



Kealakehe Elementary Reopening Handbook SY 2020-21

Kealakehe Elementary School
74-5118 Kealakaa St
Kailua-Kona, HI 96740
Phone: (808) 313-7900
Fax: (808) 327-4347
Website: kealakehe.k12.hi.us

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- [Beyond Recovery: Reopening Hawaii - Hawaii.gov](#)
- [HIDOE Reopening Schools Guidelines](#)
- [Hawaii State DOE Return to Learn: School Reopening Plan Health and Safety Handbook](#)
- [2020-2021 Official School Calendar](#)
- HIDOE Memos
 - [Return to Work memo 5.26.20](#)
 - [Superintendent's letter to parents/guardians 6.5.20](#)
- Hotline for HIDOE student-related health questions: (844) 436-3888 (toll free)

Introduction

The mission of Kealakehe Elementary School is “to provide a quality education that meets the academic, social, creative, emotional, and physical needs of all students in a safe and nurturing environment.” Our commitment to our students remains steadfast in these uncertain times. As we transition into “recovery” then onto “new normal,” we shall adopt safe practices to ensure a safe learning environment for our staff and students.

In planning for reopening, we will move forward with the same 3 Personal Standards that guide us as Kealakehe Warriors: Make wise decisions...Solve problems...Show respect.

The purpose of this handbook is to provide health and safety guidance and specific school protocols during a pandemic. School routines, procedures, and schedules have been carefully examined and adjusted to align with guidance from the Centers for Disease Control (CDC), Department of Health (DOH), Hawaii State Board of Education (BOE), Hawaii Department of Education (HIDOE), and Hawaii State Teachers Association (HSTA) to enable our students to return to school as safely as possible.

The information may be subject to change. Thus, this handbook is a living document that will be revised and updated, as needed. Please take some time to review this document and let us know if we can further clarify any areas of concern. We greatly appreciate the role we all play in ensuring the success of this plan and the safety and health of our KES ‘ohana. *Together we can!*

Learning Models

Kealakehe Elementary School has outlined learning models

Number of cases per 200,000 persons within the last 14 days	0 -10	11- 40	41- 100	101 - 400	401+
CDC Risk of Transmission	Green Model Lowest Risk	Light Green Model Lower Risk	Yellow Model Moderate Risk	Orange Model Higher Risk	Red Model Highest risk
Kealakehe Elementary	In Person Learning	Blended Learning (Full Day)	Modified Blended Learning (Half Day)	Full Distance Learning	Full Distance Learning for ALL
	<u>GREEN</u>	<u>LIGHT GREEN</u>	<u>YELLOW</u>	<u>ORANGE</u>	<u>RED</u>

Pursuant to the BOE resolution adopted on June 18, 2020, “BE IT FURTHER RESOLVED that the Board decrees that the Department may consider distance learning and hybrid learning equivalent to in-person learning for purposes of calculating instructional days and student hours and meeting the requirements of Section 302A-251, HRS, provided that the Department issues clear directives to schools and guidance to families and the public regarding how Department schools must calculate instructional days and student hours in distance learning and hybrid learning settings;...”

Families who wish to pursue 100% distance learning for their child(ren) in the 2020-21 school year may opt into Kealakehe Elementary School’s K-5 100% Distance Learning/Acellus option. Students will receive Common Core State Standards-based online instruction and assessment through the ACS WASC accredited Acellus Academy while remaining a student at Kealakehe Elementary School. Attendance in the program will be monitored by an assigned Kealakehe Elementary teacher and demonstrated through daily lessons completed online. Quarterly report cards will be distributed. Since 100% Distance Learning/Acellus students are enrolled at Kealakehe Elementary, they shall remain eligible to receive school meals, counseling, and participate in on-campus health clinics/screenings and picture taking.

If you have not yet done so, please complete the **Learning Preferences Survey** to let us know what type of learning experience you prefer for your child(ren). There is an option for 100% Distance Learning/Acellus which enables your child(ren) to be enrolled at Kealakehe Elementary and receive other services. Please answer all questions for every child enrolled at Kealakehe Elementary. This information is critical for us to determine personnel needs and ensure that your children’s educational needs are met. **Survey Link:** <https://bit.ly/2BzNNih>

Health and Safety

The following section outlines Kealakehe Elementary School's health and safety procedures for staff, parents/guardians, and all students receiving face-to-face learning on campus. To do this as safely as possible, we are committed to implementing recommended procedures as outlined in [Guidance for Reopening Schools](#).

