



Reopening Guide

Updated: 10.13.2020

This Frequently Asked Questions (FAQ) document will be regularly updated as new information becomes available and as we receive additional questions. Please check back often and do not hesitate to contact your child's school if you have any questions that are not listed here.

The reopening of the Ferndale Schools was guided by the following principles:

- Protect the health and safety of students and staff
- Follow the guidelines set out by the Department of Health, OSPI, and L & I
- Provide students with some familiarity of school routines for social/emotional/academic learning
- Provide clear expectations for teachers, parents and students during this transition to hybrid learning

Click on the links below for more information on each topic

HEALTH MANAGEMENT

PERSONAL PROTECTIVE EQUIPMENT

CLEANING, VENTILATION, WATER, AND HYGIENE

LEARNING PROGRAMS AND RESOURCES

SCHEDULING, CALENDAR, AND SPECIFIC ROLES

BUILDING AND CLASSROOM GUIDELINES

LUNCH, BREAKS, AND RECESS

HEALTH MANAGEMENT

(Reference: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>)

How are schools ensuring monitoring of [symptoms](#) and history of exposure among students and staff?

Part of the state's school reopening requirements is daily health screenings of both staff and students. Verification and tracking is done through an "attestation" of completing the screening. We've subscribed to monitoring software from **Qualtrics** to survey our staff and families each day to make sure each person coming to school is symptom-free, hasn't had contact with a confirmed COVID-19 case and took a temperature reading. Paper copies can also be submitted daily. We may also check temperatures on site. More information is coming, but to comply with Department of Health (DoH) requirements, ALL staff will need to complete this brief electronic survey before coming to work each day. The symptoms we'll be asking about include:

- Shortness of breath or difficulty breathing
- Fever (temperature 100.4 F or greater) or chills
- Cough
- Recent loss of taste or smell
- Congestion or runny nose
- Sore throat
- Muscle or body aches
- Headache
- Unusual fatigue
- Nausea or vomiting
- Diarrhea

Students and staff must also attest that they do not have a household member with symptoms or have been in close contact with anyone suspected to be confirmed to have COVID-19. Students and staff may not use any medication to reduce a fever before coming to school.

Anyone who has not completed the daily attestation will be screened on-site including having their temperature taken. All students entering will have a visual screening upon entry checking for signs and symptoms of illness.

When will students & staff be screened?

Students and staff without a daily attestation will be screened upon arrival to the building entrance at the beginning of each day and when entering a separate school district building. Students that do not demonstrate symptoms, and who do not have a fever, will join their cohort while staff attempt to contact their family.

What will the screening protocol be for students who show up after their scheduled start time?

Screening processes will be available throughout the day and all students without an attestation before arrival will be screened by the building office staff entering a school building.

What are the safety measures being implemented for FSD classrooms?(Sept. 2, 2020 Release [Reference pg. 5-6](#))

- Physical distancing (pg. 5):
 - Desks will be 6 feet apart and facing in the same direction.
 - Grades PK-5 is phasing into a hybrid instructional model to reduce the number of students on our elementary campuses. This alleviates congestion in common areas of the schools and allows us to maintain social distancing and health and safety requirements.
 - Due to space and scheduling constraints to maintain health and safety, grades 6-12 will remain in the Distance Learning model and use a hybrid model of scheduling once conditions allow students to be cohorted safely.
 - Staff maintain 6 feet distance from each student.
- Hygiene Practices (pg. 6): Students and adults will be instructed to clean or sanitize hands when they arrive at school, before meals or snacks, after outside time, after using the bathroom, after blowing their nose or sneezing, and before leaving to go home. Students are taught and encouraged to not touch their eyes, nose, and mouth with unwashed hands. Hand sanitizer is readily available throughout the school.
- Face Coverings (pg. 6): All students and staff must wear cloth face coverings or acceptable alternatives at school or in a Ferndale School District building.
- Volunteers are not able to access our schools at this time.
- Close contact means that you have been within 6 feet of someone with COVID-19 or like symptoms for cumulative 15 minutes or more in a day. If you are sharing any space with someone without PPE, or a person believes they have had close contact with someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19.

How will FSD protect staff, students and community at higher risk for severe impact COVID-19 while ensuring access to learning?

We are providing both distance learning and an onsite, in-person hybrid model throughout the 2020-2021 school year for students. If possible, teachers meeting the high risk category criteria will have opportunities to teach distance-only as long as there is capacity and need by student groups. This will be determined on a case-by-case basis, as not all positions can be done remotely.

Can students who show any signs of illness attend school?

Do NOT send your child to school if they are showing any symptoms of illness. If any member of the household has symptoms of Covid-19, do NOT send your child to school. Students who present with signs of illness or have a temperature of 100.4 F or higher will be sent home from school. An administrator, nurse, and/or office staff member will call the families to arrange immediate pick up of the sick child. While waiting, they will be placed in a quarantine area.

What is the process for a student who completes attestations and/or is cleared by staff during the morning health screening, but becomes ill during the day?

- Remove ill students from the cohort as soon as possible.
- When available, students will be given a disposable face covering supplied by FSD.
- Classroom teachers call the COVID Supervisor and the student is escorted by trained staff to move the student to the isolation room.
 - The area previously occupied by the symptomatic student will remain vacant, marked as such, and cleaned when appropriate.
 - If necessary, the student or group will be moved
 - The affected area will remain undisturbed per health guidelines. Custodial staff, with recommendation from building nurses, will manage the cleaning and disinfecting of affected sites.

What is the plan for students or staff who report they have been exposed to COVID-19 on a Ferndale School District campus?

