



Handbook for Hybrid Learning

Current as of April 19, 2021 • information subject to change as need arises

Dear NWS Families,

We are guided by the core values of connection, continuity, and community, and are endeavoring to build the most robust representation of a Northwest School education that we can, given the circumstances. We remain committed to our Mission to graduate “students with historical, scientific, artistic, and global perspective, enabling them to think and act with integrity, believing they have a positive impact on the world.”

– School Opening Plan, Summer 2020

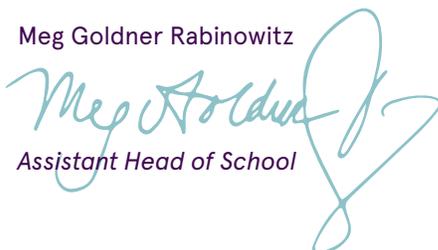
We are so excited to be able to welcome students who are able to return to come back to campus for in-person learning during third trimester. Our teaching and support faculty have been working hard to make this pivot and to balance the many demands of reaching our students both on campus and remotely..

In opening campus, we are committed to protecting the health and safety of everyone in our community. With the guidance of our Health Coordinator Sierra Maxwell, we ask that all members of our community who are on campus wear masks at all times, maintain adequate physical distancing, commit to increased hand washing and sanitizing, and follow the community cleaning protocols for shared spaces.

Each on-campus day, community members will be asked to complete the daily health screening before coming onto campus through the Magnus Health app. It will be the responsibility of parents/guardians to screen their student(s) each day before they leave for school.

This handbook provides an overview of the on-campus protocols and expectations. A student’s arrival on campus indicates an understanding of, and agreement to the information outlined here. Please don’t hesitate to contact us with any questions or follow-up. We look forward to seeing you in person soon.

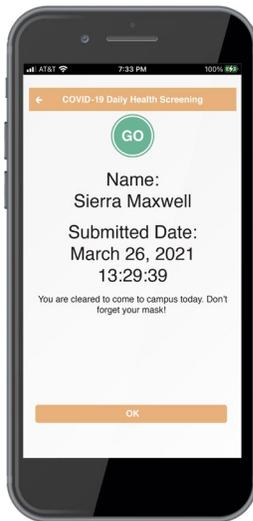
Meg Goldner Rabinowitz



Assistant Head of School

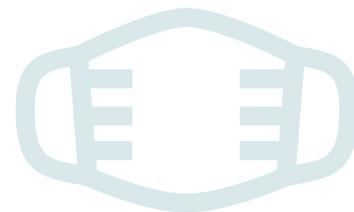
COVID-19 Daily Health Screening and Check-In

- A parent/guardian is required to submit a COVID-19 Daily Health Screening via their Magnus Health app prior to leaving home. Students who are 18 years old can have their own Magnus app for screening submission. Directions for downloading and using the app can be found [here](#). This is what a "Go" confirmation looks like:
- After completing the health screening and receiving a "Go" confirmation, take a screenshot of the confirmation, and send it to your student's phone to show at the designated entryway or drop-off upon arrival to campus.
- If your student does not have their own phone, any device that displays the screenshot will work as will a print-out of the "Go" confirmation. If none of these options of utilizing the Magnus Health app work for your student, please contact **Sierra Maxwell**, Health Coordinator, in advance of your student coming to campus to make alternative arrangements.
- Students arrive and check in at the following locations based on last name.
 - **Main entrance on Summit:**
Last names ending in A-I
 - **South entrance on Union:**
Last names ending in J-P
 - **Commons entrance on Crawford:**
Last names ending in Q-Z
- At check-in, it will be confirmed that the daily health screening has been submitted and that the student has an appropriate mask.
- Students may go to designated common areas and then will be asked to go to their first class at 8:45. Students arriving at 8:45 or later should go straight to first period after check-in unless they have a prearranged conference with a teacher.
- If a student arrives late to campus, they must use the Main Front entrance on Summit Ave. They will check in at the Front Office and show their Magnus "GO" confirmation.
- Parents/guardians should send a message to attendance@northwestschool.org or call the Main Office if their student will be absent or late.



Parking, Pick-Up & Drop-Off

- Students should not arrive or be dropped off prior to 8:30 a.m. and should plan to depart campus as soon as scheduled programming ends at 3:30 pm on Mondays, Tuesdays, Thursdays, and Fridays, unless they have made arrangements to arrive early or be picked up when classes end at 2:20. Students needing to stay on campus after 3:30 should arrange that with the Deans of Students (**Maria Moses** for Middle School and **Kevin Alexander** for Upper School).
- Students should be dropped on the street closest to their entrance. Please drive southbound (uphill) on Summit and northbound (downhill) on Crawford.
- Students taking the NWS school bus will be required to show their Magnus "GO" confirmation when they get on the bus. Students will still use their designated entry to the school and show Magnus confirmation again.
- See above for drop-off or entry locations.



