

# ROCKWELL IN-PERSON FAMILY HANDBOOK

GRADES K-5, UPDATED 03/24/21



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## COMMUNICATION

### PRIMARY SCHOOL CONTACTS

General questions: Julie Wulf ([jwulf@lwsd.org](mailto:jwulf@lwsd.org))

Skyward/Attendance: Inez Mobley ([mmobley@lwsd.org](mailto:mmobley@lwsd.org))

School Nurse: Shirly Mittelman ([shmittelman@lwsd.org](mailto:shmittelman@lwsd.org))

Health Room: Sayori Hinitz ([shinitz@lwsd.org](mailto:shinitz@lwsd.org))

Health, Safety, or Instruction: Michael Clark ([miclark@lwsd.org](mailto:miclark@lwsd.org)) or Jimmy Cho ([jcho@lwsd.org](mailto:jcho@lwsd.org))

### ROCKWELL IN PERSON FAMILY HANDBOOK

The information provided in this handbook is based on the school's latest planning efforts and guidance received. This information will be updated periodically. You can access the most recent version of this handbook on the Rockwell Elementary website.

### LWSD RETURN TO SCHOOL FREQUENTLY ASKED QUESTIONS

The information provided in the FAQs is based on the district's latest planning efforts and guidance received. Information may change as planning teams progress in their work, new guidance is received from state and local government agencies, and/or regional and state health conditions change. This information will be updated periodically, so it is important to check back regularly.

<https://www.lwsd.org/pathway-forward/pathway-forward-faq>

### LWSD RETURN TO SCHOOL VIDEOS

These videos were created to help families understand the basics of our safety plan for returning K-1 students to in-person learning. New videos and translations will be added as they become available.

<https://www.lwsd.org/pathway-forward/pathway-forward-videos>

# HEALTH AND SAFETY

## PRIMARY CONTACTS

COVID-19 Supervisor: Michael Clark ([miclark@lwsd.org](mailto:miclark@lwsd.org))

Medical Coordinator: Shirly Mittelman([shmittelman@lwsd.org](mailto:shmittelman@lwsd.org))

Attestation Coordinator: Sayori Hinitz ([shinitz@lwsd.org](mailto:shinitz@lwsd.org))

Security Coordinator: Jimmy Cho ([icho@lwsd.org](mailto:icho@lwsd.org))

Custodial Coordinator: Rita Yiu ([ryiu@lwsd.org](mailto:ryiu@lwsd.org))

PPE Coordinator: Sayori Hinitz ([shinitz@lwsd.org](mailto:shinitz@lwsd.org))



## LWSD COVID-19 SAFETY PLAN

Please use this link to access the district's full COVID-19 Safety Plan:

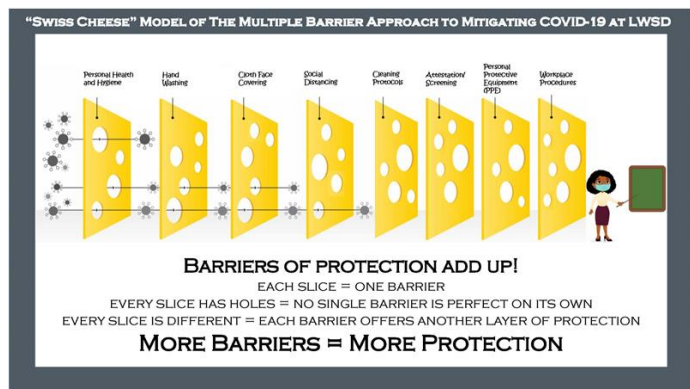
[LWSD COVID-19 Safety Plan](#)

# ATTESTATION

## 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:

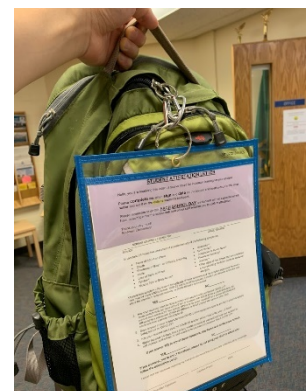
- Personal health and hygiene
- Hand washing
- Cloth face covering
- Social distancing
- Cleaning workspaces
- Attestation/screening
- Personal protective equipment
- Workplace procedures