If a person is identified by the district COVID coordinator or the nurse responsible as a close contact with someone with COVID-19, they will be quarantined as per Department of Health guidance. During quarantine they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 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 work, child care, school, or public places for 14 days. If a person develops symptoms of COVID-19 during their quarantine, they should seek testing for COVID-19, and follow guidance above for confirmed COVID-19 cases. It is also recommended that they consider testing at Day 10 even if no symptoms are present. However, a negative test after exposure does not shorten the 14 day quarantine period.

What is the plan for students or staff who report they have been exposed to COVID-19 not on FSD campuses?

If a person has had close contact with someone with COVID-19 or is notified by the Department of Health that they have been identified as a close contact of a COVID positive person, they should not go to work, child care, school, or public places for 14 days. If a person develops symptoms of COVID-19 during their quarantine, they should seek testing for COVID-19, and follow guidance above for confirmed COVID-19 cases. It is also recommended that they consider testing at Day 10 even if no symptoms are present. However, a negative test after exposure does not shorten the 14 day quarantine period.

What is the plan in each building for separate spaces for COVID-related symptoms/illness and regular health room needs (first aid, medications, etc.)

If there is a suspected case of COVID-19 on campus, trained health staff will assess the person and make the recommendation for the affected person to leave campus. Every school will have an identified isolation space for symptomatic students, separate from the Health Room, where the student will remain until they leave campus. While in the isolation space, they will be required to continue to wear a disposable face covering, provided by the district, or maintain use of their cloth face covering and will be provided 6 feet or more of physical distance. During this time, the symptomatic person will be supervised while avoiding potential exposure to others, including the supervisor. The isolation space will be marked and not used until cleaning can safely occur. There may be several individual spaces within an isolation room, each at least 6 feet apart from the others.

The Health Room will be utilized for medication/treatment management and non-illness related concerns. Minor injuries (scrapes and bruises) will be managed in the classroom setting when possible.

What is the plan in each building for separate spaces for COVID-related symptoms/illness and regular health room needs (first aid, medications, etc.)

The Health Room will be a separate space than the Isolation Room. Each building has identified locations for both of these rooms. If a student becomes ill during the day, the student is escorted to the Isolation Room for evaluation. If going to the Health Room will cause undue distress (special populations), the student will be isolated away from others and the Health Room/office will be called for assistance.

How will the Ferndale School District limit possible exposure prior to screening occurring?

While individuals wait to be screened, physical distancing and facial coverings will be required.

Who will complete the screening? What will deem them qualified? What safety measures will be in place for screeners?

School personnel, trained by our school nurse team, will complete the daily screenings.

How will the District ensure privacy and meet requirements of HIPPA/FERPA during screening & with recordkeeping?

Attestations and collected health information will be secured in a manner that both ensures privacy and compliance with HIPPA requirements. The District COVID Supervisor will retain these documents and share with Whatcom County Health Department, as necessary, in the event of contact tracing needs.

How will the school district communicate confirmed cases or outbreaks to staff and families? ([Reference pg. 12](#))

The district is in collaboration with the local health department and has a communication plan in place to inform staff and families of a confirmed case as well as protocol for quarantine requirements. The health department will take the lead on this.

Additional information: [COVID-19 Exposure](#)

Is Whatcom County able to meet the reopening requirements for testing, contact tracing, and monitoring of community spread as specified in the Whatcom County Health Department Decision Tree?

According to the [Washington State COVID-19 Phase and Risk Assessment Dashboard](#), Whatcom County meets the metrics for testing, case investigation and contract tracing and hospital bed capacity.

Is there capacity in your local health department to investigate confirmed COVID-19 cases, quarantine their close contacts and assess whether transmission is occurring in the school?

Source tracing, through an assigned public health nurse, and monitoring community health risks have been put in place for Whatcom County.

What if my child's symptoms are caused by a non-contagious condition?

There are many non-contagious conditions that may cause symptoms similar to those of COVID-19. These include exercise induced asthma, migraines associated with normal patterns and/or triggers, muscle injury, etc. For those with symptoms related to non-contagious medical conditions, there is no

reason for them to not come to school, provided that attendance does not make their conditions worse. For students, make sure the school nurse and teacher is aware of the cause and concern. However, if any of these symptoms are worse than usual or different, please stay home. At this time, a doctor's note alone will not negate the need for a COVID test.

When can a student or staff member return to school after having symptoms of or COVID-19? ([Reference Pg. 11](#))

Students and staff who have ***symptoms of or confirmed COVID-19*** can return to school when:

- At least 24 hours have passed since recovery, which is defined as no fever without the use of medications **AND**
- At least 10 days have passed since signs first showed up. **OR**
- Health care provider has certified that the student or staff tests negative for COVID-19, fever free for 24 hours and symptoms are improving.

What if my child or someone in my family has symptoms and needs to get tested?

First, please contact your primary care physician. COVID-19 testing site information is available at testdirectly.com or call (360)778-6075. Notify the school office staff if there are barriers to obtain a test.

I am extremely worried that a student or staff member in the FSD will get COVID-19, and I am afraid to send my child back to school. What should I do?

All of the safety measures in place significantly reduce the risk that it would spread at school. However, the chance is not zero. If you are extremely worried about this possibility, it would be best to start with your child in Distance Learning for the year.

Will students maintain the 6 foot distancing at all times?

No, according to Whatcom County Health Department, close contact constitutes within 6 feet for a cumulative 15 minutes or greater duration of time. There will be times when students are within 6 feet of one another, but those will be short in duration and Whatcom County Health Department deems this "casual contact" to be generally safe. On the playground and during mask breaks, students do not have to wear masks and while playing outside they may be closer than 6 feet apart for short periods of time. This is also considered to be casual contact. However, students should not be sitting less than 6 feet or be closely grouped for more than a very brief time.

