



**Kalei`opu`u Elementary School  
Quarter 4  
Parent Handbook**

**SY 2020-2021**

## **A Message from the Principal**

Aloha Kaleiopuu Ohana,

This school year has caused us to be extra flexible, and we thank you for "rolling with the punches" that seem to come our way on a daily basis. In response to our decreasing numbers of community cases, we must be flexible yet again and prepare for in person learning. Although face-to-face learning is more effective, the schedule and guidelines that dictate the reopening is still not optimal. So quality over quantity is required more than ever. We will continue to update any changes to our procedures. Please review and prepare for the adjustments for the second semester.

Thank you,  
Alika

### **Kalei`opu`u Elementary School Priorities and Guiding Principles**

- **Physical Health and Safety** of our students, teachers, and staff
- **School Operations** from modified opening to "normal" school schedule
- **Student Learning/ Quality Teaching and Learning** using a hybrid (face-to-face, online) model
- **Support and Resources** for special populations

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## Modified Schedule and Academics

### **KES Academic Focus:**

As we continue to follow our safe practices and routines, we also shall focus on educating our students. We know that over the past few months, our students were not able to access learning the same way as it was in the past. This school year, KES will have a Face-to-Face and Blended Rotation schedule. Students will come on campus and have virtual learning on their assigned days. Students will be provided the core content (ELA, Math, Social Studies, Science), resource, Rtl, small group, social emotional learning (SEL), PBL. It will look drastically different, however our teachers and staff will strive to meet the needs of each student to ensure a proper learning environment in these exceptional times.

**Starting April 5, 2021 (subject to change and due to holidays)**

### **Q4 - Blended Groups**

Monday	Tuesday	Wednesday	Thursday	Friday
Blue (A)	Silver (B)		Blue (A)	Silver (B)
School ends 2:00 pm	School ends 2:00 pm	Fully Virtual Day School ends 1:00p	School ends 2:00 pm	School ends 2:00 pm

### **Q4 - Fully Virtuals**

Monday	Tuesday	Wednesday	Thursday	Friday
Fully Virtuals Google Classroom	Fully Virtuals Google Classroom	Fully Virtuals Google Classroom	Fully Virtuals Google Classroom	Fully Virtuals Google Classroom

### **Instructional Model:**

Our instructional model was designed to meet the needs of our learners and to follow health and safety guidelines. Our model consists of synchronous and asynchronous learning.

<p style="text-align: center;"><b>SYNCHRONOUS</b> <b>face-to-face or virtual learning</b></p>	<p style="text-align: center;"><b>ASYNCHRONOUS</b> <b>independent learning</b></p>
<p>- occurring at the same, assigned times according to a set schedule</p> <p>Teachers will provide instruction via:</p> <ul style="list-style-type: none"> <li>- <b>Face-to-face</b> = at school; per bell schedule</li> <li>- <b>Virtual</b> = at home via Google Meet; schedule to be set by homeroom teacher</li> </ul>	<p>- outside of scheduled class times, no scheduled periods</p> <p>Teachers will provide instructional materials for:</p> <ul style="list-style-type: none"> <li>- <b>Independent learning</b> = at home via Google Classroom, may be completed at different times</li> </ul>

## Virtual Learning and Communication

While in the virtual or 'at home' learning environment, the following applications will be used for students and parents to support on-line and virtual learning, as well as a way for teacher and the school to communicate with students and families:

### **Academics**

- Google classroom: on-line learning to get assignments and content from teachers.
- iReady: online learning lessons for ELA and Math.

### **Communication**

The following may be used for communication with families about class-related information, reminders, upcoming events, school-related information:

- Class Dojo
- Remind
- School Messenger
- School Website

### **School Closure**

In the event of a school closure because of COVID-19 KES will shift to a distance learning model.

- Teachers will communicate with students via students' Hawaii DOE Gmail accounts.
- Teachers will communicate with parents via email, class communication tools such as tele/video conference or phone.

- The school will communicate with families via the school website, social media accounts, and school messenger system which includes text, phone calls and email.
- Instruction will be provided remotely by teachers using a combination of the following:
  - Google Meet for video conferencing
  - Pre-recorded instructional lessons for students to view online
  - Electronic and paper packets distributed to students
  - Google Classroom

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## **Health and Safety**

### **Mask Preparation:**

This school year, ALL adults on campus must wear a mask. Students will be required to wear a mask while outside of the classroom during transitions from one place to another (for example: classroom to the cafeteria).

