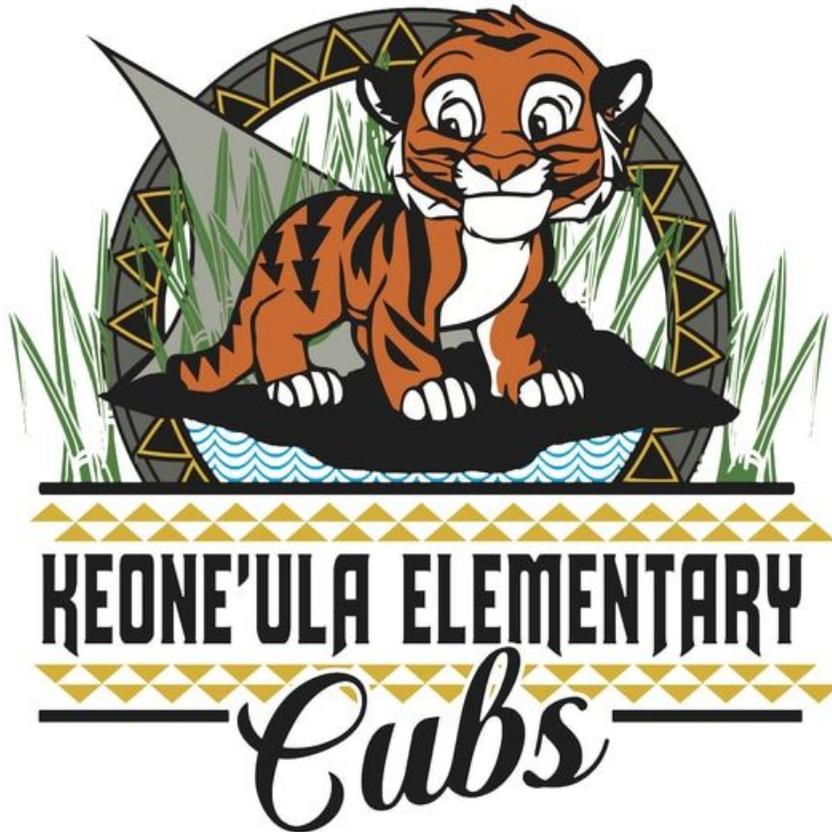


# RETURN TO LEARN: SCHOOL REOPENING PLAN

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Keone'ula Elementary School

School Year 2020 - 2021



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## Background

On March 24, 2020, as a result of the COVID-19 pandemic, Superintendent Dr. Christina M. Kishimoto announced that Hawaii State Department of Education closed school facilities and stopped traditional, in-school instruction. Consequently, public school students did not receive traditional in-school instruction during the fourth quarter of the 2019-2020 school year and instead primarily had access to enrichment opportunities through various forms of distance learning.

On May 18, 2020, Governor David Ige signed his [Eight Supplementary Proclamation](#) related to the COVID-19 Emergency, which allows educational institutions, including public prekindergarten through Grade 12 schools, to restart onsite operations on June 1 with physical distancing and safe practices in place.

On June 18, 2020, at the [Board of Education General Business Meeting](#), the Board of Education adopted a resolution directing the Department of Education to prepare for the reopening of public schools for the 2020-2021 school year amid the COVID-19 global pandemic. Through the resolution, the Honorable Catherine Payne, Chairperson, proposed that all stakeholders apply the following principles:

**GIVE HOPE:** We cannot start from a place of fear; we must give hope to students and to each other. By giving hope to students and helping them achieve their goals they in turn give us hope as the future of our world.

**ACT WITH KINDNESS:** This is a stressful time. We have all experienced a great deal of change and some level of loss. We must show empathy for each other. Kindness creates a sense of community and serves as a bridge between hope and togetherness.

**WORKING TOWARD TOGETHERNESS:** The task that lays in front of us is large and looming. There is no way we can do everything that needs to be done unless we do it together. Understanding and recognizing the importance of our relationships with each other and the impact of our actions on others will help us to strengthen our community to get through this together.

