



Ferndale High School  
**STUDENT HANDBOOK**  
*(HYBRID LEARNING ADDENDUM)*  
**2020-2021**

**Ferndale School High School**  
**Ferndale School District**  
**5830 Golden Eagle Drive**  
**Ferndale, WA 98248**  
**Main Office (360) 383-9240**  
[www.ferndalesd.org](http://www.ferndalesd.org)

## What do our 3 R's look like in Hybrid Learning?

### Be Ready

- Students arrive to school every day wearing a face mask and have completed the daily health attestation.

### Be Responsible

- If student is not feeling well, the student stays home, notifies the school of absence and live streams from home for in-person classes.
- Maintain social distance with other people and wash their hands regularly throughout the day.

### Be Respectful

- Students follow the expectations and procedures outlined in this handbook to ensure the safety of everyone.

## Health and Safety



### Daily Attestation or Health Screening:

- Every student must have a daily health attestation completed prior to them getting on the bus or arriving to school.
- The daily attestation app (Qualtrics) will be emailed every morning to your parent/guardian to complete.
- If your parent/guardian does not receive the Qualtrics email prior to arriving to school, please call the school to check if we have the correct parent email (listed in Skyward).
- The first time a parent completes the health screening on this app, they will have the option to have the app be texted to a cell number. Parents can enter student's cell number so that the student is able to complete their health screening each morning before arriving to school. Once cell number is set up, the app will then send the student a text each morning to remind them to complete the health screening.
- If a student receives a **red X** after completing the daily attestation screening, do **not** attend school that day. Student's parent/guardian will need to call the school and notify the office of in-person absence. Student should notify all their teachers that they will not be attending in-person. Students will have the opportunity to live stream their classes from home.
- If a student arrives without the daily health screening completed, they will have their temperature taken at the entrance of the school and asked to complete the screening questions.
- Any students arriving to school late will need to sign in at the office and be screened prior to attending their first period. Students will **not** be allowed to enter their classroom without a screening slip from the office.
- Running start and open period students must check in at the office upon arrival prior to attending their class. Once they check in, running start and open period students may work independently in the library while they wait to attend their class.
- Students are strongly encouraged to complete the daily attestation app before arriving to school because screening at the doors will create long line-ups for students.

### General Guidance

- No student should attend school if they are showing symptoms of COVID-19
- Student has been contact (within 6 feet for 15 cumulative minutes over a 24 hour period) with someone who has confirmed COVID-19 in the last 14 days.
- Student who has tested positive for COVID-19 in the past 10 days, or are awaiting results of a COVID-19 test.
- Student has been told by public health or medical professional to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19 infection.

## Potential Signs of COVID-19

If a student shows signs of symptoms listed below, they should **not** attend school.

- 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

If a student develops symptoms while at school, the student will be separated from others, asked to keep a mask on and will be sent home. School nurse will place the student in the isolation room until they are picked up by a parent/guardian.

## Response to Positive COVID-19 or Showing Signs of COVID-19

- If a student is confirmed, suspects, has been in contact with someone confirmed to have COVID-19, or showing signs of COVID-19, the student **must** contact the main office/nurse to communicate the information.
- The school nurse will follow the protocol set in place that includes, and are not limited to, whether to quarantine the class or school; provide necessary information to conduct contact tracing; and when the student can resume school or work.
- The student **cannot** return to in-person learning, sports or activities until they have been given a date by the office/nurse when they can return to the campus.
- Hybrid and Remote learning students arriving to school campus for any activity including sports and clubs must also notify the school if they have been exposed to COVID or have been sick.