Will the school group students? ([Reference pg 4-5](#))

PK-5 students will be with their classmates "only" throughout the school day. They will have lunch, recess, and special classes with their cohort and will have little or no opportunity to mix with other students from other classes during the school day. Students will be around other students on the bus, but they can generally be socially-distanced due to low numbers of students riding. To the extent possible, schedules will be created to limit the number of students and staff members in contact with one another.

How will schools handle a COVID-19 outbreak in a classroom? ([Reference Pg. 12](#))

According to Whatcom County Health Department, an outbreak of cases in a single classroom or cohort occurs when there are multiple cases within a single class or when it is determined that the transmission likely occurred within a class. In this case, the Whatcom County Health Department will be contacted and we will follow their recommendation or choose a more cautious approach. This may involve the temporary return to distance learning and/or the 14 day quarantine of the cohort.

What if more than one classroom has a COVID-19 outbreak? ([Reference Pg. 12](#))

Similar to a classroom outbreak, if multiple classrooms have cases and it appears that the transmission is linked to the school, beyond a single classroom, the Whatcom County Health Department will be consulted. It is possible that the school will need to temporarily return to distance learning and multiple classrooms may be required to quarantine. In each case the school will follow the guidance of the Whatcom County Health Department or a more cautious option.

How many staff or students need to test positive before school is closed? Who makes this decision?

School closure can be ordered by the Whatcom County Health Officer or by the Governor or the district superintendent can close district schools. In all cases we will refer to Whatcom County Health Department for recommendation. The K-12 Guidance is set up to work to minimize the risk of whole school closure. If we have a single case in a staff member or student the Health Department will assess the close contacts (people who spent 15 minutes or greater within 6 feet of that case) and direct those people to quarantine for 14 days. Unless there has been wide exposure for the cohort, the Health Department may not even need to quarantine the cohort. If the Health Department identifies a second case within that cohort within 2 weeks, and that second case is linked to exposure from the first, then they would quarantine the entire cohort and any other identified close contacts. The Health Department will not recommend school closure unless they see evidence of school transmission outside of the cohort. Each outbreak will be closely watched and decisions made based on the epidemiology of the cases.

What should you do if you are [high-risk](#)? ([Reference Pg. 3](#))

FSD offers a choice for distance learning for both students and some staff. Those at high risk for health problems from COVID-19 should consult with their health care provider and school nurse when considering whether to provide or participate in PK-12 activities. Families should carefully consider risks and benefits of participating in in-person school.

Where can I find information about the current COVID-19 risks in Whatcom County?

The [COVID-19 Risk Assessment Dashboard](#) provides updated information about COVID-19 in our state and county. Click on our county to view current data. Additional information is also available on the <https://www.whatcomcounty.us/3427/COVID-19-Data>

What health and safety data informs the decision to open school buildings?

The District utilizes guidance/input from State and Local Health Departments, in conjunction with the “Decision Tree for Provision of in Person Learning Among Public and Private K-12 Students During COVID-19,” to determine when it is appropriate to modify instructional models.

Other considerations include: Increasing trend in cases or hospitalizations, Test positivity >5%, and Other health and education risks and benefits to children and their families.

What is the re-entry protocol for students and staff who test positive?

The District will follow all guidelines for re-entering employees to the workplace following required quarantine. Students or staff who test positive will need to isolate and not return to school or work for 24 hours after symptoms resolve and at least 10 days. They do not need a negative test to return. People who are asymptomatic will stay home in isolation for 10 days from the positive test date. The Health Department will work with the school to confirm that someone has completed their isolation period prior to returning.

PERSONAL PROTECTIVE EQUIPMENT

What Personal Protective Equipment (PPE) is FSD providing?

FSD will provide staff as appropriate following the OSPI and L&I guidance:

- Cloth face coverings or non-cloth coverings dependent on the guidance/task
- Face shields
- Face shields are not nearly as protective as coverings. In rare circumstances, a person may wear a face shield based on individual accommodations.
- Face shields add extra protection for the wearer when used in conjunction with a face covering.
- Gloves
- Surgical and respirator masks are not recommended for general use in schools as we are interacting with healthy populations (or very short interactions if a student becomes ill at school).

What is the standard for receiving additional PPE? How will expectations for face coverings be enforced for staff, students, and visitors?

Staff should utilize the district Guidance for Selecting Personal Protective Equipment, based on OSPI and L&I guidance to inform their identification and use of proper PPE.

FSD will provide staff with appropriate masks, and a face shield as necessary. Additionally, there will be disposable masks readily available for staff and students, as needed. Wearing a face covering is currently a requirement for all public places; it is both a professional as well as a personal responsibility. These expectations will be clearly stated throughout school buildings. Students, staff, and other visitors will be reminded of these expectations in the event that they are not in compliance. Those refusing to comply may be required to leave the campus.

Anyone on a school campus will need to wear their masks from the moment they arrive at the school until they leave. Students may remove face coverings to eat and drink, and/or outside activities when they can be physically distanced. If students need a “mask break,” staff will take them outside or to a large, well ventilated room where there is sufficient space to ensure more than six (6) feet of physical distance between people. Staff on campus are also expected to follow the mask requirements.

Will students and staff need to wear their face covering all day?

In general, anyone on a school campus is expected to wear a face covering. Students riding buses must also wear face coverings. Students may remove face coverings to eat and drink and when they go outdoors for recess, or other outside activities when they can be physically distanced. If students need a “mask break,” staff will take them outside or to a large, well ventilated room where there is sufficient space to ensure more than the recommended six feet of physical distance between people. In most cases this will correspond with scheduled breaks in instruction, but accommodations may be made at the discretion of the supervisor.

If students aren't wearing masks at recess, can they be less than 6 feet apart?