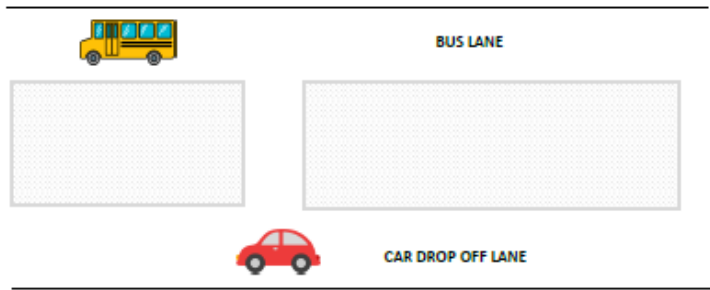
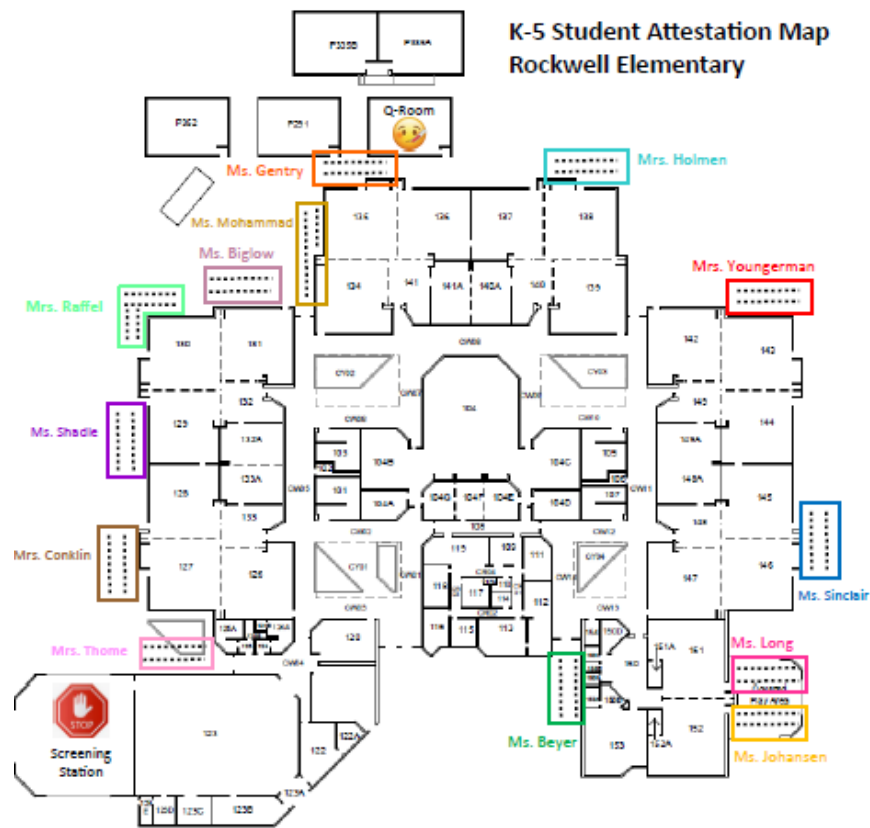
## STUDENT HEALTH ATTESTATION

All people entering the building are required to complete an attestation process. Outlined below is the student attestation process.

- All students are required to bring their daily attestation form from home. The school will provide a clear document holder to display the form of the day; please attach this holder to your student's backpack. Each day, parents will need to complete a new attestation form and place it in the document holder.



- When arriving on campus, all students will report directly to their classroom line up and wait on a marked spot. (See the Attestation Map).
- Parents walking in with their student may escort their student to their classroom lines. **Parents should say “good bye” to their student before their student lines up on their spot; parents may not wait in line with their student.** Parents who choose to wait on campus until their child enters the classroom will need to remain socially distanced from one another and away from the student line.
- When the school bell rings, teachers will admit students one at a time into the classroom. The teacher will collect the attestation form and take each student's temperature.
- Students who do not have their completed attestation form will go to our screening station at the basketball undercover area. Parents/guardians will be called (if not with student) to verify the screening questions. Students will have their temperature checked a second time before leaving the screening to enter the building.



## 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. Staff are required to report symptoms, test results, and exposure to a person who tested positive to COVID-19 to the school principal and school nurse.

## VISITOR ATTESTATION PROCESS

Visitors who are on campus for 15 minutes or more are also required to complete our attestation process. We are limiting visitors/volunteers to our school to only essential visitors for special education testing, ELPA 21 testing/screening, and other rare occurrences.