## Students Exposed to COVID-19 (not on FSD campus)

- If a student has had close contact with someone with COVID-19 or is notified by the Health Department that they have been identified as a close contact of a COVID positive person, they should quarantine for 14 days.
- If a student 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 recommended that the student 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. Please inform the school if you have to quarantine.
- **The student should not return to campus until they have been given a date by the office/nurse when they can return to in-person learning.**

## Face Covering

- Respiratory droplets are the primary way COVID-19 is transmitted from person to person. Face masks are the most critical components of risk reduction. Staff, students, visitors are required to wear a face mask at all times that covers their chin and nose while on school grounds.
- Wearing face masks is required for everyone on school buses.
- Acceptable masks include disposable surgical masks, cloth masks and gaiters. Clothing and household items (t-shirts, sweater shirts, or towels) are not acceptable for use as masks.
- Masks made of mesh material, bandana's or a mask with a vent are not acceptable.
- Students will be instructed by their teachers when they can take a "mask break" outside. Students will have the opportunity to remove their masks at mealtimes and when outdoors six feet apart from other people. Students should plan to dress warm because they will be outside frequently during the day.
- If the mask is soiled, dispose in trash (if disposable mask) and put on clean mask after break.
- If cloth mask is soiled, put in a separate bag and put in backpack to bring home for laundering, put on clean cloth mask after break.
- Students should wear a clean face mask every day.
- If a student arrives without a face covering, one will be provided to them.
- Masks cannot be inappropriate or derogatory in nature.



## Hygiene Practices

Routine healthy hygiene practices are a foundational measure to protect against COVID-19.

Everyone in our school buildings will be required to:

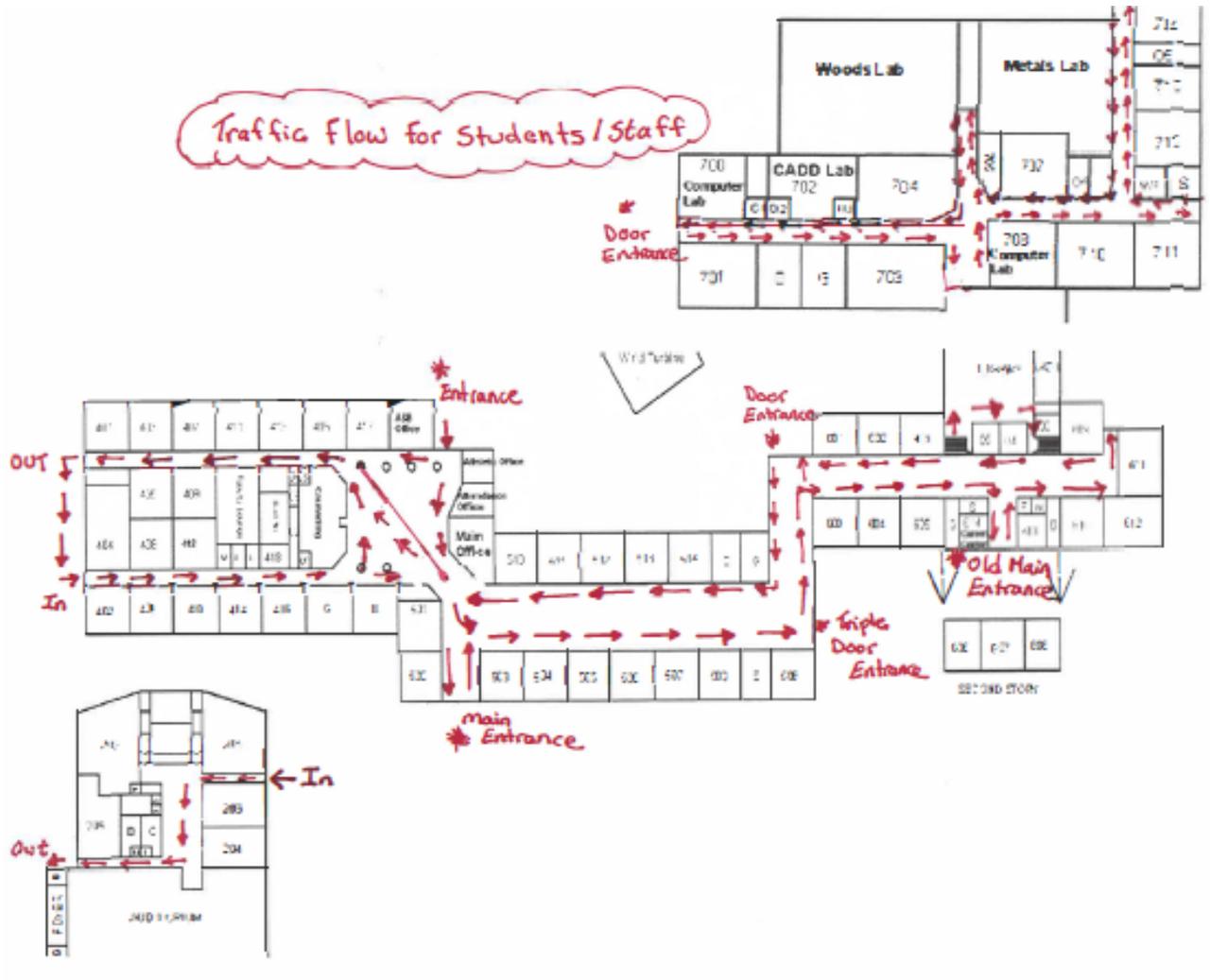
- Wear a face mask that covers the chin and nose at all times.
- Exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and when using the restroom.
- Hand sanitizer will be provided in all classrooms
- Use soap and water to wash all surfaces on their hands for at least 20 seconds.
- Avoid touching eyes, nose or mouth
- Practice covering coughs and sneezes with a tissue or elbow (remember to wash your hand after).

