

Kuhio Elementary School

Return to Campus Plan

SY 2020-2021

***** Addendum to the School Planner & Parent Handbook *****

As of 8/4/2020

Information in the handbook will be updated as conditions change



Collaborate, Adapt, Persevere, Succeed!

Follow These Safe Practices

Recommended by Dr. Sarah Park of the Hawaii Department of Health

1. Wear a mask.
2. Wash your hands.
3. Watch your distance.
4. When sick, stay at home.

TABLE OF CONTENTS

| | |
|--|----|
| Purpose of this Handbook | 3 |
| Guiding Principles | 3 |
| Guidance for Reopening Schools | 4 |
| School Closure Statistics | 5 |
| School Design | 5 |
| First 2 Weeks of School – Important Dates | 6 |
| First 2 Weeks of School – Calendar | 6 |
| School Year 2020 -2021 - Daily Schedule | 7 |
| Notable Changes to Daily Life and Procedures | 8 |
| General Changes | 8 |
| Social Distancing | 8 |
| Classroom Assignments | 8 |
| Visitors on Campus | 9 |
| Before School | 9 |
| Recess and Lunch | 10 |
| After School | 10 |
| Importance of Communication | 11 |
| Important Role of Families | 12 |
| 6 Pronged Approach to Health & Safety | 13 |
| Protocols | 14 |
| Illness | 14 |
| Family and Community Resources / COVID Testing Sites | 15 |
| Mask and Face Shield Protocols | 16 |
| Daily Cleaning of Facilities | 16 |
| Contingency Plan for School Closure | 17 |

PURPOSE OF THIS HANDBOOK

This Handbook is an addendum to the Kuhio School Parent Handbook, and contains information to inform parents of our plans for the safe opening of school for the 2020-2021 school year. It addresses school operations, procedures, and safety requirements.

This handbook is a living document that will continue to be updated as conditions change throughout the 2020-2021 school year.

GUIDING PRINCIPLES

The Hawaii Board of Education recognizes that first and foremost, the health and safety of all children and adults on campus are a priority. They also recognize that the best form of learning for students is in person learning alongside their teachers and peers.



Wash hands often.



Social distance spacing in classes.



Wear a Mask.



GUIDANCE FOR REOPENING SCHOOLS

HAWAII STATE DEPARTMENT OF EDUCATION
HAWAII STATE CHARTER SCHOOL COMMISSION
HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

GUIDANCE FOR REOPENING SCHOOLS

EFFECTIVE JULY 1, 2020

Includes recommendations from the
Hawaii State Department of Health



CLASSROOMS

- **Training:** Provide guidance to teachers and staff, including substitute teachers, on what to do when a student may be ill, and procedures for accessing the Health Room.
- **Cohorts:** Keep the same group of students with the same staff throughout the day; all day for younger students and as much as possible for older students.
- **Physical Distancing:** Maintain a distance of at least 3 feet between seats, including group tables. At least 6 feet of distance should be maintained if students are seated facing each other.
- **Face Coverings:*** Face coverings must be worn when outside the classroom, especially when physical distancing is difficult.
- **Meals:** Individually plated meals are to be consumed in classrooms or at designated outdoor locations, or distancing precautions must be instituted in dining halls or cafeterias.
- **Shared Use:** Discourage the sharing of items that are difficult to clean or disinfect. Have a cleaning schedule for any equipment, materials and assistive devices that must be shared.
- **Personal Items:** Separate each child's belongings from others.
- **Travel:** Pursue virtual activities and events; no offsite field trips.
- **Ventilation:** Open windows for greater natural air circulation.

* Wearing of masks is appropriate only if the child can safely and reliably wear, remove and handle the masks following CDC guidance throughout the day. Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering. Masks should not be worn by children while they are sleeping.


CAMPUS SAFETY

The Hawaii Department of Health (DOH) uses guidance from the Centers for Disease Control and Prevention to inform and develop state guidelines. DOH advises that a combination of safety and health approaches is the best defense in maintaining healthy schools.

- **Hand Hygiene:** Have soap and water and/or hand sanitizer with at least 60% alcohol available in work and public settings for use by employees and the public.
- **Stay Home if Ill:** Educate employees, students and their families about the importance of staying home when ill and when they can return to school.
- **Monitor Health:** Screen employees, students and visitors for overt signs of illness in a safe and respectful manner.
- **Signage:** Post signs in highly visible locations to promote everyday protective measures on how to prevent spreading germs by properly washing hands, properly wearing a face covering and physical distancing, and staying home when feeling ill.
- **Visitors:** Limit nonessential visitors, volunteers and activities involving external groups and organizations on school campuses.