Within the classroom, the teacher will instruct students when the masks are to be worn depending on the activity and ability to be socially distant. Masks are encouraged but not required when students are engaged in strenuous activities such as recess and P.E., however social distancing is required.

Here is additional information regarding face masks:

- Parents are responsible for providing students with face coverings or masks.
- Find masks that your child can wear comfortably for the majority of the day.
- Please label the mask(s) so your child knows it is his/her mask(s).
- Plan to send your child with 2 to 3 masks per day. This is in case it gets dirty or your child loses one.
- Practice with your child on how to wear masks and to be able to wear it for long periods of time.
- Practice with your child where to put the mask when he/she is not using it. This way, it does not get lost or does not fall on the ground. Some ideas include: clip to a lanyard or bag, placing it in the pocket of clothing.
- Practice with your child on what to do with his/her mask when it is time to drink water or eat lunch.
- Remind your child not to touch other people's masks.
- Remember to practice daily - no touching of the face, hand sanitizing, washing correctly with soap and water.

- Students with an underlying medical condition shall inform their teacher and administration and will not be required to wear a mask. A doctor's note is required.

**Handwashing:** Please help us reinforce regular and thorough hand washing. This will be a part of our new rituals and routines taught by our teachers.

- After wetting hands and applying soap, have your child rub hands, fingers, and all surfaces for 20 seconds (Happy Birthday Song 2x).
- Rinse thoroughly.
- Dry hands with a paper towel.
- Use the paper towel to turn off the faucet.
- Throw the paper towel away so no one else can touch it.

**Morning Check at Home:** Students must stay home if they are feeling sick. Prior to coming to school, the following checklist of general symptoms may help. Any adult can check for symptoms. If your child has at least two of these symptoms, he/she may be sent home.

- Fever (higher than 100°F or hot to the touch)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness, weakness)
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting (stomach ache)
- Diarrhea

**In the Event of COVID-19 Cases:**

- When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who **has tested positive:**
  - The Hawaii State Department of Health (DOH) will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.

- The DOH will work with the school principal if someone (student or employee) at the school is identified as being affected by COVID-19, including contact tracing.
  - The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- **Cleaning of Facilities Protocol in Case of COVID-19 Confirmed Case**
- When there is a confirmed case of COVID-19 on a school campus, protocols will intensify as decisions about closing school facilities, the duration of, and communication with stakeholders will be necessary.
  - Kalei`opu`u Elementary will follow protocols set forth by the HIDOE and DOH to clean and disinfect facilities.

**Classrooms:**

- Each classroom will be considered a "pod" or family unit and to the greatest extent possible, each pod will be limited in interaction or exposure to other pods.
- Students and staff will practice proper social distancing by maintaining a 6-foot distance to the extent possible.
- The desks will be situated 6 ft. apart from one another to maintain social distancing.
- Windows and doors will be open to properly ventilate classrooms when possible.
- Supplies will not be shared amongst students.
- Frequent handwashing or hand sanitizing including:
  - Upon arrival
  - Before and after meals
  - After bathroom use
  - After coughing or sneezing
  - In between classes
  - Before dismissal
- The entry/walkway outside of classrooms will be marked 6 ft. apart with dots or other identifying markers.
- Hallways- adults to monitor students for social distancing and safety.
- Desks shields have been provided.
- Face coverings:
  - Students required to wear face coverings outside the classroom. Face shields will be provided.
  - Teachers are required to wear masks at all times when students are present including during instruction. Face shields provided.



**Social and Physical Distancing:**

- Students and staff will practice proper social distancing by maintaining a 6-foot distance to the extent possible.
- Classrooms will be physically arranged to promote health and safety, maintaining required distancing between student(s) and student work areas. Students will be assigned seats in every classroom.
- Students will practice social distancing and must wear masks during recess, lunch, and passing times.

**Shared Use:**

- Students will keep their personal belongings and school supplies in their backpacks or school bags.
- No sharing of food, utensils, or school supplies.
- Students are to bring their own water bottles to school daily.