As children are playing outside at recess, there will be times when they are less than 6 feet apart for short amounts of time. According to Whatcom County Health Department, this type of incidental contact is not a concern as long as the close contact is not maintained.

What are the guidelines for face coverings? ([Reference pg. 7](#)) ([Cloth Face Masks](#))

- According to a statewide order, all individuals in Washington State must wear a face covering that covers their nose and mouth when in any shared indoor or outdoor public setting.
- *Cloth* face coverings should not be worn by:
 - Those with a disability that prevents them from comfortably wearing or removing a face covering.
 - Those with certain respiratory conditions or trouble breathing.
 - Those who are deaf or hard of hearing, and those who provide instruction to such people and use facial and mouth movements as part of communication.
 - Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
- In *rare circumstances* when a cloth face covering cannot be worn, students and staff may use a clear face covering or a face shield with a drape as an alternative to a cloth face covering. If used, face shields should extend below the chin, to the ears, have no gap at the forehead and have a drape.
- Younger students must be supervised when wearing a face covering or face shield and may need help putting them on, taking them off, and getting used to wearing them.
- Even when cloth face coverings are worn, we will continue practicing physical distancing.
- Students may remove face coverings to eat and drink and when they go outdoors for recess, or other outside activities when they can be physically distanced. If students need a “mask break,” take them outside or to a large, well ventilated room where there is sufficient space to ensure more than more than the recommended six feet of physical distance between people.
- For all staff members providing assistance to students who have special needs, the school is responsible for providing appropriate PPE.

Who is required to wear a face covering? ([Washington State Coronavirus Response\(COVID-19\)](#))([Safe Start-Stay Healthy](#) pg. 2)

To comply with the Secretary of Health June 24, 2020 Order 20-03, FSD is required to expect all individuals in Washington State to wear a face covering that covers their nose and mouth when in any indoor or outdoor public setting. Examples include hotel or apartment hallways, outdoors where many people are gathered such as parks, playgrounds or popular walking paths, and in a restaurant when not seated and eating.



I have a disability and cannot wear a face covering. What can I do?

If for some reason you are unable to comply with the Governor’s mask order, please contact your child’s school before coming to campus to make accommodations. Individuals without face coverings cannot enter our buildings, however we can provide virtual options, curbside service and other accommodations to ensure these individuals receive the access they need. Individuals without face coverings cannot be around others outdoors on our campuses. Similarly, accommodations can be provided upon prior request.

Will face coverings be provided?

A face covering will be provided to any student or staff member who needs one.

What if I don't want my child to wear a face covering or cannot support all of the health measures?

Since face coverings and the other health measures listed here are required by the Department of Health, it would be best for you to choose Distance Learning for the year, if you cannot support these measures. For the safety of the other students and staff, we are unable to allow students who refuse to wear a face covering to remain at school.

What should a staff member do when a student refuses to put on a mask or wear it properly?

For students who are not exempt from the face covering requirement, schools should take steps to educate the student on safety compliance, implement positive behavior interventions, recommend alternative face coverings (such as a face shield instead of a covering, which can feel more comfortable), and, when appropriate, consult with the student's parent or guardian. The District may consider excluding a student, as a last resort, for refusing to wear a face covering (exceptions in the case of medical, behavioral or other disability prohibiting mask adherence). If a student is excluded, the school must provide the student with an opportunity to receive educational services during the exclusion in an alternate setting and then return the student to their regular educational setting when the exclusion ends and a mask is worn. Students who are unable to consistently wear a face covering due to sensory, behavioral, or other disabilities must not be disciplined or denied access to educational services as a result.

What is the plan for training staff (including intermittent staff and volunteers) on the new health and safety protocols? What is included in that training?

All staff are required to take the Safe Schools COVID training modules. Additionally, principals will cover safety measures and all the details for keeping campus safe, including, but not limited to, playground, student entry-exit, travel patterns, bathrooms, lunches and hygiene.

How will the District ensure adequate contact tracing for any positive test for a student, parent/guardian or staff member?

The Whatcom County Health Department is responsible for contact tracing and will notify all close contacts as they identify them. The District will provide necessary information as requested by the Health Department to support their contact tracing efforts.

What precautions are you going to take for specialized positions (LS/OTs/PTs/SLPs/BD Room) etc?

Staff with responsibilities that by nature increase their risk will be provided increased levels of PPE.

CLEANING, VENTILATION, WATER AND HYGIENE

How will FSD modify ventilation? ([Reference pg. 9](#))

FSD has several strategies it's employing to increase the air exchange in our spaces. They include the following:

- Maximizing outside air settings as much as possible without drastically impacting thermal comfort.
- Open windows and doors where possible and if the weather allows.
- Extend HVAC systems schedules to run before and after spaces are occupied to increase air movement.
- If the outside air ratio is controlled by a CO2 sensor, reduce the CO2 setting to increase the amount of outside air brought into the room.
- Use the highest rated filter compatible with the existing filter rack that doesn't impact system performance.
- Reduce occupancy loads in rooms. HVAC systems are designed to provide outside air based on occupancy count and square footage. When occupancy loads are reduced, but the outside air quantity remains the same, the amount of fresh air in the space is increased.

We strongly recommend that students and staff are dressed appropriately for the weather. Due to the increased air exchange our classrooms may be cooler during the colder months of the year. In addition, we plan to get students outside more year-round for breaks. All-weather attire is necessary for this.

My classroom doesn't have a window, is the room safe?

HVAC systems are designed to provide a healthy percentage of fresh air per room with all windows and doors closed. Even if a room doesn't have a window, there is fresh air being pulled in by the system for that space.

Is there sufficient staff to do the required cleaning before opening and on an ongoing basis once school returns?

Yes, as we slowly phase-in grade bands we may move custodial staff to sites with students to increase service.

What plans are in place to address water fountains?