## MASKS AND PPE

It is required for all people on campus property (students, staff and parents) to wear a mask that covers both the mouth and nose (no bandanas or gaiters). There are some possible instances when a student or staff member may be exempt from this requirement. If you believe your child needs an exemption, please contact the school.



## TOO SICK FOR SCHOOL?

**DO NOT send your student to school if they are not feeling well.** Please contact our school nurse ASAP to discuss your student's illness/symptoms for further guidance. As we make the return to school happen, it is likely that children will begin experiencing normal illnesses. Any child demonstrating symptoms at school will trigger a large-scale response that is very time sensitive for the school and families. A simple call to the school office to excuse an absence can be made to avoid this (425-936-2670). **If someone in your family tested positive or was exposed to a person with COVID-19, you MUST report this information to Michael Clark ([miclark@lwsd.org](mailto:miclark@lwsd.org)) and Shirly Mittelman ([shmittelman@lwsd.org](mailto:shmittelman@lwsd.org)).**

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### COVID-19 TOO SICK FOR SCHOOL GUIDELINES

**We are required to screen all students for symptoms of COVID-19 daily prior to entry to the school. If you answer 'YES' to any of the following questions, keep your student home and contact your school.**

1. Has your student been in close contact with anyone with confirmed COVID-19?
2. Does anyone in your household have COVID-19 like symptoms &/or is anyone in your household being tested for COVID-19?
3. Has your student had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

#### **COVID-Like Symptoms:**

If your child is experiencing any of the following symptoms within the last 24 hours. PLEASE keep them home and contact your school nurse. If they show any of the following symptoms at school, it is necessary to pick your student up as soon as possible. Return to school must be approved by the nurse

after going home sick.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Fever of 100.4 or above</b>                     | <input type="checkbox"/> <b>Muscle Pain/Body Aches* *</b>  | <input type="checkbox"/> <b>Diarrhea *</b>  |
| <input type="checkbox"/> <b>Cough</b>                                       | <input type="checkbox"/> <b>Headache *</b>                 | <input type="checkbox"/> <b>Other signs of new illness that are unrelated to a documented preexisting condition</b> |
| <input type="checkbox"/> <b>Shortness of Breath or Difficulty Breathing</b> | <input type="checkbox"/> <b>Loss of Taste or Smell</b>     |   |
| <input type="checkbox"/> <b>Chills</b>                                      | <input type="checkbox"/> <b>Sore Throat *</b>              |   |
| <input type="checkbox"/> <b>Fatigue *</b>                                   | <input type="checkbox"/> <b>Congestion or Runny Nose *</b> |   |
|   | <input type="checkbox"/> <b>Nausea or Vomiting *</b>       |   |

\*A short-term symptom – if a student has only **one** of these symptoms and the symptom begins and resolves in less than 24 hours (without medication) AND no known COVID-19 exposure (close contact). A student can return to school if the short-term symptom has been resolved for 24 hours, please contact the school even if your student has a short-term symptom. A COVID-19 test is not required.

**Contact your medical provider if your student is experiencing any other symptoms that are concerning to you.**

**Additional Too Sick for School Symptoms:**

If your child has any of the following symptoms, please keep them home and contact your school nurse.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Scabies</b> | <input type="checkbox"/> <b>Ear infection</b> |
| <input type="checkbox"/> <b>Rash</b>    | <input type="checkbox"/> <b>Eye infection</b> |

**Tips to Stay Well:**

According to the Centers for Disease Control and Prevention (CDC), the single most important thing you can do to prevent the spread of germs is to wash your hands often.

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Stay home</b>                        | <input type="checkbox"/> <b>Avoid touching your eyes, nose, or mouth</b>         |
| <input type="checkbox"/> <b>Social distancing</b>                | <input type="checkbox"/> <b>Avoid contact with people who are sick.</b>          |
| <input type="checkbox"/> <b>Avoid group gatherings</b>           | <input type="checkbox"/> <b>Cover your mouth/nose when coughing or sneezing.</b> |
| <input type="checkbox"/> <b>Wear a mask</b>                      |  |
| <input type="checkbox"/> <b>Wash hands or use hand sanitizer</b> |  |

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## ILLNESS DURING THE SCHOOL DAY

- Health Room: students who do not exhibit COVID symptoms are permitted to use the health room
- Q-room (Quarantine Room): Students who develop any COVID symptoms at school will be sent to the Q-room and will need to be picked up from school promptly.