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## **School Procedures and Operations**

Due to the need for social distancing and maintaining the health and safety of everyone, please follow these procedures:

**Morning Drop-off:**

- **Students walking to school**- students are to come no earlier than 7:45am unless eating breakfast. Students are to find their spots and wait until released to their classes. Parents are to drop-off children then leave campus immediately after. This is due to social distancing, health and safety.
- **Students coming by car** - All traffic rules apply (drop-off only, no parking, follow all speed limits). Please have children ready to exit out of the car to maintain the flow of traffic. Students are to come no earlier than 7:45am unless eating breakfast. Students are to find their spot and wait until released to their classes.
- **Students coming by bus** - Students need to be following bus transportation expectations and rules. Students are to find their spots and wait until released to their classes.
- Students will not be allowed to closely socialize with other students. Students will need to stay at their designated markers and face forward.

- Other students not eating breakfast will wait at their marker until the flag goes up (around 7:20am). Students will be guided to their designated buildings.. Students will use social distancing when walking.
- Once the students arrive at their designated buildings they will find their markers on the ground, all face in one direction and sit at their marker until the first bell or when their teachers open the classroom.

#### **After School Release Procedures:**

1. Students will not be allowed to closely socialize with other students. No student will be allowed to hang out on campus after the bell rings due to health reasons and the safety of everyone.
2. Regardless of how the student goes home, make sure your child knows how he/she will be going home before they leave school.
3. If there is a change in how your child is going home, please let the teacher or the office know.
4. **Students going home by car (1:50)**- Students waiting for parent/guardian pick-up will wait by the designated area and sit on social distancing markers until the parent/guardian picks them up. Students that are being picked up by a parent/guardian, are to be picked up no later than 1:15pm. All traffic rules apply (pick-up only, no parking, follow all speed limits). Please pick-up your child ON TIME.
5. **Students going home by bus (1:55)** - Bus students will be released 5 minutes prior to the release bell. Students need to go straight to the bus. Students need to follow bus transportation expectations and rules. Please make sure your child has his/her bus pass to get home.
6. **Students walking home (2:00)** - students are to leave right after being released. No loitering. Older siblings may pick up their younger siblings at their classes for walking home, bus, or car pick-up.
7. **Student Going to A+ (2:00)** - grade K and 1 students will be picked up from their class. All other students will go to the covered walkway and wait on a dot. A+ leaders will pick them up. There is a Group A and Group B. A+ ends at 5:30 pm. Servicing days are Mondays, Tuesdays, Thursdays, Fridays. After-school care only and no Wednesdays due to fully virtual days. All A+ expectations are to be followed and adhered. Contact number 808-291-6664.
8. After-school Activities/Clubs/Field Trips are postponed until further notice.
9. Subject to change on rainy days.

### Dismissal Schedules:

- Staggered Dismissal
  - 1:50 Car riders
  - 1:55 Bus riders
  - 2:00 Walkers/A+

### Waiting Areas:



### Breakfast:

- Breakfast bell will be at 7:10am. Breakfast service in the cafe will begin at 7:15 a.m. and end at 7:45 a.m.
- A line will be provided for students eating breakfast on their face-to-face days.

- Students will not be allowed to socialize in the cafeteria or get out of their seats to talk to other students.
- Students will be sitting socially distanced in the cafe on face-to-face days.
- No parents or students should be loitering in the cafe. Parents cannot sit with their children during breakfast due to the COVID-19 situation.
- Meals will continue to be free for all children until the end of the school year.

**Lunch:**

- Students not in school on their virtual day can pick-up a drive-through breakfast/lunch from 10:30a - 12:30p .
- Meals will continue to be free for all children until the end of the school year.
- A parent can pick-up meals for all of his/her children. Students can come by themselves, however, must exercise caution when walking on campus.
- If your children are with you, verification documents are not needed. You will receive meals for the children present.
- If parents and guardians pick up meals without children present, you must show one of the following verification documents:
  - official letter or email from school listing children enrolled
  - recent student report cards, attendance records from parent portal of school websites
  - birth certificates
  - student ID card,
  - drivers permits/ license for high school students
  - state- issued ID card
- Students will be sitting socially distanced in the cafe on face-to-face days.
- Students will not be allowed to socialize in the cafeteria or get out of their seats to talk to other students.