Water fountains are turned off and/or "locked" for hygienic reasons. Personal water bottles can be brought from home, and paper cups can be used for staff and students. Bottle fill stations are also available at each school.

How will cleaning and disinfecting procedures be modified? ([Reference pg. 8](#))

FSD custodial staff have been trained in cleaning practices that meet infection control guidelines. ([Cleaning for Healthier Schools - Infection Control Handbook](#)) Custodial staff will be using certified cleaning products throughout our schools and paying special attention to disinfecting and sanitizing high touch areas and locations in our schools. High touch areas will receive regular cleaning throughout each school day and every classroom and office space will be thoroughly disinfected each evening.

What plans are in place for high-touch surfaces?

The restrooms will be cleaned and disinfected multiple times a day. High touch surfaces such as tables/desks, countertops, door knobs, light switches, faucets, etc will be cleaned and disinfected multiple times daily in high use areas.

Students may not share manipulatives or supplies; they will have individual sets to use. If at any time supplies are shared, they must be cleaned/sanitized between uses.

What cleaning, if any, is expected by staff? (between classes/transitions? certain materials, surfaces? What training will be provided, and when?)

Classrooms will be equipped with cleaning supplies and spray bottles for use by staff. Safe Schools training was provided to all staff regarding in-class cleaning procedures to be implemented throughout the school day.

How will individual personal hygiene be handled and provided for (i.e. handwashing stations with hot water, hand sanitizer to supplement, but not replace hand washing)?

Hand sanitizer will be provided for portable locations without sinks and running water. In-building classrooms have sinks and/or ready-access to bathroom locations.

If a child becomes sick during the school day how is the space cleaned?

- We are following Whatcom County Health guidelines for protocols regarding a sick or suspected case of Covid in a school space.
- The affected area will remain undisturbed per health guidelines for 24 hours and then cleaned and disinfected by custodial staff.

Will desks (inside and out) be cleaned between groups of students?

Yes, cleaning supplies will be available to regularly clean desks. Classrooms will be cleaned and disinfected nightly by custodial staff. High touch points will be cleaned and disinfected multiple times a day. Students will be asked to use the same desks to limit multiple contacts to surfaces. Classroom areas where students rotate regularly (i.e. grades 7-12) will need to be cleaned between usage.

How will the District determine the capacity of each room? What regulations will be in place regarding student desk/table arrangement, alternate seating (i.e. carpet time, moving of students) and direction(s) students are facing?

Capacity will be determined based on the available square footage of each classroom space and in accordance with [CDC recommendations](#). Modified layouts will include spacing seating/desks at least 6 feet apart, turning desks to face in the same direction (rather than facing each other), and modifying learning stations and activities so there are fewer students per group, placed at least 6 feet apart. In addition to the CDC recommendations, we will adhere to the guidance regarding classrooms set-ups from the [Washington State Department of Health](#).

Is the District considering any alternative learning spaces? What would it take to be able to utilize these spaces?

The District reviewed all available spaces and determined that existing learning spaces can accommodate the reduced capacity, cohort-based in-person hybrid model.

LEARNING PROGRAMS AND RESOURCES

How is FSD deciding when to move to different learning models?

We have displayed our process of slowly moving toward more in-person instruction through a six-phase model. [According to specific school reopening guidance and metrics released by Whatcom County Health Department](#), Whatcom County is trending in the “moderate risk” range. At this time, current community conditions allow us to start in **PHASE 3 & 4** of our [Reopening Plan](#).

What metrics will Ferndale School District use to determine when it will move to a new Phase?

Following guidance from Whatcom County Health Department, the district is using the two-week average positive COVID-19 cases per 100k in Whatcom County along with data on any outbreaks in the schools.

What is the “default” or main educational model?

In Phase 4, the main or default educational model for PK-5 is Hybrid Rotation Model and for 6-12 it is Distance Learning.

How will special education students be supported in the various models?

In each model, IEP case managers are working with families to design a program that meets the needs of students receiving special education services. A blend of in-person and distance learning programs can be used. On-site services can be provided for students on distance learning days if the team deems it necessary. Please contact your child’s school if you have questions about which model might best suit your child. After learning model selections are made, case managers will work with families to build their educational plans.

What if we don’t have internet access?

Upon request, we will help families needing internet access through our local providers or wireless hotspots. We have several free options for families that qualify. Please contact us if you need assistance. We also have our Safe Remote Access Sites (SRAS) at each of our buildings Monday through Friday for students who are having trouble accessing the internet from home.

Will students be able to get school lunch on distance learning days?

Yes. Through December 31, 2020, all students are eligible for free breakfast and lunch whether attending in person or via a distance learning model. Meals are available for pickup at designated sites on Wednesdays. Students do not need to be present and multiple days of meals are picked up at once. Applying for the Free and Reduced lunch program continues to be very important as this information is used to provide fee waivers and allows the district to apply for vital federal and state funds to serve students.

Free and Reduced Lunch Applications can be picked up at school offices.

What are the attendance requirements for our students?

