

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**ISSAQUAH EDUCATION ASSOCIATION**  
**and the**  
**ISSAQUAH SCHOOL DISTRICT**  
**Regarding In-Person Support for High School Students at Risk of Not Graduating and/or**  
**Experiencing Homelessness (McKinney Vento)**  
**during the COVID-19 Pandemic 2020-2021 School Year**

**TA Reached 2.26.21 3:30pm**

The Issaquah Education Association and the Issaquah School District recognize the challenges facing our community and schools during the Pandemic. Earlier this school year, the parties worked in collaboration to create the framework for providing Issaquah students “ISD LIVE” remote learning. However, both parties recognize the inherent challenges of remote learning for some students and are committed to providing targeted in person support. Since research indicates that adolescents are more likely to transmit and contract COVID-19 when compared with children and because health and safety are critically important to our staff, students, and community, scientifically supported protocols and procedures will be in place and communicated in a clear and timely manner to staff and students. The parties have weighed the importance of the benefits of limited in-person student intervention and support, and therefore agree to the following:

1. **High School Senior Graduation Support Cohorts:** High School principals in collaboration with High School Tier 2 and/or Guidance Teams will create cohorts.
  - a. Each cohort will be assigned up to 10 students and the COVID capacity of the space that a cohort is meeting in will not be exceeded.
    - i. A process determined at each building will be created to collaborate with the cohort supervisors when developing rosters.
  - b. Each cohort will be assigned a supervisor.
    - i. Certificated staff members will be solicited to volunteer as a GS cohort supervisor to provide targeted support to a cohort.
    - ii. In the event there are insufficient staff volunteers, Graduation Specialists, Counselors and Deans may be assigned as supervisors for a cohort at the comprehensive high school where they are currently assigned. Building Administrators may serve as cohort supervisors if there are insufficient staff available and/or to cover any absences.
    - iii. Certificated staff will be offered an interactive interview with Human Resources. The cohort supervisor role will not be assigned to a staff member who qualifies for an alternative assignment through the interactive process.
  - c. The principal at Gibson Ek may serve as a cohort supervisor. In the event there are insufficient staff volunteers, the Dean at Gibson Ek will be assigned as a supervisor; LRC I teachers will be assigned if there is unmet need.
  
2. **High School Senior Graduation Support Tiered Framework** High School principals in collaboration with High School Tier 2 and/or Guidance Teams will identify high school seniors at

risk of not graduating in the 2020-21 school year, juniors with fewer than 15 credits who have 1 or more Fs and all high school students experiencing homelessness (McKinney-Vento).

**Level 1: Seniors**

- a. High school students at any high school who are experiencing homelessness will be invited to receive in-person support and assigned to a Graduation Support (GS) cohort.
- b. Seniors with grade of F in one or more classes necessary for that student to graduate at Liberty, Issaquah or Skyline High School will be invited to receive in-person graduation support and assigned to a Graduation Support (GS) cohort.
- c. Seniors at Gibson Ek High School who have not “leveled up” based on the school’s data dashboard will be invited to receive in-person graduation support and assigned to a Graduation Support (GS) cohort.

**Level 2: Freshmen**

Freshmen with two (2) or more Fs at semester one and who currently have an F in one or more classes in semester two will be invited to receive in-person graduation support and assigned to a Graduation Support (GS) cohort.

- Expansion into Level 2 may occur (14) calendar days after the beginning of Level 1, provided that the following criteria can be met:
  - The school can demonstrate the ability to limit transmission in the school environment according to the criteria set forth in section 1.d., from the K-3 MOU signed on 2-2-21.
  - The District can establish adequate staffing at the levels described in Section 1 above.

**Level 3: Juniors & Sophomores**

- Juniors who have fewer than 15 credits and have two (2) or more Fs at Liberty, Issaquah or Skyline High School will be invited to receive in-person graduation support and assigned to a Graduation Support (GS) cohort. Sophomores who have fewer than 9 credits and have two (2) or more Fs at Liberty, Issaquah or Skyline High School will be invited to receive in-person graduation support and assigned to a Graduation Support (GS) cohort. Expansion into Level 3 may occur (14) calendar days after the beginning of Level 2, provided that the following criteria can be met:
  - The school can demonstrate the ability to limit transmission in the school environment according to the criteria set forth in section 1.d., from the K-3 MOU signed on 2-2-21.
  - The District can establish adequate staffing at the levels described in Section 1 above.