## Grab 'n Go Meal Service Schedule Changes

- will continue to be provided for FREE for ALL children through the end of the school year
- service will follow the school lunch schedule starting at 10:30 am & end @ 12:30pm so students do not miss their instructional time
- you may pick up for all your children at one time
- please see our Class Dojo or school website for more info

### Schedule

- starting at 10:30 am  
Kinder & 3<sup>rd</sup> Grade
- starting @ 11:05 am  
1<sup>st</sup> & 2<sup>nd</sup> Grade
- starting @ 11:40 am  
4<sup>th</sup> Grade
- starting @ 12:00 pm  
5<sup>th</sup> & 6<sup>th</sup> Grade



**Snacks:**

- If your child brings a snack, it cannot be shared.

**Water:**

- Due to health and safety concerns, students need to bring their own water bottle. Please label your child's name on the water bottle. There are two "no-touch" water dispensers available. It is advised to have children come to school with bottles pre-filled and encouraged to use the "no-touch" water dispensers.

**Daily Attendance:**

- Please make sure your child is in school regularly during his/her face-to-face and virtual times. Attendance will be taken **daily**. Although the school schedule is different, the expectation of learning is still a priority.
- Please notify your child's teacher or the office at 675-0266 ext. 601 (Absentee Hotline), if your child will be absent.
- Tardies: Children coming after the 7:50 a.m. bell will be considered tardy. Students grade 1-6 will go immediately to class and fill out tardy slips at the

classroom. Kindergarten students will report to the office if tardy to receive assistance.

- Any student sent home due to illness should be excluded from school until symptom-free for at least 24 hours without the use of medication.
- The student should bring written documentation within 3 days of the student's return to school. No handwritten notes will be accepted. Documentation will be submitted to the teacher. Written documentation examples are as follows:
  - Doctor's note
  - Dentist note
  - Obituary or funeral notice
  - Court notice

### **Visitors:**

In order to limit the exposure to our students on campus, we asked that parents and visitors follow these guidelines:

- Parents are not to loiter. Please help KES by leaving immediately after drop-off or picking up your child. This is to help lessen the number of individuals on campus.
- Please wear your masks. ALL individuals are required to wear masks.
- To decrease contact and to support social distancing, only school staff will be allowed on campus. Do not go beyond marked areas.
- Appointments are required. If you need to speak with a staff member (administrator, teacher, counselor, SSC, office staff) please call the school and make an appointment at 675-0266.
- If parents need to do an early release, a note needs to be sent to the teacher in the morning or call the office ahead of time.
- Teachers are to notify the office in the morning of student release, so the office can prepare release forms.
- If parents call the office first, the office will contact teachers to give a heads up as to what time parents will be coming to allow teachers and students to prepare any assignments and gather belongings.
- Students will not be released from their classrooms until parents arrive at the office and sign out children first. The office will call classrooms when these steps are complete.
- Please have an ID for verification.

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## Cleaning and Sanitation

Cleaning and sanitation will be done routinely throughout KES. As a team effort, everyone can play a vital role in keeping the KES family healthy and safe by wearing masks, handwashing, social distancing and follow our school procedures

### **Cleaning and Sanitizing of Facilities and Devices:**

- Kalei`opu`u will minimize the sharing of items that are difficult to clean or disinfect/ we will be avoiding sharing electronic devices.
- Kalei`opu`u will be cleaning school facilities and adhere to the guidance from the CDC and the State Department of Health. Special attention will be given to high-touch areas, such as doorknobs, light switches, counters, desks and chairs, and water fountains.

### **Cleaning Routines Across Campus:**

- Disinfectant spray bottles and paper towels will be provided in every classroom.
- High touch surfaces such as light switches, door handles, desks, and chairs will be wiped down regularly.
- High touch areas in classrooms, offices, and cafeteria will be disinfected daily using EPA approved disinfectant cleaners.

### **In the Event of COVID-19 Cases:**

- When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who **has tested positive**:
  - The Hawaii State Department of Health (DOH) will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
  - The DOH will work with the school principal if someone (student or employee) at the school is identified as being affected by COVID-19, including contact tracing.
  - The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- Cleaning of Facilities Protocol in Case of COVID-19 Confirmed Case
  - When there is a confirmed case of COVID-19 on a school campus, protocols will intensify as decisions about closing school facilities, the duration of, and communication with stakeholders will be necessary

- Kalei`opu`u Elementary will follow protocols set forth by the HDOE and DOH to clean and disinfect facilities.