Highlighted within this resolution are four main priorities: (1) health and safety of our students and staff, (2) students most vulnerable to school closures and disruptions to learning, (3) in-person instruction, and (4) student access to devices and connectivity.

On June 19, 2020, Dr. Christina M. Kishimoto, Superintendent, presented the [2020 Reopening Schools Framework](#) to the Senate Special Committee on COVID-19. Within this presentation, Dr. Kishimoto states that Hawai'i Department of Education (HIDOE) schools are preparing for the following three models based on the best practice instructional approaches: Face-to-Face, Distance Learning, and Blended.

“Face-to-Face”: Where the teacher delivers face-to-face instruction in the same physical space as students;

“Distance Learning”: Where the teacher delivers instruction virtually or online through web-based or internet-based mediums or delivers instruction through other remote mediums; and

“Blended”: Where the teacher delivers instruction utilized both face-to-face and distance learning approaches

## Introduction

As health and safety conditions improve across our State of Hawai`i, Keone`ula Elementary School (KES) looks forward to once again welcoming our students, families, faculty and staff back to our campus. We understand this transition back to school may be met with questions, concerns, and uncertainty. KES remains fully committed to implementing appropriate measures to mitigate health risks to a reasonable extent while delivering effective instruction to all students, especially students who are the most vulnerable to school closures and disruptions to learning. Our students need predictability to feel safe, secure, and hopeful about the future and need a quality education to be ready for college, careers, and citizenship.

Our Return to Campus Plan will detail “*what*” Keone`ula Elementary School will do to reopen our school; in addition to “*how*” we are going to do it. Furthermore, this plan will highlight our communication protocols to quickly and easily reach students, families, faculty and staff in the event that changes need to be made. We respect, value, and appreciate varying opinions and recommendations as how best to go about reopening our school and facilities. We urge all of our students, families, employees, and community members to Give Hope, Act with Kindness, and Work toward Togetherness as we prepare for the school year 2020-2021.

## COVID-19 Information

### What is COVID-19?

COVID-19 is a new respiratory virus that was first identified in the central Chinese city of Wuhan, in Hubei Province, in December 2019. It has since spread across China and around the world, with major outbreaks occurring in Asia, Europe, and the United States. On January 30, 2020, the WHO declared a Public Health Emergency of International Concern and on March 11 declared a pandemic (global outbreak of a disease). The most updated numbers can be found at the HDOH website: [health.hawaii.gov/covid19](https://health.hawaii.gov/covid19).

### How does the virus spread?

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another.

### How can I protect my child from COVID-19 infection?

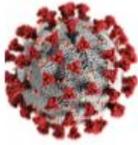
You can encourage your child to help stop the spread of COVID-19 by teaching them to do the same things everyone should do to stay healthy.

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue and throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched surfaces and objects, like tables, countertops, light switches, doorknobs, and cabinet handles).

### What resources does CDC have available to share with staff, students, and parents?

- CDC's [health communication resources](#)
- CDC information on [stigma and COVID-19](#)
- CDC information on [COVID-19 and children](#)
- CDC offers several free handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and tips for families to help children develop good hand washing habits.
- Other health and education professional organizations may also have helpful resources your school can use or share, such as the [American Academy of Pediatrics](#)
- CDC's information on [helping children cope with emergencies](#)

# What you should know about COVID-19 to protect yourself and others



## Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



## Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



## Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



## Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



## Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314937A 06/01/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

The information provided above was taken from the Center for Disease Control and Prevention (CDC) and Hawaii Department of Health (DOH).

For additional information and guidance from the CDC and/or DOH, please check out their websites:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html> and <https://health.hawaii.gov/coronavirusdisease2019/>

## HIDOE Core Assumptions for Reopening Schools

The Core Assumptions for Reopening Schools shall serve as the guiding principles to support decision-making throughout the HIDOE tri-level structure of the Department as the state, complex areas, and schools navigate the changing circumstances in Hawaii and collective impacts on our public school system.