- Absence from in-person learning is when a student is not physically present on school grounds and in class during a scheduled in-person learning day.
 - If a student is home and participates in the online daily lessons, they can be considered present for that day

- Absence from distance learning is when a student is not participating in planned instructional activities on a scheduled remote learning day.
 - Attendance is taken in one of the three following ways:
 - A student must either log in to Canvas (secondary) each period, or Google Classroom (elementary) each day.
 - This is our primary method of taking attendance—think of it as the student walking through a classroom door, **OR**
 - Any student interaction with an educator to acknowledge attendance, **OR**
 - Any student evidence of working on an assignment/task.
- Attendance must be taken for all enrolled students participating in distance learning and in-person learning. For our Secondary students who are scheduled for multiple classes on a given day attendance must be taken for each class.
- Students participating in asynchronous learning out of school hours should be considered present for that day
 - Our school day runs from 12:00AM-11:59PM
 - At the end of the teacher’s contracted day, they will record all students absent who did not log in to Canvas or Google Classroom, who did not contact the teacher, or who showed no evidence of participating in any tasks or assignments between 12:00AM and the end of their contracted day
 - These students will receive the daily absence phone call
 - The following school morning, teachers will review any students who logged in to Canvas or Google Classroom between the end of their previous contracted day and 11:59PM, and adjust attendance

Excusing Absences:

Parents or guardians must notify their student’s school the reason for the absence within 48-hours

In remote learning, please report student absences by:

- A telephone call to the main office before the absence or up to two days afterward
- An email to the attendance secretary

We encourage parents or guardians to contact the school as soon as is reasonably possible when an absence is known

Absences may be excused for:

- Illness
- Chronic or extended health condition
- Family emergency
- Religious or cultural purposes
- Parental approved activities
- Disciplinary actions

Due to COVID-19, excusable absences include the following:

- The student's illness, health condition, or medical appointments due to COVID-19;
- caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
- the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
- the student's parent or guardian's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
- the student's lack of necessary instructional tools, including internet broadband access or connectivity;
- Other COVID-19 related circumstances as determined between school and parent/guardian or emancipated youth.

What is the Hybrid model?

The Hybrid Model describes a schedule where the students in a class are split into two groups, A and B. Group A participates in in-person learning on Monday and Tuesday while Group B is participating in Distance Learning. On Thursday and Friday, Group A participates in Distance Learning, while Group B participates in in-person learning. All Hybrid students engage in Distance Learning Wednesdays. Class sizes will be much smaller in the Hybrid model.

On Wednesdays, additional intervention groups, special education, and other in-person services, especially those with an IEP, may occur. Wednesday also allows teachers one day to keep their online resources updated, communicate with parents and students, provide individual or small group support as needed, and complete ongoing training in distance learning and technology integration. While classrooms and high touch areas will be sanitized on at least a daily basis, custodial staff will use Wednesday's time to complete cleaning of the building in all areas.

Students use Google Classroom and Canvas for access to resources and to turn in assignments. Lessons, assignments, and activities will be posted there for absent students. Each teacher's Google Classroom and Canvas will remain up-to-date in the event the school is required, due to increased county infection rates or outbreaks, to move to a Full Distance Learning model.

What is Distance Learning?

The Distance Learning instructional model requires daily attendance, a set schedule, synchronous learning (online with the teacher, like Zoom), and asynchronous learning (online at different times than the teacher). Students will access resources and to turn in assignments via Google Classroom, Canvas. Lessons, assignments, and activities will also be posted there for students.

Using district curriculum and tools such as Google Classroom, Canvas, and Zoom, we can smoothly transition to (and if necessary from) the Hybrid model as dictated by community health conditions. This option is an especially good fit for families that are not sure they want to stay with virtual learning for the entire year.

To more effectively engage with students and families, we will do the following:

- Increase consistency (class schedule, meetings, and feedback)
- Require daily attendance
- Have robust remote (online) learning model
- Increase school-to-home connections
- Provide some in-person instruction to students with unique, critical-learning requirements such as our youngest students, students with disabilities, and English language learners.

What will instruction look like when my student is on their 3 days of Distance Learning?

We are very pleased to continue to offer students not on campus opportunities for Distance Learning during the Hybrid transition. At the elementary level, students on Distance Learning will receive lesson posts from teachers on Google Classroom. A Zoom will occur on Wednesday for the purpose of building classroom community. Lessons will be posted so students have access in an asynchronous model.

Will my child's teacher be interacting with students during Distance Learning?

Your child's homeroom teachers are on campus working with classes. Unfortunately, they are not able to coordinate Distance Learning during school hours for their students not on campus. We realize that students at home may be missing their homeroom teachers and classmates and this is understandable. Should students or families need assistance during the day Distance Learning day they should email or message their teacher. Teachers will do their best to contact families when they are not in person teaching.

How will the school handle behavior concerns?

Due to the nature of emergency learning, the school's capacity to manage particular behaviors will be limited. As such, it is important students follow school rules with a greater degree of independence. Unfortunately, students who cannot meet the new expectations will not be permitted to stay on campus and will be asked to engage in Distance Learning. Teachers and staff will monitor the emotional well-being of students in the new learning environment. Families are also asked to share any concerns with their child's teacher.

We will be particularly aware of the following situations and issues:

1. Reluctant students*
2. Social/emotional concerns including new concerns because of new class, teacher, environment, friendships
3. Students with Individual Education Plans (IEP)
4. Behavior/disciplinary issues
5. General academic concerns
6. Late and absent students
7. Child protection issues
8. Refusal to wear mask or follow social distancing protocols

*Students who are not agreeable to coming to school, who have difficulty separating from parents, who refuse to enter the building, who make excuses during the day to be sent home

Concern	Response
Reluctant Students	Teachers and staff will make reasonable efforts to encourage students to enter and stay in school. Students who are not able to cooperate will be sent home.
Social/emotional concerns	Teachers will report students of concern to the principal and building counselor. Counselors will be available as needed.
Behavior/disciplinary issues	There is an enhanced expectation for students to follow school rules, classroom agreements and cooperate when instructed and directed. Students are also expected to adhere to the new health and safety guidelines. Students who can't meet the new expectations will not be permitted to stay with the homeroom group. Teachers should contact the principal immediately and the students will be taken to another location. Next steps will be determined on a case by case basis.
General academic	This can be considered case by case.
Late and absent students	Regular recording of attendance and tardies will continue. Parents will be contacted if attendance is a concern.
Child Protection Issues	The same child protection procedures are in place. Teachers should inform an administrator or counselor immediately.