- 3. **Schedule:** Students will receive support outside of their regularly scheduled L.I.V.E. instruction.
  - a. Graduation Support will occur each Wednesday from 10:30am – 12:20pm

- b. Students will have access to their school commons at 12:25pm for a sack lunch. Assigned tables for each cohort will be clearly designated with appropriate COVID safety protocols and physical distancing of at least (6) six feet.
4. **Expectations and Other Working Conditions:** Staff members serving as a supervisor to a GS cohort are expected to:
- a. Provide support to students in completing assignments, submitting work, and accessing resources and/or instruction on Canvas.
    - i. Cohort supervisors who are appointed by a building administrator will have a conversation about an appropriate reduction in responsibilities.
  - b. Classroom teachers will provide information to the designated office professional or paraprofessional regarding which assignment/s should be the focus of each GS Wednesday for the student/s receiving support. This information will be communicated via a process determined at each building no later than the end of the work day the Friday prior to the GS Wednesday.
  - c. Any materials that need to be collected, printed and/or organized may be facilitated by an office professional or paraprofessional.
  - d. The designated office professional or paraprofessional will provide the information and/or materials to the cohort supervisor no later than 9:30am on the GS Wednesday.
5. **Facilities Preparation:** At each school building/worksite, the COVID Supervisor, in coordination with the District, will:
- a. Determine which entrances will be used for staggered entry and exit by students and staff in accordance with physical distancing. Ensure that entry/exit signage is posted prior to the return to in-person.
  - b. Set up designated entrances with handwashing or hand sanitizing stations, and disposable masks prior to a return to in-person.
  - c. Attestation station/s will be set up at least one (1) workday prior to the first GS Wednesday.
  - d. Prior to a return to the first GS Wednesday, ensure that all entrances and common spaces in the building have clearly marked spacing guides that are at least six (6) feet apart for physical distancing.
  - e. Mark hallways and stairways to indicate physical distancing prior to the first GS Wednesday.
  - f. Develop protocols to mitigate and limit student and/or staff proximity in multi-person restrooms.
  - g. On or before the employer-provided staff training (see Section 7, below), provide safety materials and PPE to their school/worksite. Safety materials includes but is not limited to, no-touch thermometers, cleaning supplies, hand sanitizer, and signage templates. Communicate to staff prior to the first GS Wednesday that these materials and PPE are in the building and explain the system and timeframes for requesting any safety materials or PPE.
  - h. Identify and prepare an Isolation Room for students or staff as required by Labor & Industries and DOH. Prior to the first GS Wednesday, the COVID Supervisor will

communicate to staff and provide a document for the building staff member which includes the protocols for sending a student to the Isolation Room.

- i. Outside facing classrooms with window access will be designated as the location for GS cohorts. At least 6 feet of physical distancing will be marked for each classroom entrance. Additionally, at least 6 feet of physical distancing will be marked around the supervisor work space (i.e. – whiteboard and work station). Desks will be a minimum of 6 feet apart, as measured by CDC guidelines.
- j. Ensure that all students have access to a laptop and headphones at the school building.
- k. Ensure that cohort supervisors have access to a laptop during the GS Wednesday time.

**6. Systems Preparation:** Each building, with the support and assistance of the District, will:

- l. At least five (5) workdays prior to the first GS Wednesday, communicate the start date to staff and families.
- m. Prior to the first GS Wednesday, develop and communicate to families the requirements for students to wear a face covering in order to attend school and the process for a student to seek an accommodation for not being able to wear a face covering (through IEP or 504 process).
- n. Prior to the first GS Wednesday, determine and communicate a system for attestations and screening of students and staff. Student attestations will not be done by a GS cohort Supervisor.
- o. Prior to the first GS Wednesday, develop and communicate a plan for student arrival and dismissal procedures including staffing, routes, and physical distancing.
- p. On or prior to the first GS Wednesday, communicate to staff members the list of students assigned to them who are already exempt from wearing a mask due to documented medical condition and inform the staff member of the increased Transmission Risk this creates and provide the staff member with a face shield or other L&I-approved PPE prior to in-person services beginning.
- q. Prior to the conclusion of the District-provided staff training conducted before the first GS Wednesday, develop and communicate to staff members procedures when a student refuses to wear a mask once the student is in the building.

**7. Health and Safety:**

- a. The District will assign a COVID Supervisor and a backup COVID Supervisor at each building and worksite and inform staff at that building/worksite at or prior to the District-provided staff training, to be conducted prior to the first GS Wednesday. All COVID Supervisors and back up Supervisors will attend training from the District about their responsibilities, COVID protocols and procedures, their role for the health and safety of staff and students, and up-to-date COVID information specific to reopening schools for hybrid in-person services, and any other topics required by Labor & Industries or the Department of Health.
- b. The District will ensure that each building will assign individual(s) to fulfill the responsibilities of a COVID-19 Screening Lead, COVID-19 Isolation Supervisor, and Infection Control Lead as suggested in the King County Schools COVID-19 Response Toolkit prior to the first GS Wednesday and provide the requisite training and PPE for

fulfilling these responsibilities. Certificated nurses may be assigned some of these responsibilities.