1. The core operations of public education and school models must be adjusted according to the Impact Level of the public health emergency identified for the community. Impact levels may vary by County. The matrix below displays the five levels of impact described by the [Governor's Reopening Hawaii Plan](#) and the potential changes in the HIDOE's operations in opening schools.

Stay at Home (Major Disruption)	Safer at Home (Moderate Disruption)	Act with Care (Minor Disruption)	Recovery (Minimal Disruption)	New Normal (No Disruption)
Online distance learning and instructional packets	Distance learning will continue. Face-to-face instruction is provided in compliance with CDC and DOH guidelines for vulnerable learners for whom online learning is not appropriate	Distance learning will continue. Face-to-face instruction is provided in compliance with CDC and DOH guidelines for vulnerable learners and early grade levels (K-2; SPED Pre-K). Based on an evaluation of operations, personnel, and facilities, face-to-face instruction may include additional groups of students.	Face-to-face instruction in compliance with CDC and DOH guidelines is allowable for all students. Blended learning and distance learning may be used to reduce the number of students on campus to enable social distancing.	All students are allowed back on campus. HIDOE will continue to monitor the public health situation for any changes.

\*\*\*As of July 1, 2020 we are in the Recovery Phase

2. School Year (SY) 2020-21 will include 180 instructional days with an array of delivery instructional models that are developmentally appropriate to the needs of learners, adhere to the health and safety guidelines, and consider the unique conditions of the community regarding the impact of COVID-19.

**Targeted Start Date:** Teachers – July 29, 2020  
Students – August 4, 2020

**Delivery of instruction:** 1) In-Class, 2) Blended Learning, 3) Virtual/Online

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;...”*

3. School models will reflect a culture of care that is consistent with the BOE principles of Giving Hope, Acting with Kindness, and Working Toward Togetherness. Thus, school models will demonstrate:
  - a. Adherence to the health and sanitation directives to ensure the health and safety of our students, employees, families, and community members.
  - b. Priority for students who have challenges with online learning or need additional supports to be successful academically for on-campus learning.
  - c. Flexibility as models address facilities and workforce capacity, and health and safety guidelines to provide supervision and optimal learning conditions for their most vulnerable students. Models will be designed to align within a complex area to support families with learners in multiple schools to the greatest extent possible.
4. Accommodations, in compliance with the Americans with Disabilities Act (ADA), will be provided for teachers, administrators, school staff, and students who are at heightened risk for severe illness from COVID-19 due to their age or other health conditions.

## **Keone’ula Elementary School’s 2020 -2021 School Model**

In consideration for the reopening of school, Keone’ula Elementary School acknowledges our Board of Education’s priorities of:

1. Health and Safety;
2. Most Vulnerable Students (Special Education/English Learners/Section 504/Homeless);
3. In-Person Instruction; and
4. Access to Devices and Connectivity

Keone’ula Elementary School values the health and safety of our students, staff, and community above all else. We also recognize the importance of students being able to access their teachers. Our Return To Learn: School Reopening Plan attempts to ensure both, while giving all of our stakeholders some flexibility.

Keone’ula will provide the opportunity for students from Kindergarten to Grade 5 to rotate from a Face-to - face model to a distance learning model every Monday/Tuesday and Thursday/Friday, with the addition to an all distance learning model on Wednesdays. To support our families, all students will be put in a rotation based upon their last name (A-K and L-Z) to ensure siblings are able to have the same face-to-face and distance learning days. Additionally, to increase the likelihood of student’s social distancing, KES will stagger the start and end times for different grade levels.

Finally, any families who do not feel comfortable sending their children to a school campus will be given the option to all virtual classes.

## Schooling Options

Keone'ula Elementary School recognizes the importance of reopening schools and students receiving their education. We also acknowledge the importance of ensuring that students and parents feel safe while transitioning back to school. As such, Keone'ula Elementary School will afford students options for their 2020-2021 schooling.

- **OPTION #1: Blended**

With this option students will attend school in a rotational format. Our most vulnerable students (FSC and Prekindergarten students) will have the opportunity to attend classes on campus for daily face-to-face instruction. All other students will receive face-to-face, on campus instruction on a rotational basis using an alphabetical system (by Last Name, A-K and L-Z). This rotational approach to face-to-face, on campus instruction will help to ensure optimal health and safety conditions for all. See the following pages for blended model and bell schedule.