## Physical Distancing

- All students must maintain at least six feet of social distance to the extent possible, following visual cues from signage, floor decals and colored tape indicating social distancing parameters and traffic flow through building entrances, exits and other common use areas.
- There is no gathering or loitering in the hallways or common areas.
- Students will be expected to maintain 6 foot social distancing on the school bus and classroom setting.
- Students should not be touching each other (holding hands, hugging, kissing etc.).
- Students are **not** allowed to change the layout of desks, tables, chairs, and other items implemented to promote social distancing in classrooms and commons areas to maintain six feet of social distancing.
- Students need to stay in their seat at all times during class periods and at lunch.

## Map of Traffic Flow

- The map below shows the direction of traffic for students to follow while inside the building.
- It is very important that all students follow the traffic flow to ensure the safety of all students and staff.



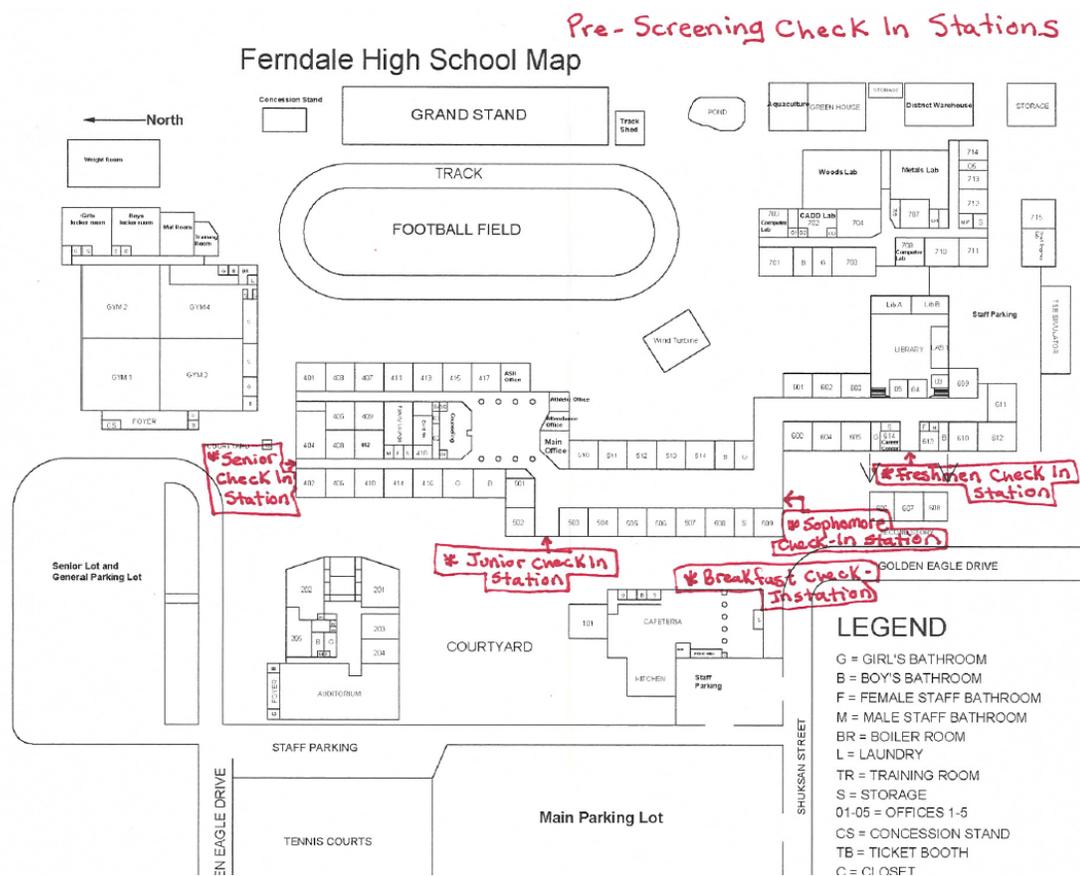
## Cleaning and Disinfection

- There are a number of sanitization stations (hand sanitizer) throughout the buildings and classrooms.
- Students are encouraged to bring their own hand sanitizer to school each day.
- Safety signage have been placed throughout the building to reinforce healthy hand hygiene and social distancing reminders.
- Desks in classrooms will be cleaned when students switch classes

## School Operations

### Pre-Screening Stations

- There will be **five** screening stations set up each morning
- Pre-screening stations will be set for each grade level (see map below)
- **Freshmen Students:** Old Main front entrance doors
- **Sophomore Students:** Triple Doors
- **Junior Students:** Main Entrance Doors (by office)
- **Senior Students:** 400's Even entrance Door
- **Students wanting to grab Breakfast:** Covered Area East of Cafeteria



## **Closed Campus**

- Students will **not** be allowed to leave the school during school hours.
- Students **must** stay on campus during breaks and lunch time.
- **Any student who chooses to leave the campus during the school day will face disciplinary action and will lose the opportunity to attend school in-person.**