Pre-Screening at Home (Wellness Check for Families and Staff)

Parents/Guardians are being asked to assist us in ensuring a safe campus by conducting a wellness check on child(ren) prior to sending them to school.

All staff are also expected to do the same wellness self-check before coming to school.

The wellness check should include the following observations:

- Feverish or unusually warm (has flushed cheeks)
If you are able to, use a thermometer to take your child's temperature.
- Coughing/Sneezing
- Sore throat
- Shortness of breath/Difficulty breathing
- Headache/Stomachache/Nausea
- Muscle pain/Unusual fatigue
- New loss of taste or smell

*** If any of these symptoms are present, the child or staff member should NOT attend/report to school. 100+ degrees is considered a fever as per DOE guidance.

Please note: Teachers will conduct a general symptoms screening before students enter the classroom each morning. If a teacher or staff member is concerned about a child's health, the child will be referred to the Health Room. The School Health Assistant (SHA) will check the child's temperature and evaluate the child's general health using the list of symptoms above. If the SHA confirms any symptoms from the above list, the parent/guardian will be contacted and asked to pick up the child. It's very important that the school has updated emergency contact information for this purpose.

Entering/Exiting Campus

STAFF

- All staff shall wear masks/face coverings upon accessing the campus.
- All staff shall use the main entrance ONLY to access the campus.
- Staff using the lower/F-field parking lot, shall use the fire lane (driveway) to walk up and through the courtyard to the office.
- Staff using the north/D-field parking lot, shall use the sidewalk to walk to the main entrance, as D-field will be closed every morning before school.
- All staff shall immediately report to the office entrance area for a general health screening (self-check using general health symptoms list) and touchless temperature scan PRIOR to accessing classrooms/offices.
- Teachers will sign in online using a weekly Google Sheet. This will be done upon arrival in their classrooms. Teachers will be sent a link to the spreadsheet via their school issued gmail account, or their personal email if they are a new teacher.
- Non-teaching staff will sign in inside the office using a hand scanner. The hand scanner will be disinfected after each use.

STUDENTS

- Buses and car drop-off will continue in the main parking lot above the cafeteria.
- The north/D field parking lot may be used for car drop off. However, D-field will be closed and all foot traffic will be directed to use the sidewalk leading to the main entrance for campus access.
- All students must access the campus using the main entrance steps leading into the main courtyard next to the cafeteria.
- Markers along the steps/walkways may be utilized to assist in directing traffic flow and help with social distancing.
- Tardy students will report to the visitor tent at the bottom of the main entrance steps for a general health screening and temperature check; they will receive a “CLEAR” sticker marked with a “T” to wear before proceeding to their classroom.

PARENT/GUARDIANS/ESSENTIAL VISITORS

- All parents/guardians/essential visitors shall use the main entrance ONLY to enter and exit the campus.
- Parents/guardians/essential visitors arriving ANYTIME from 7:45am-4:30pm must check in at the visitor tent at the bottom of the main entrance steps for a general health screening and temperature check. They will be given a dated “CLEAR” sticker to wear before proceeding to the office.

- Parents/guardians wanting to walk with their child onto campus before school will need to follow the same procedures described above. Parents/guardians may no longer walk their children to class (see page 13, Supervision Before School)
- Parents/guardians/essential visitors are asked to not gather and socialize with families and friends while on campus.
- To limit exposure, nonessential visitors and volunteers will be restricted until further notice.
- [Visitor Health Screening Checklist](#)

Daily Health Screenings at School

STAFF

- Upon arrival on campus, all staff will have a touchless temperature scan outside the office, and a general health screening (e.g., a self-check using the general health symptoms list).
- A staff member with a fever of 100+ degrees and/or illness symptoms will be sent home and a substitute will be called in, as needed.