- **OPTION #2: All Virtual**

With this option students will attend school virtually every day. All classes will be executed by a core classroom teacher. Students will not have any scheduled on campus classes, but will be allowed to access our school meal services (breakfast and lunch) as a grab-and-go option. In addition, students will be allowed to access school resources such as borrowing library books on a scheduled/appointment basis only.

Please contact our front office at 307-2100 or fill out the following survey if you would like to enroll in, or explore, this option. Please make a selection by **Friday, July 17, 2020**.

**CLICK HERE → [Keone'ula Elementary School's Schooling Option Survey](#)**

## Attendance

To satisfy the requirements of HRS §302A-1132, schools shall take daily student attendance. School attendance procedures shall support varying school designs and learning opportunities, including in-person, online and blended instruction.

## Access to Technology

Keone'ula realizes not all families have access to technology, and those that do may not have enough devices for each child. KES is prepared to loan out devices to any families that are in these predicaments.

For those families who are in need of a device (laptops, iPads, and/or hotspot for internet access) for their Keone'ula Elementary School student, please fill out the request form by **Friday, July 17, 2020**.

**CLICK HERE → [bit.ly/KESTechLoan](https://bit.ly/KESTechLoan)**

## Important Dates to Know

July 30, 2020	Supply Drop-off/ Uniform & Tech. Pick-up	See Supply Drop-off Schedule
July 31, 2020	Supply Drop-off/ Uniform & Tech. Pick-up	See Supply Drop-off Schedule
August 4, 2020	Last Names L-Z Report to Campus Last Names A-K Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.
August 5, 2020	“All” Students Report to School Virtually	School Ends by 12:00 p.m.
August 6, 2020	Last Names A-K Report to Campus Last Names L-Z Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.
August 7, 2020	Last Names L-Z Report to Campus Last Names A-K Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.
August 10, 2020	Last Names A-K Report to Campus Last Names L-Z Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.
August 11, 2020	Last Names L-Z Report to Campus Last Names A-K Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.
August 12, 2020	“All” Students Report to School Virtually	School Ends by 12:00 p.m.
August 13, 2020	Last Names A-K Report to Campus Last Names L-Z Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.
August 14, 2020	Last Names L-Z Report to Campus Last Names A-K Report to School Virtually	School Ends at 11:30, 11:45, or 12:00 p.m.

Please note:

Beginning Monday, August 17, 2020 all students will follow the [KES Blended Learning Model Bell Schedule](#) which is on Page 1 of this plan.

## First Two Weeks of School Schedule

During the first nine days of the 2020-2021 school year (August 4-14, 2020) all classes, whether virtual or on campus, will end by 12:00 p.m. Please see the Half Day Schedule as we will start implementing our new bell schedule. Keone’ula Elementary School will use these half days to assess academic and social-emotional learning needs, conduct reviews, introductions, and to test and adjust to school-wide and classroom protocols. Please be advised that meal service (breakfast and lunch) will be provided on these days.