SCHOOL BUSES

Students, drivers and anyone else riding the bus should wear face coverings. Create and maintain physical distance between children on buses.




RESTROOMS

Regularly check bathrooms to ensure soap and towel dispensers are filled. Post materials promoting protective measures and proper hand-washing techniques.




HEALTH ROOMS

Ensure school health aides are trained on recognizing illness in children, how to refer or arrange for medical evaluation, and follow up. Every school must have thermal scanners or a way of measuring body temperature. Keep student emergency contacts updated.



CLEANING & DISINFECTION

Clean and disinfect frequently touched surfaces (e.g., door handles and sink handles) at least daily or between use as much as possible. Provide a guide of when hands should be washed and when surfaces should be cleaned. Have students wash their hands when coming in from playing outside.



SCHOOL CLOSURE STATISTICS (March through May 28)

Student Work Packets were distributed twice, April 6, and on April 30/May 1, 2020.

Over 85% of our families picked up their grade level packets. The remaining packets were delivered and/or mailed. An average of 50% of our students attended virtual classes.

By analyzing our data we determined that over 68% of our students accessed some type of learning (distance learning or paper/pencil packet) during the school closure.

Approximately 32% or more of our students **DID NOT** access learning on a consistent basis during the school closure.



SCHOOL DESIGN

After analyzing our data and using the guidance for reopening, Kuhio School has determined that the best instructional model for our students will be a hybrid face-to-face instruction and partial distance learning. **Students in grades PreK through Grade 2 will be on campus daily, receiving direct face-to-face instruction from their teachers. Grades 3 through 5 will be on a rotation, with half of the class receiving face-to-face instruction and half accessing instruction through distance learning each day.**

The Board of Education requires that priority be given to students in preschool through grade 2 for face-to-face instruction. Kuhio is fortunate that ALL students in grades PreSchool through Grade 5 will be able to receive daily face-to-face instruction either 5 days a week or up to twice a week.

For those uncomfortable with students returning to campus, there are options. Homeschooling your student is one. For more information on homeschooling requirements check the Hawaii Public Schools website at www.hawaiipublicschools.org

Kuhio, through the Kaimuki Complex Area, is now able to offer Acellus, an online learning program. For more information on this online program, contact the school office at 973-0085.

Note: Kuhio School may need to change our instructional model based on changing enrollment and other circumstances due to the COVID-19 pandemic.

FIRST DAY OF SCHOOL MONDAY, AUGUST 17, 2020.

New school year start date per Board of Education decision Friday, July 31, 2020. All classes begin on this date, following our blended rotation for Grades 3-5, with no modified schedule for Kindergarten.

SCHOOL YEAR 2020 - 2021 - DAILY SCHEDULE (as of 7/18/2020)

Beginning Monday, August 17

Daily Face-to-Face Instruction for Grades K-2 Blended Rotation for Grades 3-5

M, T, Th, F = 8 - 2:15 pm W = 8 - 1:30 pm

Daily Schedules:

Kindergarten to Grade 2 (All students on campus):

| | |
|-------------|--|
| 7:20-7:45 | Breakfast service - "Grab 'n' Go" pickup outside of cafeteria and sit on basketball court to eat |
| 8:00 | Start of School |
| 10:45-11:15 | Lunch: PreK/FSC/Kindergarten |
| 11:20-11:50 | Lunch: First Grade |
| 11:55-12:25 | Lunch: Second Grade |
| 2:15 | End of School (Monday, Tuesday, Thursday, Friday) |
| 1:30 | End of School (Wednesday) |

Grades 3 to 5 (Hybrid - Blended Rotation):

| | | |
|---------|--|--|
| Group A | <u>On campus</u> Monday, Wednesday, Friday | <u>Distance Learning</u> Tuesday, Thursday |
| Group B | <u>On campus</u> Tuesday, Thursday | <u>Distance Learning</u> Monday, Wednesday, Friday |

On Campus

| | |
|------------|--|
| 7:20-7:45 | Breakfast service - "Grab 'n' Go" pickup outside of cafeteria and sit on basketball court to eat |
| 8:00 | Start of School |
| 12:30-1:00 | Lunch 3/4/5 |
| 2:15 | End of School (Mon., Tues., Thurs., Fri.) |
| 1:30 | End of School (Wed.) |