SCHEDULING, CALENDAR, AND SPECIFIC ROLES

When are parent-teacher conferences this year?

At both the elementary and middle level, conferences were held at the beginning of the 20-21 school year. A [revised calendar](#) is available on the FSD website.

What are the particular impacts of this model on SPED services, Evaluations, & IEPs?

School districts continue to be required to meet minimum basic education requirements and provide all students access to a Free and Appropriate Public Education (FAPE). This includes the provision of services in accordance with the Individuals with Disabilities Education Act. The work of special educators continues to be centered around ensuring students with disabilities can safely access and benefit from a FAPE. Key components of this work include:

- Providing Specially Designed Instruction (SDI) and monitoring progress toward students' annual goals,
- Supporting teachers and our students with disabilities in providing/accessing core content in the most inclusive model appropriate for the student, and
- Engaging families as partners in IEP planning.

While special education services may be provided differently than they have in the traditional site-based model, in most cases case managers are able to provide similar services through a different mode of instruction.

How will FSD transport or facilitate drop-off and pick-up of students? (Reference p. 7)

To ensure bus loads are lessened, FSD will be encouraging families to drive their students to and from school each day. The in-person hybrid learning will begin with our PK-5 students. This hybrid model will ensure that we have less than 50% of the student population riding to school each day, allowing for social distancing on buses. Additionally, some students will opt to remain in the Home-based learning model for the remainder of the 2020-2021 school year, further reducing ridership.

Buses will be sanitized between runs. Schools will also have an school entry and exit plan that will limit student interaction when arriving and departing each campus. Students will have specific entry and exit requirements through open doors to limit social contact, maintain cohort groups, and reduce touched surfaces.

How will the District ensure typically underserved populations are supported in this model?

One way we are addressing the needs of historically underserved students is through our transition to a hybrid model of instruction. Many of these families are finding challenges in the online only model and a return to live, in person instruction will help alleviate some of those challenges.

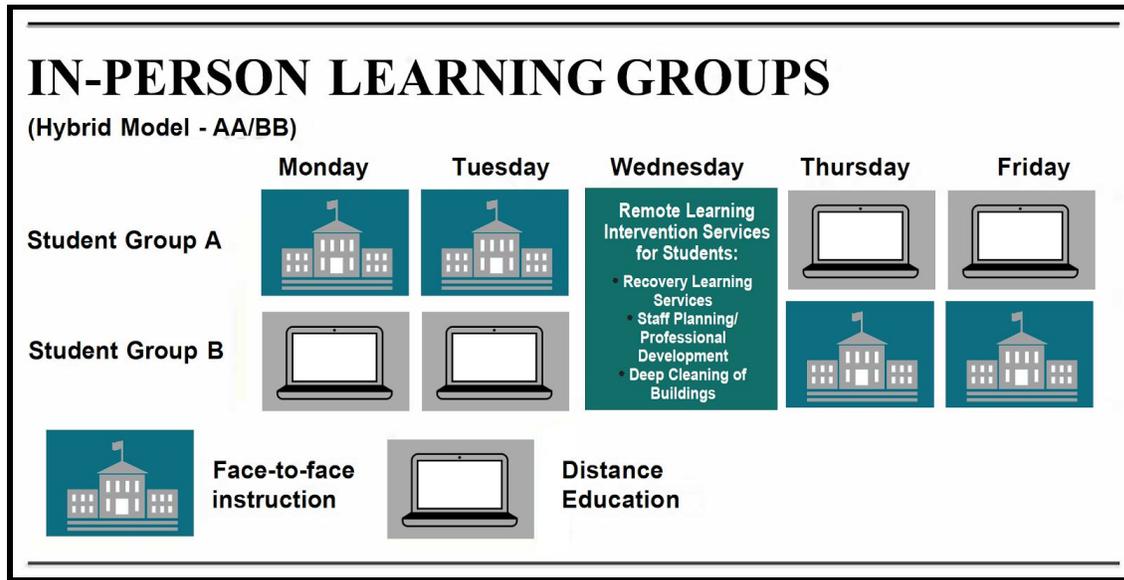
How will the District staffing decisions & schedule support the necessary health & safety measures and support social & emotional needs?

We follow state and local health department guidelines and safety protocols, and data from the social-emotional survey will continue to inform and guide our return to school preparations. We are building social emotional learning opportunities into the schedule.

How will the District support the collaboration and time required to do this work?

Collaboration is essential to effective teaching and learning. The onsite, in-person hybrid model provides time on Wednesdays for teachers and grade / content teams to co-plan and collaborate.

What is the student schedule for the onsite, In-person Hybrid model AND Distance Learning?



Are there any classes that might look different and/or have a different schedule in this model than others? (AP? Title/LAP? EL?)

Certain classes, depending on the particular needs of the program. We will be providing small group instruction for students who qualify for Title/LAP and EL. Due to health and safety guidelines, small group instruction will primarily occur on the days that we are in Distance Learning. Please talk with your child’s teacher for more specific information.

Additionally, each school site will continue to offer Safe Remote Access Sites to provide additional support for students who need it. Students, for example, would attend in-class learning twice per week and then access their learning at the Safe Remote Access Sites the other three days each week.

How does this plan meet the state requirements of 180 days/1027 hours of instruction?

Though the 2020-2021 school year certainly looks different than previous school years, through a combination of synchronous and asynchronous learning, this schedule meets the state required 180 day/1027 hour requirements.

How will the District prepare for the potential of a rapid change from one schedule/plan to another?

The District has protocols in place to transition from onsite, in-person hybrid learning, to full Distance Learning should that need arise, Also, Distance Learning to more in person learning if necessary. . If your contact information changes, please be sure to let our school office know so we can stay in touch with you.