- Students who need to leave for appointments including running start students must sign out at the office for permission. Students will **not** be allowed to return to school on the same day once they leave the campus. Any students who are in a sport or activity may leave the campus afterschool but will be required to screen again before their practice.
- Students are encouraged to engage in remote learning when they have appointments or conflicts during their in-person school day.

## **Students Refusing to Follow Safety Guidelines**

- Any students who refuse to follow safety guidelines (face mask, social distancing, leaving campus, etc) will be referred to an administrator.
- The administrator will contact the student's parents to report the insubordination. The student will lose the opportunity to be present for in-person learning and will potentially be transferred to remote learning for the remainder of the school year.

## **Water Fountains**

- Drinking fountains are limited to bottle filling use only.
- Students are encouraged to bring a labeled water bottle to fill throughout the day.
- Students should not be sharing water bottles with other students.

## **Bathroom Use**

- Only one student will be allowed at a time to leave the classroom for restroom break
- The number of people permitted in a restroom will be determined by the layout of the restroom.
- There will be a sign outside of the restroom that will indicate the maximum number of students allowed at a given time.
- If a student enters the restroom and sees the restroom is at maximum capacity, the student needs to wait outside the restroom and wait in line until the other student leaves the restroom.

## **Attendance**

- In-person and remote learning attendance will be taken each period everyday by the classroom teacher.
- Remote learners on asynchronous (at home) days will have their attendance taken based on engagement in Canvas/Edgenuity or Zoom.
- If a student is late in the morning, the student must go directly to the attendance office for screening prior to attending first period class. Teacher will require student to submit a screening slip prior to entering the classroom.
- If a student is sick on an in-person learning school day, the student will be required to contact the school for approval prior to returning to school.
- If a student is absent for in-person learning for any reason, the student is expected to email their teacher of their absence. The student is required to zoom (live stream) in for their classes from home if they are absent from in-person learning. Zoom links for all teachers can be found on their Canvas pages.