STUDENTS

- Each morning, teachers will visually assess students' general health before entering the classroom.
- If a teacher or staff member is concerned about the health of a student, they will send the student to the health room for a general health screening and temperature check by the School Health Assistant (SHA).
- The SHA will use the following general health screening questions:
 - *Do you feel hot or feverish?*
 - *Do you have a sore throat?*
 - *Have you been coughing and sneezing recently?*
 - *Do you have any trouble breathing?*
 - *Do you have headaches, sore stomach, muscle pain?*
 - *Do you have a new loss of sense of smell or taste recently?*
 - *Have you experienced a shortness of breath or difficulty breathing?*
 - *Do you have chills?*
 - *Have you experienced congestion or a runny nose?*
 - *Have you experienced nausea, vomiting, diarrhea?*

***** If ANY of these symptoms are present, the student will be isolated/monitored and the parent/guardian/emergency contact will be called to pick up the child from school.**

***** The sick student will need to be signed out at the health room by a parent/guardian or adult on file as an Emergency Contact. Whoever is picking up the child will need to show ID to the SHA and have cleared the general health screening and temperature check in the visitor tent upon arrival.**

***** Please note that the health room will be accessible ONLY via the exterior door, located to the right of the main office door. Kindly use this door to access the health room for any reason.**

- Touchless thermometers will also be utilized in screening procedures for students.
 - Students with a fever (i.e., 100 degrees or higher) will be verified by the SHA. If confirmed, the student with a fever will be isolated/monitored and the parent/guardian will be contacted to pick up their child from school (see above for sign out procedures).

“Per the CDC, schools are not expected to screen students or staff specifically for COVID-19. The purpose of screening would be for general illness symptoms. Any teacher or designated adult can perform the screening. No special training is required.” [HEALTH/SAFETY GUIDELINES FOR REOPENING OF SCHOOLS](#)

Schoolwide Preventative Measures

MASK USE

- Teachers/staff are responsible for supplying and maintaining their own personal masks.
- Parents/guardians will be responsible for providing students with clean masks.
- Kealakehe Elementary will have backup disposable masks available for staff and students who need them.
- Teachers/staff and students will wear masks outside at all times, except while at recess, assuming classes are kept apart.
- Teachers/staff and students will wear masks inside ALL rooms in accordance with physical distancing guidelines.
- Visitors/parents/guardians will wear masks at all times while on the Kealakehe Elementary campus.



MASK USE REFERENCE CHART

<i>MASKS ON!</i>	<i>MASKS MAY BE REMOVED</i>
ON SCHOOL BUSES	
BEFORE/AFTER SCHOOL	
WHILE WALKING IN SHAKA LINE	
WHEN OUTSIDE	DURING RECESS (CLASSES ARE NOT MIXING ON FIELD)
INSIDE <u>ANY</u> ROOM WHEN SOCIAL DISTANCING <u>NOT</u> POSSIBLE (LESS THAN 6FT APART)	IN ROOMS <u>WITH</u> SOCIAL DISTANCING (AT LEAST 6 FT FROM OTHERS) AT TEACHERS' DISCRETION
TEACHER USING FACE SHIELD AND LESS THAN 6 FT AWAY **	DURING TESTING OR OTHER ACTIVITY IF PHYSICAL BARRIER IS USED (e.g., PLEXIGLASS OR VINYL)
WHEN STAFF ENTERS <u>ANY</u> ROOM	

ALL VISITORS AND PARENTS/GUARDIANS WEAR MASKS ON CAMPUS AT ALL TIMES	
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**** Acrylic** face shields have been provided as an additional protective device for all KES teachers to use during instruction, as appropriate. The CDC recommends that face shields are not to be used *instead* of cloth face masks. A face shield must be used *together* with a cloth face mask when physical distancing (at least 6ft) is NOT possible. However, the teacher may choose to remove their cloth mask underneath their face shield if physical distancing is possible, OR if a physical barrier (e.g., vinyl or Plexiglass barrier) is also being used.