It is possible that certain groups of students may need to switch from one model to another (in-person to distance-only, for example). These decisions will be based on safety needs, as described in our Health Management section of this guidance.

BUILDING AND CLASSROOM GUIDELINES-

In general:

- All movement around and within the building is to happen with the expected 6 feet distance
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free for
- Symptomatic people must not be on campus for 10 days following symptom onset or for 24 hours following a negative COVID test with improving symptoms
- All persons must comply with contact tracing
- All persons must wear mask not including the exceptions above
- Students are on campus for the duration of the school day
- Students may not enter the building before their arrival time

What is the plan for the movement of people in the building?

All movement of students around and within the building is to be supervised by an adult and adhere to the expected 6 feet social distancing. When possible, one-way walkways will be established and clearly marked. When students are moving around the building. These expectations must then be reinforced consistently by all staff.

Expectations for children:

- Children will be allowed in the building through the assigned entry
- Children will enter the building without parents at their assigned entrance door
- As much as reasonably possible Children should stay 6 feet apart when entering and exiting the building.
- Children bring only the minimal school items that are needed for the day and take it all to their classrooms.
 - Students may want to bring:
 - School communication folder
 - Change of clothes
 - Refillable water bottle
 - Extra mask
 - Lunch if brought from home
 - Devices should not be brought to school
- Children must wash hands upon entering the classroom
- In order for these arrangements to work well, it is really important for students and parents to stick to the designated arrival times as much as possible
- Students who arrive late must enter using the main entrance.
- Children will be taken to the dismissal points by teachers. When parents are there to pick up their child, the student will be released by the teacher. Students riding buses will load buses following building protocols.

Expectations for families

- Arrival time and dismissal time-it is very important to keep to these times to encourage social distancing
- Families drop off their children outside of the building
- Families are encouraged to allow their child to make the last part of the journey into school independently unless delivering a reluctant child
- Families are encouraged to deliver older students at our car drop off location

- Families will pick up children at the designated area- please note the pickup points are different from the entrance area.

Staff

- Staff may enter through designated entrances
- Staff must wash when entering the building
- Staff need to use the six-foot distancing at all times
- Staff members will take their classes to the dismissal areas
- Staff must wear masks at all times while in the building. The only exception is if they are in their office/classroom alone

What are the Class Group Guidelines?

Beginning of the day:

- Children will bring their belongings with them to the classroom, including their coats and bags. The common areas will not be in use.
- Before removing any clothing or items from their bags, children must wash and rinse their hands thoroughly
- Once their hands are washed, students will place their individual items in their designated location while maintaining health and safety guidelines.

End of the day:

- Students wash their hands before lining up to be taken to the dismissal area

Classroom and use of materials

- Each student should be provided with individual sets of manipulatives and other learning materials
- All school materials must stay at school; no home materials are brought to school except for necessary school supplies, changes of clothing, or school work to be turned in.
- Books and paper are not considered transmission risk
- Students may not bring personal toys to school
- Whenever possible, each student should only use his/her personal set of school supplies
- No shared play dough or clay is allowed
- Grades K to 5: students have their personal reading books which they keep with their other belongings
- Teachers will maintain the cleaning of their classroom and materials throughout the day.

LUNCH, BREAKS, AND RECESS

How will students be provided breaks and recess?

Staff will be taking students outside for regular breaks and recess. Classes are always encouraged to get outside for instruction, activities and recreation as often as possible.

Outdoor Play

A revised recess schedule has been created to provide increased outdoor playtime for all students and limit the number of students on the playground at one time.

Student expectations for outdoor play

- Students are expected to follow the school rules and cooperate when instructed and directed
- Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety
- As per the health and safety guidelines, students must play only with their cohort of students in a designated area
- Designated play areas will be rotated
- Students who are unable to meet the new playground expectations will not be permitted on the playground
- Students must maintain, as much as reasonably possible, six feet social distancing when playing
- The use of playground equipment will be limited to follow health and safety guidelines
- Children are able to play on the playground equipment when in that designated cohort assignment
- Students will not be permitted to bring personal equipment from home

What plans are in place to address bathrooms?

Grade levels will use the bathrooms they are normally assigned to and cleaning and disinfection procedures for high traffic areas will be enforced. Cohort groups will need to take turns in high traffic times. Staff will carry a container of student masks with them to the playground and hand masks to students needing to enter the building.

How will students safely transition between locations in each building?

Principals will work with their staff to establish social distance markers in hallways and high traffic areas outside of the buildings. Teachers will instruct students on proper procedures and students will be monitored by staff during transitions. When possible, establish one way traffic flow.

How will students be provided lunch?

Students will eat breakfast and lunch in their classrooms. The meals will be brown bag style and will be delivered to the classrooms. All students are eligible for free breakfast and lunch through December 31, 2020.

Will students be provided free breakfast and lunch?

Yes. Through December 31, 2020, all students are eligible for free breakfast and lunch whether attending in person or via a distance model. Breakfast and lunch will be served onsite in schools to all students who want it. For distance students, meals will be available for pickup at designated sites. Students do not need to be present and multiple days of meals can be picked up at once. However, it is still important that families apply for free or reduced lunch. This information is used to provide fee waivers and help qualify the district for vital federal and state funds to serve students.

Please find the Free and Reduced Lunch [Application here](#).

Meal procedures

All children will eat snacks and lunch in their designated classroom:

- All students and staff wash their hands before eating snack or lunch
- All students and staff wash their hands after eating snack or lunch
- Students sit in their designated spot in class for lunch. This spot should be at least six feet distance from each other
- Snack and lunch is supervised by the homeroom teacher
- Staff use the provided cloth with soap and water to thoroughly clean the tables after students have eaten