## Lunch Plan

- Students will be assigned either first or second lunch (see schedule below).
- Students will **not** be allowed to leave campus for lunch.
- Students will have the opportunity to either eat in the cafeteria or the Old Gym (certain capacity for each location).
- Students who drive to school will have the opportunity to eat in their vehicle by **themselves**. Any siblings choosing to eat in their car together will need to get approval from the office so we can confirm in Skyward that the students are siblings.
- Students can eat lunch outside at the following areas six feet apart: stadium, courtyard (in front of main entrance), track area.
- Cafeteria lunches will be ready to go meals that will be available to all students outside the cafeteria and Old Gym.



## FHS LUNCH SCHEDULE

<b>AA 1ST LUNCH (10:47-11:17am)</b>	<b>BB 1ST LUNCH (10:47-11:17am)</b>
<b>CLASSROOM # OF 7th PERIOD</b>	<b>CLASSROOM # OF 7th PERIOD</b>
All 400's	All 400's
All 600's	All 600's
All 700's	All 700's
<b>AA 2ND LUNCH (12:17-12:47pm)</b>	<b>BB 2ND LUNCH (12:17-12:47pm)</b>
<b>CLASSROOM # OF 7th PERIOD</b>	<b>CLASSROOM # OF 7th PERIOD</b>
All 100's	All 100's
All 200's	All 200's
All 500's	All 500's
GYM	GYM
RM 703	RM 703

- **FHS will be a closed campus (students are not allowed to leave the school for lunch)**
- **Students can eat in Cafeteria\*, Old Gym\*, Court Yard, Track Area, By Yourself in Car)**  
\**maximum capacity*

### **Asynchronous (At Home Learning) Expectations**

- On a daily basis, students need to log into their teacher’s Canvas pages and complete the assigned work for that day.
- Students should use the schedule found in this handbook to build a structure and a routine for themselves.
- Any students needing assistance on asynchronous days should email their teachers.
- Remote students and absent students for in-person learning should check their teacher’s Canvas page daily to determine their class zoom times and daily schedule.
- Attendance will be taken every day by teachers.
- Students do **not** zoom (live stream) with their teachers on asynchronous days.

### **Synchronous (In-Person Learning) Expectations**

- Students should plan to bring ear pods/headphones to school daily.
- Students need to bring their laptop/charger and supplies to school each day.
- Students need to be sitting in their desks at all times unless given permission by teacher to move.
- Classroom windows will be open so students are encouraged to dress warm.

### **Remote Students (All year home learning)**

- Any remote students with a period 9 in their schedule will need to check their 9<sup>th</sup> period teacher’s Canvas page for class expectations and zoom schedule.

### **Technology Support**

Students with device (hardware) issues need to contact Mr. Shportko at (360) 383-9269 (leave a message) or email [Ilya.Shportko@ferndalesd.org](mailto:Ilya.Shportko@ferndalesd.org)

- Drop in assistance is available at FHS Monday through Friday from 7:30am to 2:30pm in the library

Students with software issues (Canvas, logging in, Edgenuity) need to contact the main office at (360) 383-9240.

### **In-Person Tech Support is also available at the following schools**

<b>Monday</b>	HMS: 7:30am – 11am FHS: 7:30am – 11am Cascadia: 1pm-3pm
<b>Tuesday</b>	VMS: 7:30am – 11am FHS: 7:30am – 11am Central: 1pm-3pm
<b>Wednesday</b>	Custer: 9:00am – 12:00pm
<b>Thursday</b>	HMS: 7:30am – 11am FHS: 7:30am – 11am Eagleridge: 1pm-3pm
<b>Friday</b>	VMS: 7:30am – 11am FHS: 7:30am – 11am Skyline: 1pm-3pm

## Counselor Support

- If a student needs to see or speak to their counselor, they will need to make an appointment on the Counselor's Corner Canvas page with their counselor. The counselor will set up an appointment with the student on Asynchronous day via zoom meeting.
- Drop in counselling support will not be available during the school day. If you need assistance, please let your teacher know and they will contact the office.
- **Students will not be able to make any course or cohort changes for third quarter. We are at 100% capacity in all our in-person classes.**

## An Example: A Student's Day When Learning In-Person at FHS

Here is an example journey of a FHS student named Sara.