HEALTH ROOM AND ISOLATION ROOM

- Students will have a visual general health screening by their teacher before entering the classroom in the morning and will be sent to the health room with a *Health Room Referral* (and their backpack) if they show any signs of general illness, as per the DOE approved symptoms list.
- The ONLY entrance to the health room will be from the exterior door to the right of the main office door. There will be NO entry permitted from inside the office.
- The School Health Assistant (SHA) will sit just inside the front room and greet and triage students as they come to see her.
 - When a student visits the health room with a *Health Room Referral* in hand, the SHA will greet the student at the door, read his/her *Health Room Referral*, check the student's temperature using a touchless thermometer, and screen the student using the general health screening questions.
 - If a student is exhibiting any symptoms of general illness, and/or has a fever of 100+ degrees, he/she will be sent to the monitored isolation room (P4) with their backpack. Students will be escorted to the isolation room (P4) by a staff member, as needed.
 - SHA will contact his/her parent/guardian (or other adult listed as an Emergency Contact) for pick-up.
 - SHA will call the isolation room staff to notify them that a student is on their way. Isolation room staff will maintain a daily log of all students arriving and departing.
 - The parent/guardian picking up an ill child will need to stop at the visitor tent at the bottom of the main entrance stairs for a health screening and temperature check. They will need to obtain a dated *CLEAR* sticker before proceeding to the health room to sign their child out.

- SHA will call down for the student to be sent up and meet the adult. A staff member will escort the ill child, as needed.
- SHA will provide the parent/guardian with written DOH guidance regarding when their child may safely return to school.
- If a student has been referred for first aid, daily prescribed medicine, or other medical needs and is NOT showing any symptoms on the general health screening list, nor has a fever, SHA will attend to the student in the back area of the health room.
 - SHA will provide basic first aid or other care and have the student return to class.
 - SHA will contact the parent/guardian for pick-up, as needed.
- SHA will maintain a digital log of all student health room visits.
- The isolation room (P4) will be staffed Monday, Tuesday, Thursday, and Friday from 7:45am - 10:45am (7:45am - 10:30am on Wednesday).
- The isolation room (P4) will be furnished with folding cots, and clear vinyl curtains between the cots.
- The isolation room (P4) cots will be disinfected after each use.

HAND HYGIENE

- Hand sanitizer will be available at the entrances of school, near or inside of classrooms, and in all meeting areas (e.g. library, cafeteria, offices).
- All students and staff should wash or sanitize their hands frequently, including upon arrival, before and after snacks and meals, after recess, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.
- Hands should be washed with soap and water for at least 20 seconds and hand sanitizer will contain at least 60% alcohol.
- Restrooms, sinks, and sanitizing stations will be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

STUDENTS WITH HIGH-RISK MEDICAL CONDITIONS

- Parents and families should be encouraged to consult their child's healthcare provider to discuss the appropriateness of students with high-risk medical conditions attending campus for in-person instruction. This also includes students who depend on mechanical ventilation and students with tracheostomies.
- Please contact administration if you have concerns due to high-risk conditions.

HOMESCHOOL

- Parents who are reluctant to send their children to school while Hawaii continues to deal with the community spread of COVID-19 and do not wish to

participate in the 100% distance learning/Acellus option may choose to homeschool their children. Homeschooling is a parent-initiated educational alternative to compulsory school attendance. An Exception to Compulsory Education form (Form 4140) or a letter of intent to homeschool must be sent to the principal. Please go to the HIDOE website for more information on the requirements for homeschooling.

PROMOTING AWARENESS

- Signage and physical guides, such as tape on floors, paint on sidewalks, and signs on walls, are in place to ensure expectations are clearly communicated and daily reminders are provided.
- Posters and signage focusing on general health symptoms and healthy habits such as handwashing are posted across campus and in high traffic areas.
- All rooms have a designated one-way entrance and exit to the greatest extent possible.
- Everyone will promote and practice personal hygiene. “Healthy Habits” will be covered daily for at least the two first weeks of school to ensure the entire student body population has basic knowledge of personal hygiene, social and physical distancing and schoolwide expectations.