Monday, August 3, 2020		Tuesday, August 4, 2020		Wednesday, August 5, 2020		Thursday, August 6, 2020		Friday, August 7, 2020		
<b>No School</b>		Group L - Z <b>Face - to - Face</b> Kinder - Grade 5	Group A - K <b>Virtual</b> Kinder - Grade 5	Groups A -K & L - Z <b>Virtual</b> (Groups A and B will be combined to form full class roster) Kinder - Grade 5		Group A - K <b>Face - to - Face</b> Kinder - Grade 5	Group L - Z <b>Virtual</b> Kinder - Grade 5	Group L - Z <b>Face - to - Face</b> Kinder - Grade 5	Group A - K <b>Virtual</b> Kinder - Grade 5	
		Grades 4&5 7:45 - 11:30	7:45 - 12:00	7:45 - 12:00	Grades 4&5 7:45 - 11:30	7:45 -12:00	Grades 4&5 7:45 - 11:30	7:45 -12:00	Grades 4&5 7:45 - 11:30	7:45 - 12:00
		Grades 2&3 8:00 - 11:45			Grades 2&3 8:00 - 11:45		Grades 2&3 8:00 - 11:45		Grades 2&3 8:00 - 11:45	
		Grades K&1 8:15 - 12:00			Grades K&1 8:15 - 12:00		Grades K&1 8:15 - 12:00		Grades K&1 8:15 - 12:00	
ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, Counseling, and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, Counseling, and Electives	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, and Counseling as needed		
Monday, August 10, 2020		Tuesday, August 11, 2020		Wednesday, August 12, 2020		Thursday, August 13, 2020		Friday, August 14, 2020		
Group A - K <b>Face - to - Face</b> Kinder - Grade 5	Group L - Z <b>Virtual</b> Kinder - Grade 5	Group L - Z <b>Face - to - Face</b> Kinder - Grade 5	Group A - K <b>Virtual</b> Kinder - Grade 5	Groups A -K & L - Z <b>Virtual</b> (Groups A and B will be combined to form full class roster) Kinder - Grade 5		Group A - K <b>Face - to - Face</b> Kinder - Grade 5	Group L - Z <b>Virtual</b> Kinder - Grade 5	Group L - Z <b>Face - to - Face</b> Kinder - Grade 5	Group A - K <b>Virtual</b> Kinder - Grade 5	
Grades 4&5 7:45 - 11:30	7:45 - 12:00	Grades 4&5 7:45 - 11:30	7:45 - 12:00	7:45 - 12:00	Grades 4&5 7:45 - 11:30	7:45 -12:00	Grades 4&5 7:45 - 11:30	7:45 -12:00	Grades 4&5 7:45 - 11:30	
Grades 2&3 8:00 - 11:45		Grades 2&3 8:00 - 11:45			Grades 2&3 8:00 - 11:45		Grades 2&3 8:00 - 11:45			
Grades K&1 8:15 - 12:00		Grades K&1 8:15 - 12:00			Grades K&1 8:15 - 12:00		Grades K&1 8:15 - 12:00			
ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, Counseling, and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, and Counseling as needed		
<b>Additionally, an all virtual option for families who do not feel comfortable sending their children to a school campus will be available to students upon request.</b>										

## KES Blended Learning Model Schedule

Monday		Tuesday		Wednesday	Thursday		Friday	
Group A - K <b>Face - to - Face</b> Kinder - Grade 5	Group L - Z <b>Virtual</b> Kinder - Grade 5	Group L - Z <b>Face - to - Face</b> Kinder - Grade 5	Group A - K <b>Virtual</b> Kinder - Grade 5	Groups A -K & L - Z <b>Virtual</b> (Groups A and B will be combined to form full class roster) Kinder - Grade 5	Group A - K <b>Face - to - Face</b> Kinder - Grade 5	Group L - Z <b>Virtual</b> Kinder - Grade 5	Group L - Z <b>Face - to - Face</b> Kinder - Grade 5	Group A - K <b>Virtual</b> Kinder - Grade 5
Grades 4&5 7:45 - 2:00	7:45 - 2:00	Grades 4&5 7:45 - 2:00	7:45 - 2:00	7:45 - 1:10	Grades 4&5 7:45 - 2:00	7:45 - 2:00	Grades 4&5 7:45 - 2:00	7:45 - 2:00
Grades 2&3 8:00 - 2:15		Grades 2&3 8:00 - 2:15			Grades 2&3 8:00 - 2:15		Grades 2&3 8:00 - 2:15	
Grades K&1 8:15 - 2:30		Grades K&1 8:15 - 2:30			Grades K&1 8:15 - 2:30		Grades K&1 8:15 - 2:30	
ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Counseling, and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, Counseling and Electives	ELA, Math, Science, SS, and Counseling as needed	ELA, Math, Science, SS, and Counseling as needed
<b>Additionally, an all virtual option for families who do not feel comfortable sending their children to a school campus will be available to students upon request.</b>								

