
K-4 1:00 - 3:00 5th 12:00 - 2:00	INSTRUCTIONAL BLOCK 2 You can expect a rotation of Screencastify lessons in Science, Social Studies, SEL, Health, etc, and independent learning assigned by your teacher.				
K-4 3:00 - 3:30 5th 2:00 - 2:30	METACOGNITIVE TIME Reflect and process the day's learning and prepare for next day's learning.				

BEFORE LEAVING HOME

Daily Health Screening

For the health and safety of you and everyone that enters our campus, you will be required to complete and submit a Daily Health Screening before your child enters the building. If you answer “yes” to any of the questions (and the symptoms cannot be attributed another health condition), do not send your child to the Learning Support Center.

Chromebook Quicklink

The Screening Form link must be completed prior to the student boarding a bus or being dropped off.

The screening will ask the following:

Do you have any of the following symptoms that are not caused by another condition?

- * Fever (100.4°F) or chills
- * Cough
- * Shortness of breath or 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

Have you been in close contact with anyone with confirmed COVID-19?

Have you had a positive COVID-19 test for active virus in the past 10 days?

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 COVID19 infection?

ARRIVAL

Bus Rider Student Behavior Expectations

- Students riding the bus will be required to wear a face covering at all times.
- Students may not eat or drink while on the bus.
- Students will not be allowed to share electronic devices.
- Siblings will sit together and all other will be required to maintain 6 feet physical distance between each other.

Student Entrance to School

All students will remain outside the building in the designated area until their temperature can be taken and their Daily Health Screening is verified. Any student that has a temperature above 100.4 degrees or does not have a completed Daily Health Screening will be shown to a designated safe space, away from other students, until parents or guardians can complete the screening or pick them up.

AT SCHOOL

Cloth Face Coverings

All staff, students, and visitors on school campuses are required to wear a cloth face covering. According to Department of Health, a cloth face covering is fabric that covers the nose and the mouth. It can be:

- A sewn mask secured with ties or straps around the head or behind the ears.
- Multiple layers of fabric tied around a person's head.
- Made from a variety of materials, such as fleece, cotton, or linen.
- Factory-made or made from household items.

Face coverings will be provided by the District to students in the event their face covering is soiled, lost or damaged. Face shields and/or other alternatives will be provided to students who are unable to wear a cloth face covering because the individual has a medical condition or disability that makes wearing a facial covering inappropriate or because the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication.

MEALS

Breakfast and lunch will be provided to all children at no cost. These meals are included in the USDA waiver that allows children ages 0-18 impacted by the COVID-19 pandemic to receive breakfast and lunch at no cost through the end of December 2020.

INSIDE AND OUTSIDE

Each person should maintain a physical distance of six feet or greater between themselves and others. Facial coverings need to be worn at all times. Students must follow all directional signs when moving around the building.

CLASSROOM

Per OSPI's "Reopening Washington Schools: Safety and Health Requirements," the District will limit capacity and implement protocols to maintain a minimum separation (6 feet) as recommended by state and county health department.

- We will be keeping students in cohorts/clusters in classrooms. Students will stay in one classroom for the entire day.
- Siblings will be in the same classrooms.
- They will have at least 2 recess breaks everyday. Each classroom will have separate recesses.

END OF DAY PICK-UP

Students are to leave promptly at the end of the day to their normal destination. The SCHOOL must have written permission from a parent/legal guardian to allow the student to go to a different destination. Students must wear a cloth face covering and maintain 6 feet of physical distance between themselves and others.

If parents choose to pick up students at the end of the day, they may wait in the vehicle pick-up line. Parents are unable to leave their vehicles when in the car pick-up line and must slowly proceed to the pick-up area moving forward or stopping as directed by designated traffic coordinators.

EARLY PICK-UP

If a student needs to be picked up before the end of the school day, please call the school office prior to your arrival. Once you arrive at the school building please stay in your vehicle and call the school. Your child will be brought to your car.

BUS TRANSPORTATION

The Ridgefield School District belongs to the KWRL Transportation Cooperative. This cooperative serves the local school districts of: Kalama, Woodland, Ridgefield and La Canter. If your student will be transported by bus, you must register them with KWRL by going to www.kwrl.org and clicking on the Transportation Portal link in the center of the page. If you have questions regarding transportation services, please contact KWRL at (360) 841-2023, or visit them online at <https://sites.google.com/woodlandschools.org/kwrl>. Find SNOW ROUTES on our district website - ridgefieldsd.org - under Departments/Transportation. See student bus rider behavior expectations on page 6.

HEALTH

Biweekly, the District will review guidance from state and county health departments, as well as the state Department of Labor & Industries to update the District's measures as the guidance evolves.

Health Screening

- Parents or guardians will screen for symptoms prior to sending students to a school building. Any person, including parents, students, and staff, entering a District facility will have to attest that they do not have symptoms of COVID-19 and have not been knowingly exposed to COVID-19.
- All students will have their temperature checked prior to entering the building for the first three weeks of K-5 hybrid and at the SCHOOL.
- All staff must complete a health screening at a test station before or upon their arrival to the SCHOOL. Sites will have designated isolation areas for possible cases, and each school will follow their existing isolation plan when situations arise.

When to return after being sick

If your child has been sick, they can return to the school when:

- at least three days (72 hours) have passed since recovery- defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath:

AND

- at least 10 days have passed since signs first showed up

If you believe your child has had close contact to someone with COVID-19, but they are not sick, you should watch their health for signs of fever, cough, shortness of breath, and other COVID19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to the SCHOOL, or public places for 14 days.

What happens if a student or staff member is diagnosed with COVID-19?

If your child is diagnosed with COVID-19, please notify the Learning Support Center. The local health authority will advise the district on next steps. The district will work closely with local health authorities to follow current guidelines.

What happens if someone becomes ill at school?

If a student or staff member develops signs of COVID-19 (see list under health screenings above), we will separate the person away from others, with supervision at a distance of six feet, until the sick person can leave. Staff caring for the ill person will use appropriate medical grade PPE. While waiting to leave school, the individual with symptoms will be required to wear a cloth face covering. Our custodial staff will immediately air out, clean and disinfect all the areas where the person was after they leave.

CLEANING + DISINFECTING

All classrooms will be provided with disinfecting supplies and hand sanitizer that have been approved by the EPA for effectiveness and low toxicity. Additional disinfecting supplies and hand sanitizer will be made available in key administrative areas.

Desks All desks will be arranged to allow for six feet distance between each other.

Supplies -Each student will have their own labeled container with school supplies for use while at school. The use of shared learning materials will be minimized as much as possible. Items that are used will be collected and sanitized between uses.

Air filters will be used to the maximum filtration recommended for the HVAC equipment and will be changed quarterly.

Cleaning and disinfection protocols for a probable case of COVID-19 will comply with CDC recommendations. Access to areas visited by a probable case of COVID-19 will be restricted until cleaning and disinfection is completed.

All buses will be disinfected daily and major touch points will be disinfected between routes.

The safety of our students is priority #1.

We review our safety and emergency procedures annually, looking for opportunities to refine and improve practice. We strongly encourage families to familiarize themselves with the district-wide SRP (Standard Response Protocols).

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

STANDARD RESPONSE PROTOCOLS ARE BASED ON THESE FOUR ACTIONS

LOCKOUT is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.

LOCKDOWN is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER is always followed by a type and a method and is the protocol for group and self-protection.

In the event of an emergency, the action and appropriate direction will be called on the PA.

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. “

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent cannot immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student's last name.

Bring ID to Check In

From the “Check In” area parents are directed to the “Reunification” area. There, a runner will go to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.