CLEANING AND DISINFECTING OF CAMPUS

- All classrooms, offices, and common areas will be cleaned and disinfected everyday, as follows:
 - M, T, TH, F: 2:15pm - 6:00pm
 - W: 1:15pm - 6:00pm
- All restrooms will be cleaned and disinfected twice daily, M-F: mid-morning and after school.
- [Hawaii DOE Office of Facilities and Operations Cleaning & Disinfecting Your Facility Based on CDC Recommendations for Covid-19](#)

CLASSROOMS

- Single student desks will be arranged in rows to ensure 6 feet distance between students.
- Students and staff will enter the classroom at the designated entrance door and exit the classroom through the designated exit door.
- Students will keep belongings in a container next to his/her desk to minimize movement around the classroom. One-gallon plastic bags will be provided to teachers for students' supplies.
- Students will be provided with personal name magnets to use when going to the restroom to help manage limited restroom capacity due to health and safety guidelines.
- Students will not share materials, books, supplies, manipulatives, or toys. Teachers are encouraged to cover shelves and allot such materials to students in labelled ziplock bags for their personal use in class.
- Classroom libraries will be maintained by teachers in such a way that students do not browse/touch books. Teachers will help students select books to read and take home. Books will be "quarantined" in a container upon return for one week before being reshelfed.
- Blended Learning and 100% Distance Learning/Acellus students will be assigned a device to be used exclusively at home for Distance Learning (signed contract and parent pick up required).
- Classroom windows will remain open whenever possible to allow for air circulation.
- Each classroom will be provided with cleaning supplies and hand sanitizer (as outlined in MOU dated 6/26/20, line 126).

Sample Classroom Setup





Daily School Operations

Before Start of School Procedures

- Campus opens to students at 7:45am M-F.
- Bus and Parent/Guardian drop off in main parking lot: 7:45am
- [Revised Before Start of School Procedures](#)

Free Bus Service

- Bus service will be FREE for all KES students for SY 2020-21. A bus pass is required for your child. Please click here [How to Apply for a Free Bus Pass](#) for instructions on how to obtain one.
- Buses will drop off students in the main parking lot around 7:45am and depart school at 10:55am on M, T, TH, and F.

Recess

- Grade levels will have designated times to coordinate movement breaks on the field, a few classes at a time, for blended learning students on campus.
- Teachers will supervise their classes.
- Students will remain with their classmates during recess (no mixing of grade level classes during recess).
- Students may remove masks during recess while social distancing.
- Playground equipment may be used by one class at a time.
- Classroom equipment will not be shared among classmates.
 - Teachers may assign classroom equipment (e.g., hula hoops, jump ropes, etc.) to be played with by individual students each day and utilize a rotational system to allow all students to have an opportunity to play with classroom equipment.

Free Meals

- All students are eligible for FREE MEALS for SY 2020-21 as per the Community Eligibility Provision (CEP) beginning August 1, 2020.
- Families must complete the CEP Survey (one per child).
- Students will not eat meals on campus.
- Lunches and breakfasts (for the next morning) will be pre-packed and bagged for Blended Learning students on campus to pick up inside the cafeteria prior to dismissal and take home.
- Teachers will take a meal count for their blended students on campus so the Cafeteria Manager can plan many to-go meals to pre pack.
- Curbside Grab-and-Go meal service will also be available for students on their

distance learning days, and for students enrolled in the 100% Distance Learning/Acellus option. Curbside service is currently M-F 10:45am - 11:30am in the main parking lot, except for weekends and holidays. Service will be adjusted to 11:00 - 11:30am when blended learning students return to campus. Parents/guardians must show a meal card or other acceptable ID for all students not accompanying the parent/guardian.

- Teachers will have a 30-minute duty free lunch.

End of School Day/Dismissal

- Procedures for dismissal have been adjusted to ensure the health and safety of our students, families, and staff.
- To ensure safe transitions and allow students to pick up their meals-to-go, a staggered dismissal schedule will be in place between 10:30am and 10:45am on M, T, Th, F.
- Buses will depart school at 10:55am (10:40am on Wednesdays).
- Parent pick up will begin at 10:45am (10:30am on Wednesdays).
- Parents/guardians are encouraged to wait in their vehicles or off campus for their children to join them.
- Staff will use a walkie talkie system to call student(s) waiting in the cafeteria up to the parent's/guardian's vehicle.
- Before buses depart, parents/guardians must use the Mauka lane in the parking lot to wait for their children. After buses depart at 10:55, parents/guardians may use the Makai bus lane to pick up their children.
- Parents/guardians wishing to access the campus to pick up their child(ren) must do so at the main entrance. They must have a general health screening and temperature check at the bottom of the main entrance stairs to meet their children in the courtyard area. Parents/guardians may not pick up their children at classrooms.
- The office will be closed to students due to space constraints.
- Students are expected to leave campus at the end of the school day. Both play fields will be closed at 10:45am (Wednesdays at 10:30am) for health and safety reasons.
- *Until further notice, afterschool programs, including A+ and Boys and Girls Club will be suspended.*
- Staff must leave campus by 3:00pm to allow for cleaning and disinfecting.
- The campus is closed weekends and holidays.