It is imperative that all members of our school community remain committed to the health and safety protocols and procedures listed in this document and in any future communications to help keep students, staff and faculty safe.

### **Healthroom:**

If a student becomes ill, the parent/guardian will be called to pick up the child immediately. The student will be placed in a supervised area “Waiting Room” until he/she is picked up.

- Please wear your mask.
- Pick up your child right away if he/she is sick.
- You may pick up your child from outside the health room. Do not stop at the office. Check-in with Ms. Ralyn Valencia - School Health Assistant to sign-out and release your child.
- Please be sure to have your ID.
- Any student sent home due to illness should be excluded from school until symptom-free for at least 24 hours without the use of medication.
- Student should bring written documentation within 3 days of the student’s return to school. No handwritten notes will be accepted. Documentation will be submitted to the teacher. Written documentation examples are as follows:
  - Doctor’s note
  - Dentist note
  - Obituary or funeral notice
  - Court notice

### **Birthdays and Celebrations:**

Due to the health and safety of all our students, please help with the following:

- Goodie bags will not be permitted.

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## **Social-Emotional Safety and Support**

Social & Emotional Learning (SEL) is an important part of developing the whole child. SEL is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.



SEL Competencies:

1. Self-Awareness
2. Self-Management
3. Social Awareness
4. Relationship Skills
5. Responsible Decision Making

In response to COVID-19, our counseling staff are creating a plan to address SEL support because we understand the importance of building an emotionally safe school community for every student and adult. We need to re-engage students and adults, due to the loss of social interaction and common fears with COVID-19. We will ensure every student and adult on campus will be connected to at least one adult at school.

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## **Other School-Related Information**

### **Morning Preparation to Come to School:**

Please help your child(ren) be ready for school and learning by making sure he/she has the following items:

- Backpack, homework, planner and school supplies ready
- Clothed appropriately according to dress code guidelines
- Covered shoes and socks
- Mask
- Apply sunscreen
- Waterbottle
- Lunch account paid up
- Knows after school procedures for going home

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## **Parent Involvement/Parent Engagement**

- School functions and assemblies will no longer be scheduled as social distancing is not feasible.
- PTO functions will also be affected. All planned events will be on hold until further notice.

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*\*Subject to change  
v.4/2/2021*

## Bell Schedule

**KALEI'OPU'U ELEMENTARY SCHOOL**  
**BELL SCHEDULE**  
**2020- 2021 SY**

START TIME	END TIME	ACTIVITY
7:10 A.M.	7:45 A.M.	Breakfast
7:50 A.M.		Warning Bell for Students
7:55 A.M.		School Day <i>BEGINS</i> for Students
9:45 A.M.	10:00 A.M.	Recess: 4th, 5th, 6th
10:05 A.M.	10:20 A.M.	Recess: PreK, Kinder, 1st, 2nd, 3rd
10:30 A.M.	11:00 A.M.	Lunch for Grades K & 3rd
11:00 A.M.	11:15 A.M.	Recess: Kinder: F-field 3rd: Ho`ae`ae Fire Lane
11:05 A.M.	11:35 P.M.	Lunch for Grades 1st & 2nd
11:35 A.M.	11:50 A.M.	Recess: 1st: H-field 2nd: Ho`ae`ae Fire Lane
11:40 A.M.	12:10 P.M.	Lunch for Grade 4
12:10 P.M.	12:25 P.M.	Recess: 4th: Ho`ae`ae Fire Lane
12:15 P.M..	12:45 P.M.	Lunch for Grades 5th & 6th
12:45 P.M.	1:00 P.M.	Recess: 5th: Breezway 6th: H-field
1:50 P.M. - 2:00 P.M.		Student Release Time: 1:50 - Car Pick Up 1:55 - Bus Riders 2:00 - Walkers

*TENTATIVE ... ALL TIMES AND ACTIVITIES ARE SUBJECT TO CHANGE*

REV07/29/2020

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*\*Subject to change  
v.4/2/2021*