-  In the morning, Sara completes the daily screening (Qualtrics) on her phone and she is eligible to be at school today. *(Process would be the same if student walked/drove to school)*
-  When Sara's bus arrives to pick her up for school, she has her mask on, uses hand sanitizer, walks on the bus and sits in a designated spot.
-  The bus arrives at the school in its designated spot. Sara gets off the bus with other riders and goes directly to her designated checkpoint to show a staff member that she has completed the health screening online and approved to attend school today. If Sara would like breakfast from the cafeteria, she will be pre-screened at the cafeteria checkpoint and will be required to eat breakfast in the cafeteria before the start of class. Sara will be given a colored dot sticker at the checkpoint to confirm pre-screening has been completed.
-  Once inside the building, staff members (at checkpoint) will ask Sara to apply hand sanitizer or wash her hands at the station. Sara will have a dot sticker on her so that the staff member knows Sara has already been pre-screened. She then follows the traffic directions in the hallway to go directly to first period.
-  Once she reaches the classroom, Sara sanitizes her hands again using the hand sanitizer located at the entrance of classroom door. She sits in her assigned seat and is aware that there is no eating in the classroom. The room is set up so all the students are sitting 6ft apart.
-  Sara's teachers are wearing masks and support students in a socially distant manner. If Sara needs to use the bathroom, she must get the teacher's permission (no hall pass). Sara must walk directly to the nearest bathroom and check what the maximum capacity is for that particular bathroom (sign outside the bathroom). Sara will wait patiently outside until a student leaves the bathroom if the bathroom is at maximum capacity.
-  During Sara's first period, her teacher will give her class a five-minute mask break. Sara's teacher will decide when the students will be taking a mask break. Sara's teacher will escort the students outside through the nearest exit.
-  Once outside, Sara may remove her mask and maintain at least 6ft social distance between her classmates. Once ready to enter the building, Sara will put her mask back on and proceed back to her class. (Sara will be given a mask break for all four periods). Sara will have the opportunity to eat a snack during her mask break outside.
-  At the end of first period, Sara will proceed to her second period class following the traffic directions. Sara is wearing her mask at all times and is maintaining social distance in the hallways. Sara is **not** allowed to gather with other students in the hallway.
-  At the end of second period, Sara will proceed directly to the designated area where she is assigned first lunch (TBA). Sara is **not** allowed to leave the campus for lunch. If Sara wants to get lunch from the cafeteria, she will then wait in line while maintaining social distance. Sara must return to her assigned lunch location.
-  During lunch, she will sit down at an available seat (open seats will be marked). Sara will remain in her seat for the entire duration of lunch.
-  At the end of lunch, Sara will sanitize or wash her hands and proceed to next period.
-  At the end of the day, Sara leaves the school following the traffic directions and proceeds directly to her bus.
-  Sara cleans her hands with hand sanitizer, boards the bus and keeps her mask on at all times until she reaches home.

Key:  Going to School  Entering the School  Being Inside School  Leaving School

**FHS Hybrid Learning Schedule for Cohort A & Remote Students with Last alpha A-Le**

Session Time	Monday (In-Person)	Tuesday (In-Person)	Wednesday (At Home)	Thursday (At Home)	Friday (At Home)
7:30-7:40am	Checkpoint open for screening	Checkpoint open for screening	(Same as 1 <sup>st</sup> /2 <sup>nd</sup> Quarter Distance Learning)	<b>No Live Streaming</b>	<b>No Live Streaming</b>
7:40-9:18am	<b>Period 5</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 5</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	8:30-10:00am Target Instruction <ul style="list-style-type: none"> <li>• Independent worktime</li> <li>• Teacher assigned group work with select students</li> <li>• Communication with teacher(s)</li> <li>• Special Services for IEP</li> <li>• Meetings with counselor</li> </ul>	<b>Period 5</b> Students complete work that was assigned by period 5 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 5</b> Students complete work that was assigned by period 5 teacher  *Attendance will be taken on Canvas/Edgenuity.
9:23-10:47am	<b>Period 6</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 6</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	10:00am-11:00am <b>Eagle Time</b> (*all students Zoom with ET teacher)	<b>Period 6</b> Students complete work that was assigned by period 6 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 6</b> Students complete work that was assigned by period 6 teacher  *Attendance will be taken on Canvas/Edgenuity.
10:47-11:17am	<b>First Lunch</b>	<b>First Lunch</b>	<b>Lunch</b> (11am-11:30am)	<b>Break</b>	<b>Break</b>
10:52-12:17pm (If 2 <sup>nd</sup> Lunch)  11:22-12:47pm (If 1 <sup>st</sup> Lunch)	<b>Period 7</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 7</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	11:30am-2:30pm Club Time Target Instruction <ul style="list-style-type: none"> <li>• Independent worktime</li> <li>• Teacher assigned group work with select students</li> <li>• Communication with teacher(s)</li> <li>• Special Services for IEP</li> <li>• Meetings with counselor</li> </ul>	<b>Period 7</b> Students complete work that was assigned by period 7 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 7</b> Students complete work that was assigned by period 7 teacher  *Attendance will be taken on Canvas/Edgenuity.
12:17-12:47pm	<b>Second Lunch</b>	<b>Second Lunch</b>		<b>Break</b>	<b>Break</b>
12:52-2:16pm	<b>Period 8</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 8</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)		<b>Period 8</b> Students complete work that was assigned by period 8 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 8</b> Students complete work that was assigned by period 8 teacher  *Attendance will be taken on Canvas/Edgenuity.
2:16-2:45pm	Teacher Office Hours	Teacher Office Hours		Teacher Office Hours	Teacher Office Hours