Distance Learning:

| | |
|------------|--|
| 7:20-7:45 | Breakfast service - "Grab 'n' Go" pickup outside of cafeteria and take home to eat |
| 8:00 | Start of School - Check in online with teacher (attendance taken) |
| 12:30-1:00 | Lunch - "Grab 'n' Go" pickup outside of cafeteria and take home to eat |
| 1:00 | Check in online with teacher for afternoon assignments (attendance taken) |
| 1:00-2:00 | Mon., Tues., Thurs., Fri. - Teacher assigned work |
| 2:00-2:15 | Check in online with teacher (attendance taken) |
| 1:00-1:30 | Wed. - check in online with teacher (attendance taken) |
| 2:15 | End of School (Mon., Tues., Thurs., Fri.) |
| 1:30 | End of School (Wed.) |

Acellus Online Learners:

To be announced.

NOTABLE CHANGES TO DAILY LIFE AND PROCEDURES

General Changes

- Everyone is required to bring a facial mask to school.
- Everyone is required to wear a facial mask outside of the classroom.
- Students are encouraged to bring water bottles so they don't need to use the water fountains.
- Hands washed throughout the day.

Social Distancing

- Requesting that only 1 parent per family enter and leave campus with their children
- Parent(s) will escort the child(ren) to the line-up area. Kuhio School staff will dismiss students to class. Parent(s) are asked not to escort students to classrooms to minimize the number of people and preserve social distancing.
- Practice social distancing. Use elbow bumps and air "high fives".N
- Keep our campus sanitary (health) eg. refrain from spitting, no animals on campus, no feeding animals on campus.
- Sharing of food or drinks is not allowed (health).

Classroom Assignments (subject to change)

- C2 - PreSchool
- C3 - Kindergarten
- C4 - Kindergarten
- B1 - Grade 2
- B2 - Grade 1
- B3 - Multi-Grade
- H102 - Grade 1
- Cafeteria - Grade 2
- H106 - Grade 3
- H103 - Grade 4
- H104 - Multi-Grade
- H107 - Grade 5



Visitors on Campus

- Visitors will be required to report to the school office to sign in.
- Appointments may be required to properly schedule and maintain health and safety measures.
- Principals and their designees shall have the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.
- Principals and their designees shall have the authority to restrict access to the campus if a visitor doesn't have an appointment, and allow for scheduling a future appointment or other means of communication to maintain health and safety measures.
- Persons who are restricted from physical presence at the school or office shall be allowed to conduct business by telephone or other appropriate audio-visual technology.

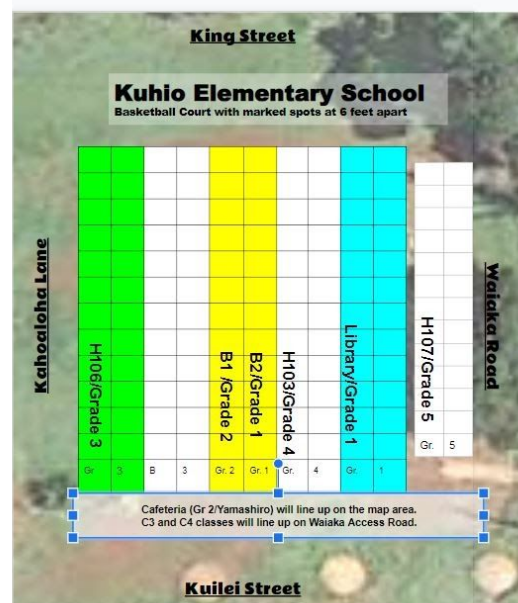
Before School

- Breakfast service begins at 7:20 am. No students should be on campus before breakfast service begins.
- Breakfast service will be a "grab 'n' go" format; students will pick up their breakfast and sit on the basketball court to eat.
- Students participating in distance learning for the day may pick up breakfast on campus outside the cafeteria to take home to eat before school begins.
- Masks required when adults/students get on campus.
- Each grade level has a designated area (morning line up) to wait for dismissal to class (See Map)