Mask Use

- Masks are required of everyone in the community while on campus, or when engaging in in-person activities. Masks should adequately cover the nose, mouth, and chin.
- Masks should be put on before exiting cars.
- Masks can be removed momentarily while drinking, or while eating at designated times and in designated places.
- Students will provide their own masks. If a student does not have access to a mask, or needs a replacement for any reason, the school will provide one at the check-in locations.
- Reusable masks should be thoroughly cleaned at home at the end of each day. Disposable masks should not be reused beyond manufacturer's recommendations.

Personal Hygiene

- All community members should wash their hands with soap for at least twenty seconds regularly throughout the day. Hand sanitizer can be used between washing as needed.
- At a minimum, hands should be washed upon arrival to campus, before and after eating, after using the restroom, after using a tissue, and after using shared items. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol can be used.
- Community members should avoid touching their eyes, nose, mouth, or face covering with unwashed hands.
- Coughs and sneezes should be directed toward the elbow without removing face coverings.



Protocols for Shared Spaces

- To facilitate cleaning and movement through hallways, students should only bring what is needed to school and will carry their backpacks, bags, and belongings with them throughout the day.
- Community members are encouraged to use consent language in conversations around personal space and safety. Consent language is not just one person asking for something and another person complying or denying, it is a mutual, open, and ongoing conversation in which both individuals can voice their likes, dislikes, comfort-levels, and boundaries. Please honor boundaries and requests set by others—both physical and verbal. For example, when passing by someone in the hall where it may be difficult to maintain six feet of distance you could acknowledge the closeness verbally, asking to pass by first, and then moving by quickly.

Cleaning Program

- The cleaning and disinfecting program is a key component to Northwest's multi-layered approach to campus safety.
- The program relies on a methodical process implemented by a cross-functional team using EPA approved products at specific times during and after each school day.
- During the daytime, the maintenance team's focus is on restrooms and high-touch surfaces.
- During the evening, a comprehensive cleaning and disinfecting routine is completed after all students and faculty have left the buildings. This includes a thorough cleaning of restrooms, classrooms, hallways, common spaces, and recreation spaces.
- Access to campus buildings is carefully managed after hours, so students arrive to a clean building the following day.
- Touch-free devices for hand washing, hand sanitizing, and restroom fixtures have been installed.
- At the start of each class, students will clean the areas they will be using.
- Faculty will clean the teaching areas and shared teaching tools used in each classroom.



Foot Traffic on Campus

- All buildings on campus will have specific directional flow. Signage indicates the flow of foot traffic throughout campus. Hallways and stairways are divided into lanes with directional arrows indicating traffic flow. The general pattern is to stay to the right. Where needed, signage on the floor will indicate where community members should stand to maintain six feet of distance. While classroom distance requirements have changed, 6 feet in hallways and common areas is still the guidance from the state.
- Kitchen, the stairs down to the kitchen, Lobby, and kitchen-level bathrooms in 401 will be off-limits for all community members except kitchen faculty. During lunch, students will enter the dining room from Bellevue Avenue and proceed through a food pick-up line, and exit through the door on Pike Street before going to designated spaces for eating lunch.
- The Lower Dining Hall will continue to be available for dorm and Faculty use outside of lunch hours.

Restroom and Breaks

- Bathrooms are for individual use; only limited numbers of students can be in the bathroom at one time and only one student is allowed per stall.
- Students may use the 15-min passing period to use the restroom, or step outside for a drink or snack.
- Community members must wash their hands before and after eating, and after using the restroom.
- Restrooms have self-flushing toilets. Lids must be closed to activate flushing.

Classroom Setup and Expectations

- Desks are positioned to maintain three feet of distance and should not be moved unless directed by a teacher.
- Teachers are asked to teach from one location in the room whenever possible and to avoid close contact with students.
- Classrooms are outfitted with fans and will have windows open to the outside where available.
- Masks are to be worn at all times when indoors.

The Intersection of On-Campus and Remote Schooling

- Students who are engaging remotely will be provided links through the Canvas calendar for each class. All course information will be posted in Canvas.
- Students engaging remotely are expected to be full participants in the class and follow all instructions from the Teacher or Instructional Assistant.

Individual Supplies

- Community members may not share materials with others.
- All students should bring the following items to school each day.
 - Laptop, fully charged
 - Charger
 - Headphones
 - Trimester 3 planner
 - Pen, pencil, paper, and appropriate supplies for each class.
 - Closed-topped water bottle.
 - Art kit

Technology Support

- The EdTech and IT Departments have a limited number of laptops and a limited number and variety of chargers that can be checked out for the day. Borrowed tech tools must be returned at the end of the school day prior to leaving campus.
- Support with technology will be available through:
 - HelpDesk area in the Commons for in-person assistance.
 - Email helpdesk@northwestschool.org.
 - Faculty can contact IT and EdTech directly via the school telephone system. Telephones in the classrooms and offices have a speed dial button for "HelpDesk".