If your child is sent home from school due to symptoms, our school nurse will contact you regarding next steps and when your child can return to school. Students may not return to school without clearance from the school nurse.

## STUDENT TRAVEL

Washington state Department of Health is currently recommending a 14-day self-quarantine for any person travelling outside of the state or returning from another state. If your family plans include out of state travel, please protect our community by following these guidelines. If you have recently travelled, or have out-of-state travel plans, please contact Rockwell to let us



know the days that your child will not be attending in-person instruction. Per our Norman Rockwell Student Handbook, missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation.

## SCHOOL ROUTINES AND PROCEDURES

### AM ARRIVAL

- No students on campus before 8:35 AM. Students will not be admitted into the building until 8:50 AM. Please make sure your child is dressed for all weather accordingly.
- Students need to report directly to an attestation station and wait on a marked spot. Playground and recess areas are off limits.
- Rockwell staff temp check and check attestation papers at attestation checkpoints (car drop off zone, bus drop off zone, and walker attestation at south entry doors)
- If no attestation form, students will be escorted to the screening area in the undercover basketball area. Staff call to complete attestation process with parent.
- Adults who wait with their student **MUST** wear a CDC-approved face covering

### AM ENTRY

- Students will be admitted into the building at 8:50 AM.
- 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
- Classroom dampers will be open, along with other ventilation protocols. The classrooms will be colder than usual. **Please dress your child in warm layers.**

### ATTENDANCE

- Attendance is taken in Skyward, any change throughout the day should be emailed to [mmobley@lwsd.org](mailto:mmobley@lwsd.org) and the classroom teacher
- Please report absences to Safe Arrival or email [mmobley@lwsd.org](mailto:mmobley@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

### UNPACKING

- Students go directly to their desk upon 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 are not permitted to eat or drink in the classroom.
- Students must bring snack from home in disposable packaging
- **Students must be able to open snack packaging without help.**

### WATER

- Students may bring a reusable water bottle; drinking fountains are closed.
- Students may not drink water in the classroom. Water is only permitted to drink in the classroom's designated break box or at snack time.



## STRETCH BREAK/RECESS

- Recess is being redesigned to a walking/stretch break. Initially there will not be PE equipment or other recess equipment available.
- Students may not bring personal recess equipment from home.
- Classes will be assigned playground zones to play in each day.
- Students must wear masks and keep social distancing during recess.

## HANDWASHING AND HAND SANITIZER

Students will wash hands with soap and water:

- Prior to snack
- Upon reentering classroom from stretch break.
- In the restroom after using the bathroom.
- After coughing or sneezing
- Whenever hands are visibly dirty.

Students will use sanitizer or wash hands:

- When entering the classroom upon arrival
- After water breaks
- Between snack and stretch break
- Upon reentry to class from another space
- Prior to leaving the classroom for dismissal

## RESTROOM

- Mask stays on in the bathroom.
- Grade levels will be assigned to nearest restroom.
- No more than three people in the student restrooms at a time. Students will wait on a designated wait spot if the restroom is at capacity.
- Students will wash hands with soap and water after using the restroom.
- Students will use hand sanitizer upon entering the room

## PACKING UP

- Students pack their own belongings.
- Students wait at desk until teacher dismisses the class.

## PM DISMISSAL

- Adults meet students outside their classroom doors (walkers) or at the car pick up line.
- Students and adults keep masks on, maintain physical distance, and don't form large groups on campus.
- Adults picking up students are required to wear a CDC-approved face covering while on campus.
- Parents/guardians are encouraged to pick up students and promptly leave campus; our playground remains closed until 4pm.

## LUNCH

- Students will be dismissed before lunch. Students will not eat lunch on campus.

- Grab and Go lunch will be available to students at dismissal. Parents may change their preferences for lunch via Skyward.

## SCHOOL SUPPLIES

Teachers will notify parents of any supplies the student must bring to school. At school, students will have their own school supplies and will not share them. Supplies traveling between home and school will be minimized. Any shared classroom supplies will be disinfected between use.

## 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.

### SOCIAL DISTANCING IN THE HALLWAYS

Hallways have been marked with directional paths. Students will be taught to use the paths when moving throughout the building. When transitioning with a class, students will stop on a marked spot spaced 6 feet apart.

### CLEANING AND DISINFECTING

Our custodial staff will clean and disinfect classrooms daily. Teachers also have access to disinfecting spray. 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. The school will follow health/safety and notification procedures.

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.