Morning Line-up/Afternoon Dismissal Map



Eating breakfast in the Line-up

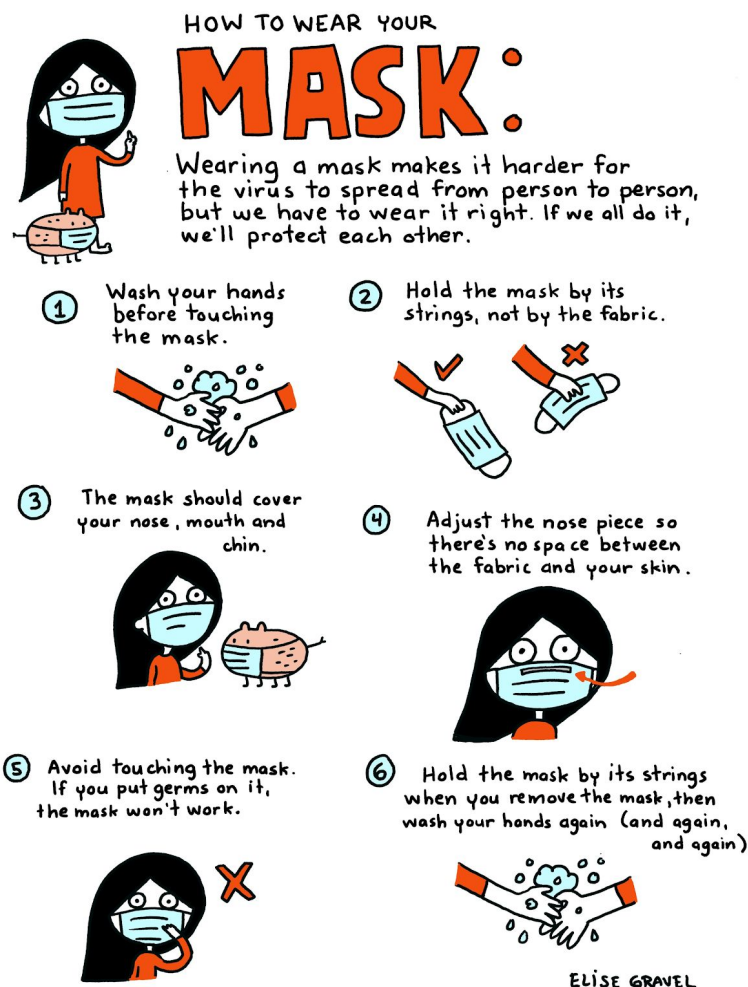


Recess and Lunch

- Each grade level has a designated time to play. (See daily Bell Schedule)
- Each grade level has a designated time to eat lunch in the classroom. (see daily Bell Schedule)
- Students participating in distance learning (Gr. 3-5) will be able to pick up lunch on campus to take home to eat.
- Students will sanitize hands before eating lunch.
- Socially distancing in the lunch line and while eating lunch.
- No sharing of food and drinks.

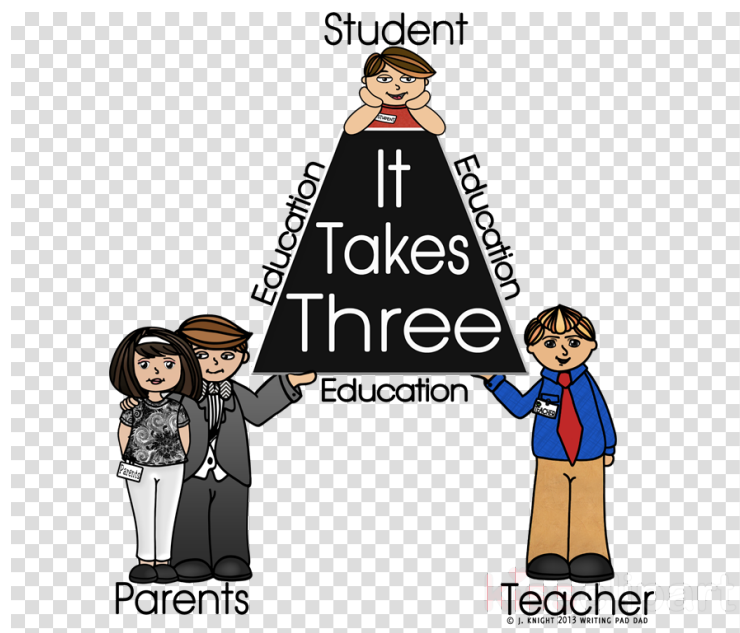
After School

- Anyone not getting help from teachers or attending A+ will be asked to leave campus.
- Each grade level has a designated area for pick up which will be the same area as the morning line up.