- c. The District will follow public health and safety requirements and guidelines including those established by the Department of Health (DOH), Labor and Industry (L&I), Employer Health & Safety Requirements for School Scenarios, and K-12 Fall Health and Safety Guidance.
  - d. The District, in accordance with CDC, DOH, OSHA, L&I and/or other applicable requirements and guidelines will limit the number of students and staff that can be safely assigned to a classroom or workspace.
  - e. The District will provide each employee two reusable cloth face coverings. A face shield is available upon request.
  - f. The District will provide any other PPE required by DOH, L&I and/or OSHA for the employee's job responsibilities, working conditions and circumstances.
  - g. Cleaning and disinfecting by custodial staff, in addition to the daily cleaning schedule for the building, will take place, on high-touch points, for example, door handles, crash bars, sink knobs, and paper towel dispensers as needed. Safe usage of high traffic shared spaces and shared equipment will be covered in the staff training.
  - h. Certificated staff members will not be responsible for cleaning and disinfecting when bodily fluids are involved.
  - i. Areas where an employee or student with suspected or confirmed COVID-19 illness was present will be cleaned and sanitized by custodial staff, following the cleaning guidelines set by the CDC.
  - j. Only designated and trained staff will interact with people showing symptoms of COVID-19. At least one designated, trained staff member will be available at all times during the workday in case there is a need to isolate a symptomatic employee or student. Nurses may be assigned to perform this work.
  - k. Staff and students showing COVID-19 symptoms and/or who have been in close contact with someone with confirmed COVID-19 will be isolated/quarantined in accordance with the King County Schools COVID-19 Response Toolkit.
  - l. Staff and students who display symptoms of COVID-19 while on campus will be sent to a designated isolation room until they can leave the building.
  - m. The number of individuals in the isolation room will be limited by physical distancing guidelines.
8. **Staff Training:** Prior to the first GS Wednesday, staff serving as a GS cohort supervisor will attend a required remote training developed by the District. This training will occur outside the staff work day and those attending may submit for pay at the professional rate for their time. Training will cover District COVID mitigation protocols and building-specific COVID mitigation Plans. Staff will be given a minimum of two (2) workdays' advance notice of the date and duration of the remote training session(s), which will include but not limited to:
- a. Maintaining physical distance, wearing appropriate PPE, frequent cleaning and handwashing, recognizing signs of COVID-19, what to do if someone develops signs of COVID-19, and who has authority to send a student or staff member home when they are ill and/or show signs of illness/COVID.

- b. Site specific training related to safety and system protocols.
  - c. If a staff member's role involves circumstances calling for specialized training regarding physical distancing, additional PPE, and safety measures, such specific training will be provided.
9. **Student Safety and Expectations Related to COVID:** Safety procedures related to COVID will be developed, communicated, and maintained throughout the 2020-2021 school year. Flexibility will be in place if any such procedures need to be adjusted.
- a. All students and staff are required to wear a face covering, except as exempted by the DOH and CDC. If there is a student who is not able to wear a mask due to a medical condition or disability the staff member working with that student will be informed and offered a face shield and provided any additional PPE required by L&I.
  - b. Expectations for face coverings, hygiene, and physical distancing will be reinforced on the first GS Wednesday and as needed.
  - c. All students and staff are required to complete an electronic attestation prior to entering a building. If a student arrives without a completed attestation, the student will not knowingly be allowed entry into the classroom until the attestation is completed through an interactive process involving the student and/or parent or guardian. The interactive process will occur while respecting physical distancing guidelines.
  - d. If a student refuses to wear a face covering, they will not be allowed entry to the classroom until an interactive process can happen to address the refusal and the issue is resolved such that the student wears a mask before being allowed to enter class. The interactive process will occur while respecting physical distancing guidelines. If a certificated staff member is asked to engage in the interactive process with the student, the staff member will be provided a face shield.
  - e. All disciplinary policies, procedures, and conditions as contained in the Collective Bargaining Agreement will remain in effect.
  - f. It is the parties' intent to address students in a culturally responsive and supportive manner, and to assist students in understanding and following health and safety protocols and rules. Because face coverings are a required safety measure, instances of a student not wearing a face covering will be addressed promptly. Responses to student behaviors will be made on a case by case basis and take into consideration the student's age, disabilities (if any), and specific nature of the violation.
  - g. The COVID Supervisor or building principal will be responsible for informing staff of changes made, if any, to the building discipline/intervention plan.
  - h. In the event a student willfully and knowingly violates safety protocols towards another student and/or staff member in a manner that may cause harm (for example, purposefully removing a mask and coughing or sneezing on another individual), the building administrator or designee shall notify the parent or guardian and take other action as appropriate.

This MOU shall be in effect for the 2020-21 school year and shall sunset on the last instructional day of the school year. All other provisions of the collective bargaining agreement shall remain in full effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19.

Agreed to this 1 day of March, 2020.

  
Natalie Fowler  
Executive Director of Human Resources

  
Tori Sylvers  
Lead Bargainer