**FHS Hybrid Learning Schedule for Cohort B & Remote Students with Last alpha Li-Z**

Session Time	Monday (At Home)	Tuesday (At Home)	Wednesday (At Home)	Thursday (In-person)	Friday (In-person)
7:30-7:40am	<b>No Live Streaming</b>	<b>No Live Streaming</b>	(Same as 1 <sup>st</sup> /2 <sup>nd</sup> Quarter Distance Learning)	Checkpoint open for screening	Checkpoint open for screening
7:40-9:18am	<b>Period 5</b> Students complete work that was assigned by period 5 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 5</b> Students complete work that was assigned by period 5 teacher  *Attendance will be taken on Canvas/Edgenuity.	8:30-10:00am Target Instruction <ul style="list-style-type: none"> <li>Independent worktime</li> <li>Teacher assigned group work with select students</li> <li>Communication with teacher(s)</li> <li>Special Services for IEP</li> <li>Meetings with counselor</li> </ul>	<b>Period 5</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 5</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)
9:23-10:47am	<b>Period 6</b> Students complete work that was assigned by period 6 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 6</b> Students complete work that was assigned by period 6 teacher  *Attendance will be taken on Canvas/Edgenuity.	10:00am-11:00am <b>Eagle Time</b> (*all students Zoom with ET teacher)	<b>Period 6</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 6</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)
10:47-11:17am	<b>Break</b>	<b>Break</b>	<b>Lunch</b> (11am-11:30am)	<b>First Lunch</b>	<b>First Lunch</b>
10:52-12:17pm (If 2 <sup>nd</sup> Lunch)  11:22-12:47pm (If 1 <sup>st</sup> Lunch)	<b>Period 7</b> Students complete work that was assigned by period 7 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 7</b> Students complete work that was assigned by period 7 teacher  *Attendance will be taken on Canvas/Edgenuity.	11:30am-2:30pm Club Time Target Instruction <ul style="list-style-type: none"> <li>Independent worktime</li> <li>Teacher assigned group work with select students</li> <li>Communication with teacher(s)</li> <li>Special Services for IEP</li> <li>Meetings with counselor</li> </ul>	<b>Period 7</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 7</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)
12:17-12:47pm	<b>Break</b>	<b>Break</b>		<b>Second Lunch</b>	<b>Second Lunch</b>
12:52-2:16pm	<b>Period 8</b> Students complete work that was assigned by period 8 teacher  *Attendance will be taken on Canvas/Edgenuity.	<b>Period 8</b> Students complete work that was assigned by period 8 teacher  *Attendance will be taken on Canvas/Edgenuity.		<b>Period 8</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)	<b>Period 8</b> *Remote students Live Stream via Zoom (Students who are sick for in-person learning will Zoom at the same time)
2:16-2:45pm	Teacher Office Hours	Teacher Office Hours		Teacher Office Hours	Teacher Office Hours