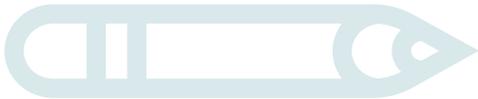
On Campus Food and Beverage Policy

- Lunch will be provided while students are on-campus and will be eaten in designated areas following safety protocols for eating inside.
- **Upper school students will not be allowed to sign-out for lunch and no food should be delivered to school.**
- Beverages can be consumed indoors but must be in a closed container. Students should minimize time that mask is off to consume beverages.
- Students must always maintain a 6-foot distance from each other when food is present, face away from each other, and minimize mask removal while eating. Students should remain seated or stationary when consuming a snack.
- Snacks must be eaten outdoors and at appropriate times (e.g. screen breaks).
- A limited number of snacks will be available for emergencies.
- Hands should be washed or sanitized before and after eating.
- No sharing of food or beverages is allowed.
- Water fountains are not available for use. Refillable water stations are available in some bathrooms.



Attendance

- Community members who are ill are required to stay home. While it is not required, they may engage in classes remotely if they feel well enough to do so.
- Attendance will continue to be taken both in remote and in-person classes. It is critical that when we are on campus, we are able to accurately track students throughout their day in the event of possible exposure.
- **During on-campus schooling, our campus is closed.** This means that students are not allowed to sign out and leave campus for lunch or free blocks without parent/guardian communication. While we ask that all students remain on campus during regular class periods, it is understood that students may need to step away occasionally, like in the event of a medical appointment.
- Students with free blocks will be assigned spaces on campus to work.



Visitors to Campus

- Visitors to campus, including volunteers and family members, are not permitted on campus at this time. Visitors must abide by campus-wide restrictions. Parents/guardians are encouraged to communicate through email, video conference, or phone.

Travel and Gathering Policy - Updated

- "Travel" is defined as long-distance, overnight travel by any conveyance (e.g., aircraft, train, bus, ship, shared ride, personal vehicle). It does not include one's usual commute to work, trips to neighboring cities, or essential travel of a household member.
 - People who are fully vaccinated with an FDA-authorized vaccine can travel within the United States and will not have to quarantine or test upon return to Washington.
 - All persons planning to travel out of state that are **not** fully vaccinated must complete the following steps before returning to campus:
 - Get tested 3-5 days after your trip
- AND**
- Quarantine for a **full 7 days** (change from 5 days) after travel, even if your test is negative
 - Confirm test results with Health Coordinator, Sierra Maxwell:
sierra.maxwell@northwestschool.org
- OR**
- Quarantine for 10 days (change from 14 days)
- All persons **gathering** in ways that are not in accordance with current state and local guidelines must:
 - Quarantine for 5 days
- AND**
- Receive a negative PCR (molecular) COVID-19 test
 - Confirm test results with Health Coordinator, Sierra Maxwell:



sierra.maxwell@northwestschool.org

OR

- Quarantine for 14 days
- Here is the full **NWS Travel Policy**



Student Wellness

- Community members who are feeling ill should see the Health Coordinator **Sierra Maxwell** immediately and will be isolated until they are able to leave campus. Sierra's office can be reached by turning left in the Main Hall after entering the front doors.
- **School Counselors** are available for virtual appointments with students and families through their Calendly links below. They will be working on campus part-time during Trimester 3 and will be available for in-person student meetings on those days. For mental health resources, please visit the School Counseling page on the NWS website: The Northwest School. Erin North and Lynn Herais may also be contacted by email.

Erin North supports grades 6, 8, 10 and 12

- **Schedule a meeting with Erin**
- **Erin.North@northwestschool.org**

Lynn Herais supports grades 7, 9 and 11

- **Schedule a meeting with Lynn**
- **Lynn.Herais@northwestschool.org**

- **Learning Resources** faculty will continue to meet and collaborate with students, families, and teachers remotely during Trimester 3.

For grade 6-9 students:

- Rae Page will be available to meet with Middle School and 9th grade students during Office Hours and immediately after school. Students can email or send a Teams chat to Rachel Page to schedule a day to meet during these times.
- **Rachel.Page@northwestschool.org**

For grade 10-12 students:

- Hillary French is available to meet with individual students, families, and/or outside student supports throughout the school day. Please continue to email or Teams chat

Hillary French to request a meeting. She will work with everyone's schedules to get a time on the calendar for those who need to be in attendance.

- **Hillary.French@northwestschool.org**

- **The College Counselors** are available for appointments with 11th and 12th grade students virtually through the Calendly app (links on College Counseling Canvas page). Ongoing school-day programming for 11th grade students will happen in Grade Level Meetings through the end of the year. Evening programming for 11th and 12th grade students and parents will be advertised in ENews and via e-mail communication.

- **Library Access:** Librarians (Charlotte King-Mills and Alicia Kalan) are available for virtual research consultations with students via request through email. Limited browsing will be available for students on campus.

- **Charlotte.King-Mills@northwestschool.org**
- **Alicia.Kalan@northwestschool.org**