School Reopens for Students August 17, 2020

First Week of School: In-Training for K-5 Students/Parents BY APPOINTMENT ONLY
August 17-20

MONDAY 8/17	TUESDAY 8/18	WEDNESDAY 8/19	THURSDAY 8/20	FRIDAY 8/21
ALL PreSchool In school all day	ALL PreSchool In school all day	ALL PreSchool ONLY (until 10:30)	ALL PreSchool In school all day	HOLIDAY NO SCHOOL
Gr K-5 Students w/ Parents/ Guardians Meet with Teachers (1 hr) <u>by</u> <u>Appointment</u>				
8:00 - 2:00	8:00 - 2:00	8:00 - 11:00	8:00 - 2:00	

August 24 until date TBD: Ready to Learn Phase - Full Distance Learning

Instruction begins with full distance learning for our Blended Learning students in grades K-5 (no face-to-face instruction). Teachers will instruct their Blended Learning students using a variety of distance learning tools, both online and offline. Teachers will communicate with parents/guardians using ClassDojo

Special education services that cannot be provided in a distance learning format will be provided in person. A supervised in-person learning lab will be available at school for students who do not have WiFi access until MiFi hotspots can be distributed to families in need (contract required).

Blended Learning

- All K-5 Blended Learning students are divided into two groups for this school year:
 - Group A: Last names A-Ka
 - Face-to-Face (on campus): Mondays/Tuesdays 8:00am - 10:45am
 - Distance Learning: Monday/Tuesday afternoons, Wednesdays, Thursdays, Fridays

o **Group B: Last names Ke-Z**

- Face-to-Face (on campus): Thursdays/Fridays: 8:00am - 10:45am
- Distance Learning: Mondays, Tuesdays, Wednesdays, Thursday/Friday afternoons

PRESCHOOL

- ALL Preschool students will attend school everyday starting August 17.
- Preschool schedule M, T, TH, F: 8:00am - 2:00pm
- Preschool Schedule on Wednesdays: 8:00am - 10:30am

BLENDED LEARNING: PHASED RETURN TO CAMPUS

- KES will implement a phased return to campus for our K-5 Blended Learning students following the Big Island’s stable transition to the CDC “Yellow” risk category (Yellow = 41-100 new COVID-19 cases per 200,000 people).
- Blended Students returning to campus will follow the AA/BB rotation by last name described above.
- Families and staff will be given two weeks notice prior to the start of Week 1 of the phased plan. The phases will be as follows:

Week 1	Date TBD	Kindergarten & Grade 5
Week 2	Date TBD	Kindergarten & Grade 5
Week 3	Date TBD	Grades 1 & 3
Week 4	Date TBD	Grades 2 & 4

PRESCHOOL & K-5 BLENDED LEARNING ON CAMPUS WEEKLY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ALL PreSchool	ALL PreSchool	ALL PreSchool ONLY	ALL PreSchool	ALL PreSchool
8:00 - 2:00	8:00 - 2:00	8:00 - 10:30	8:00 - 2:00	8:00 - 2:00
GROUP A Grades K-5	GROUP A Grades K-5		GROUP B Grades K-5	GROUP B Grades K-5
8:00 - 10:45	8:00 - 10:45		8:00 - 10:45	8:00 - 10:45

School Issued Devices

- All K-5 students and parents will be issued school devices and are expected to follow the *Technology Responsible Use Guidelines* and sign an agreement.
- Parents/guardians of 100% Distance Learning/Acellus students will pick up devices prior to August 17 (date/time TBA; signed agreement required).
- Blended Learning students will pick up their assigned devices at school during the first in-training week of school (August 17-20). These devices will be sent home with the student and parent/guardian following their one-hour individual in-person appointment with the teacher.
- Families lacking reliable internet service will be issued MiFi devices from the school and will be expected to sign an agreement (one device issued per two students in the household).