IMPORTANCE OF COMMUNICATION

- Check the Kuhio School website at www.kuhioschool.k12.hi.us regularly for information and updates.
- Keep contact information up to date. Inform the office **IMMEDIATELY** if there is any change in your phone number or email address.
- Answer any calls coming from the school - we may receive notice to close at any time throughout the day.
- Kuhio School will be using *School Messenger* as a communication tool. *School Messenger* communicates through email, text messaging and voice messages.
You can “opt-in” to receive text messages by texting “Y” to 67587
- For questions or to update your contact information call the school office at 973-0085.
- To contact the Principal, Student Services Coordinator, Counselor or Health Assistant, call the main office number.
- Teachers will send home information regarding their preferred method of communication.
- Be sure to check your child’s folders and/or backpack daily for any handouts or communications from the school.



IMPORTANT ROLE OF FAMILIES

Families will play an even greater role this year in the safe functioning of our school. We must work together to effectively balance learning and wellness on campus. We need your help and support with emphasizing the following with your child:

Reminding and teaching your child about social distancing. There are many times when students are independent, such as before school, at recesses, and afterschool. They will need to know how to social distance themselves.

Validate and emphasize the importance of wearing a face mask when in public. Anytime students are outside of the classroom such as entering and leaving campus, transitioning to recess and/or lunch, and when a teacher requires it in the classroom.

Taking care of others on campus by staying home when feeling ill. If your child(ren) are showing signs of the following, keep in communication with the school and stay home:

- o Fever or unusually warm
- o Coughing and/or sneezing
- o Runny nose
- o Sore throat
- o Shortness of breath and/or difficulty breathing
- o Headache, stomach ache, or nausea
- o Muscle pain and/or unusual fatigue
- o Loss of sense to taste or smell

PLEASE talk to your child and remind them that the following common behaviors of children will **NOT** be allowed:

- Sharing snacks, food, or drinks
- Hugging, shaking hands, spitting
- Exchanging cell phones or sharing/viewing cell phone screens with heads next to each other



Each child should have MULTIPLE face masks.

Each child should have a water bottle.

6 PRONGED APPROACH TO HEALTH & SAFETY



Barriers - ALL adults and students on campus are required to have a mask (CDC guidance). There will be various requirements on wearing masks on campus and will not be required the whole time (See p. 13). When masks are required in specific situations (e.g., group work), it is mandatory that students/teachers wear their masks. All adults on campus also have face shields to use when working closely with students. Sneeze guards are also available in classrooms and various locations on campus.



Social Distancing – Social distancing practices will be implemented before school, in class, between classes, at recesses, at lunch and after school. Some examples of social distancing include walking to classes in one direction and eating lunch in classrooms..



Hand Cleansing – Safe and effective hand disinfection utilizing soap and water and hand sanitizers will be expected before every class and before lunch. All classrooms will be equipped with hand sanitizer and additional common locations on campus will have hand sanitizing stations (e.g., library, office).



Wellness Checks – No student or adult will be allowed on campus with a fever. Parents should check their student for a fever at the beginning of the day. Additional illness protocols will be put into place for the school year (See p. 11). Students returning to school from an illness will be subject to additional temperature checks at lunch and after school by the School Health Assistant.



Disinfecting – High touch areas around campus (e.g., railings, benches) will be sanitized multiple times a day. Classrooms will be disinfected at the end of every day by the custodial staff.



Contact Tracing – Intermingling of students will be minimized to help with contact tracing should the situation arise. Some examples include not having school wide assemblies, assigned seating for every class, and assigned grade level areas for non-instructional times.

PROTOCOLS

Illness

Parents must call the school for every absence ((808) 973-0085). Daily communication between the school and family is requested when your child is showing two or more of the following symptoms:

- Fever or unusually warm
- Coughing and/or sneezing
- Sore throat
- Shortness of breath and/or difficulty breathing
- Headache, stomach ache, or nausea
- Muscle pain and/or unusual fatigue
- New loss of taste or smell



If two or more of the above symptoms are observed in school, the student will be sent to our isolation room (H201). The parent or guardian will be contacted to take the student home immediately. **It is vital that the school have your updated contact information, information for an emergency contact and that you answer all calls from the school.** If we are unable to contact you, the emergency medical services (EMS/ambulance) will be called to the school. If EMS is called, ***you will be responsible for any charges.***

The student will not be allowed to return to school the next day.

The school highly recommends getting tested for COVID from your primary care physician, testing facilities, or clinics. See the next page for testing sites & health access information. Communication of the testing results with our school will help to get students back to school as soon as possible.

Students may be allowed back on campus on the third day if they have been symptom-free for at least 24 hours (ideally 72 hours) ***without the use of medication.*** This is where communication with the school is important to verify whether it is ok for students to return to school.