Restrooms

- Students must maintain 6-ft social distancing and wear a mask at all times when using the restroom.
- The number of students permitted in gang restrooms will be limited to reduce interaction and encourage social distancing. Restroom capacity will be determined by the number of sinks in operation (i.e., alternating sinks will be shut off to encourage social distancing).
- Students will be provided with personal name magnets to use whenever they go to the restroom. They will place their magnet on a metal sheet mounted outside to show they are inside.
- Students wishing to use gang restrooms should line up on markers outside if the restroom is full, as indicated by 2-3 name magnets already on the metal sheet mounted outside.
- Soap and paper towel dispensers will be checked regularly to ensure supplies are stocked at all times.
- Drinking fountains will be disabled for health and safety reasons. Students will need to fill their personal water bottles in classroom sinks. Blue water bottles have been purchased for all students for school use only.

Attendance

- Teachers will take attendance for Blended Learning students daily during the first four weeks of full distance learning using Hapara. Once Blended Learning students return to campus, teachers will take daily attendance in Infinite Campus. Students are expected to attend school (5) days a week, either online or in person. Students engaging in 100% Distance Learning/Acellus will be marked present when online lessons for the instructional day are completed.

Resource Classes

- Hawaiian Studies Resource classes will not be held face-to-face. Instead, lessons/activities will be pre recorded and/or delivered virtually for students to access independently and asynchronously.
- Physical Education Resource classes will not be held face-to-face. Instead, lessons will be pre recorded and/or delivered virtually for students to access independently and asynchronously.
- Garden classes/activities may be offered virtually for designated grade levels through our FoodCorps program.
- Library and Art Resource classes are suspended until further notice. Classrooms have their own physical and virtual libraries for student access and teachers integrate art within their curriculum.

Parent/Guardian Meetings/Conferences

- Meetings with parents/guardians, including Meet and Greet, Eligibility meetings, IEPs/504 meetings, and other conferences to discuss student progress will be conducted virtually via teleconferencing whenever possible.

Materials Pick Up Days

- Drive-thru Materials Pick Up dates and times will be scheduled periodically to enable families to pick up instructional materials and supplies assembled by classroom teachers.

Schoolwide Behavior

- Schoolwide behavior expectations, 3 Personal Standards and HIDOE Chapter 19 Administrative Rules will continue to apply to both face-to-face and distance learning.
- Expectations regarding use of technology as outlined in the *Technology Responsible Use Guidelines* are required during distance learning and will be monitored.

Communication

- Kealakehe Elementary will continue to send out weekly Bulletins for staff.
- Schoolwide messages and updates will be sent out to families through:
 - School Messenger (school automated callout and email system).
 - [KES website](#)
 - [ClassDojo](#)  ClassDojo
 - Social media, as appropriate.
- Parents/guardians are asked to advise office staff of any changes to their contact information throughout the school year.

Field Trips

- Until further notice, off-site field trips are suspended. Classes may pursue virtual activities and events to enhance learning experiences for students.

Family Engagement

- Kindergarten parents/guardians will have a Virtual Orientation by teachers.
- Classroom teachers will invite Grades 1-5 parents/guardians to attend virtual Meet and Greet sessions to be scheduled via videoconferencing.
- Classroom Supply Pick Up will be conducted drive-thru style in the main parking lot on July 31, 2020 from 8am-2pm.
- Parent/Guardian-Teacher Conferences will be held virtually or by 'phone. There will be no school for students on those days.
- Title 1 Annual Meeting will be held virtually - date TBA.
- Monitor the school website and ClassDojo for more information.

Smarter Balanced Assessment (SBA)

- The SBA in English Language Arts and Math are aligned to the Hawaii Common Core Standards and are given to students in grades 3-5.
- Details to follow regarding testing for Spring 2021.

Ka Imua

- Details to follow