Upon return to school from an illness, **please report to the health room at 8:15 AM to check their temperature.** Your child will **NOT** be marked tardy. We want to make sure your child does not have a fever before interacting with any other students on campus. Temperature checks will also be taken at lunch and after school on the day of return to verify that the student is fever-free.

Family and Community Resources



**HEALTH HOTLINE AND
TELEHEALTH FOR
HAWAI'I DOE STUDENTS**

(844) 436-3888
TOLL FREE

Monday – Friday,
8 a.m. – 4 p.m.

NO COST
health advice & telehealth
appointments with
Hawai'i Keiki nurses

The poster features an illustration of a nurse in a white coat and blue pants, wearing a face mask and holding a smartphone. To the right of the nurse are icons of a smartphone, a laptop, and a tablet. At the bottom of the poster are three circular logos: the University of Hawaii seal, the Nursing Department seal, and the Hawai'i Keiki logo.

COVID Testing Sites

Island Urgent Care – Kapahulu

Appointment required

449 Kapahulu Ave Ste 104 (808) 691-2619

Kapiolani Medical Center for Women & Children

Call to confirm before visit

1319 Punahou St, Honolulu (808) 462-5430

Straub Medical Center - Next to Parking Garage

Call to confirm before visit

826 S King St, Honolulu (808) 462-5430

Island Urgent Care - Kakaako

Appointment required

400 Keawe St Ste 100 (808) 691-2619

Queen's Medical Center - Punchbowl

Appointment required

1301 Punchbowl St, Honolulu (808) 691-2619

Revised 7/15; 7/18; 8/4

*All Information Subject to Change

Masks and Face Shields

Masks and/or Face Shields are **REQUIRED** on campus when:

- Interacting with another person within 6 feet of each other.
- Transitioning from home to school, from class to the bathroom, from class to recess, from class to the cafeteria, and from class to home.
- In class when the teacher requires the masks to be worn.
- Outside of the classroom.

Masks and/or Face Shields are **OPTIONAL** on campus when:

- Engaging in strenuous exercise for P.E.
- Based on teacher permission (i.e., when presenting in class to be heard clearly).

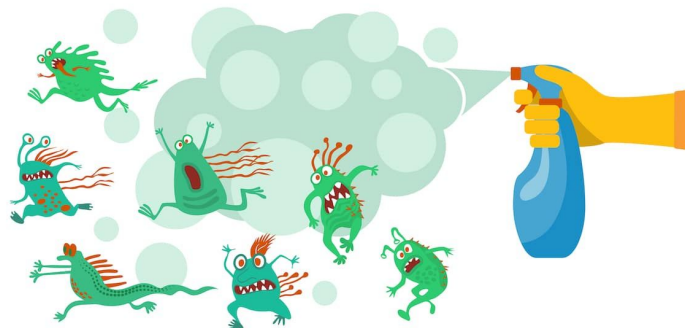
Masks and/or Face Shields are **NOT REQUIRED** on campus when:

- Eating lunch or snacks (Do not share your food & drinks).
- If a child/adult has an underlying medical condition. **A note from the doctor is required** and a face shield is recommended as an alternative.

Daily Cleaning of Facilities

School facilities will be cleaned daily. High-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains will be disinfected frequently throughout the school day.

For Technology Devices, students will be assigned a device and will be taught to clean it before each use.



CONTINGENCY PLAN FOR SCHOOL CLOSURE

In the event that an adult or student on campus tests positive for COVID-19, the school will immediately be contacted by the Department of Health. The school will then be shut down for 3-5 days. This time will be used for contact tracing by the Department of Health to determine who will need to be quarantined, and also time to disinfect the whole school by a contracted provider.

Please be aware that this contact may occur at any time; our school could shut down at any time during the school day or even at night. It is dependent upon when the Principal receives the call from the Department of Health.

Please refer to school closure instructions on the school website, and in the student and parent handbook. Classes will resume via Google Classroom and virtual meetings.

If your phone number or email changes for any reason, or your emergency contacts change, you MUST update the school immediately. It is urgent that we have current contact information for you in the case of an emergency. It is also important that you inform your emergency contact that the school may contact them about your child, if you cannot be reached.

Please make sure to unblock email messages from *School Messenger* (our messaging platform) and **OPT-IN to text messages from our school by texting "Y" to **67587 from your mobile phone**. Your mobile plan's text messaging rates apply.**