## KES Bell Schedule

Grade 4		Grade 5	
7:45 - 8:00	Morning Business	7:45 - 8:00	Morning Business
8:00 - 10:00	Instructional Block	8:00 - 10:30	Instructional Block
10:00 - 10:20	Lunch	10:30 - 10:50	Lunch
10:20 - 10:30	Recess	10:50 - 11:00	Recess
10:30 - 1:15	Instructional Block	11:00 - 1:45	Instructional Block
1:15 - 1:30	Recess	1:45 - 2:00	Afternoon Business
1:30 - 2:00	Instruction/ Afternoon Business		

<b>Grade 2</b>		<b>Grade 3</b>	
<b>8:00</b> - 8:15	Morning Business	<b>8:00</b> - 8:15	Morning Business
8:15 - 9:15	Instructional Block	8:15 - 9:45	Instructional Block
9:15 - 9:30	Recess	9:45 - 10:00	Recess
9:30 - 12:00	Instructional Block	10:00 - 12:30	Instructional Block
12:00 - 12:20	Lunch	12:30 - 12:50	Lunch
12:20 - 12:30	Recess	12:50 - 1:00	Recess
12:30 - 2:00	Instructional Block	1:00 - 2:00	Instructional Block
2:00 - <b>2:15</b>	Afternoon Business	2:00 - <b>2:15</b>	Afternoon Business

<b>Pre Kindergarten and Kindergarten</b>		<b>Grade 1</b>	
<b>8:15</b> - 8:30	Morning Business	<b>8:15</b> - 8:45	Morning Business
8:30 - 11:00	Instructional Block	8:45 - 9:00	Recess
11:00 - 11:20	Lunch	9:00 - 11:30	Instructional Block
11:20 - 11:30	Recess	11:30 - 11:50	Lunch
11:30 - 2:15	Instructional Block	11:50 - 12:00	Recess
2:15 - <b>2:30</b>	Afternoon Business	12:00 - 2:15	Instructional Block
		2:15 - <b>2:30</b>	Afternoon Business

## Supply Drop-off Schedule, Uniform Sales/Pick-up, Tech Device Pick-up

July 30, 2020		July 31, 2020	
7:45am	Grade 1 (Last Names A - K)	7:45am	Grade 4 (Last Names A - K)
8:15am	Grade 1 (Last Names L - Z)	8:15am	Grade 4 (Last Names L - Z)
8:45am	Grade 2 (Last Names A - K)	8:45am	Grade 5 (Last Names A - K)
9:15am	Grade 2 (Last Names L - Z)	9:15am	Grade 5 (Last Names L - Z)
9:45am	Grade 3 (Last Names A - K)	9:45am	Kindergarten (Last Names A - K)
10:15am	Grade 3 (Last Names L - Z)	10:15am	Kindergarten (Last Names L - Z)

### Grab-and-Go Meals for Virtual Students

#### Breakfast:

Pick up between 7-7:30am daily. Virtual students will need to present their student ID name tag to receive their meal.

#### Lunch:

Pick up between 10-10:30 daily. Virtual students will need to present their student ID name tag to receive their meal.

After receiving grab and go meals, students are to consume meals off campus to support the efforts of on-campus social distancing.

### KES Drop-off / Arrival times

To promote social distancing and enhance our health and safety guidelines, students should be dropped off or arrive on campus no earlier than 7:15am and go directly to their designated classroom unless they will be eating breakfast.

### KES Pick-up / Departure times

To promote social distancing and enhance our health and safety guidelines as well as limit the number of non-essential bodies on campus, students should be picked up in front of the school in the designated pick up area. For the safety of everyone, parents or guardians are asked to abide by social distancing guidelines while in these marked designated waiting areas on campus siding the cafeteria, D building, and A building only.

Additionally, please be cognizant of the staggered end of school times. Not all students will end at the same time to help promote social distancing. Older siblings will be allowed to stay on campus to ensure their younger sibling's safety.

## Health, Safety, and Well-Being

Keone'ula Elementary School's highest priority is the health, safety, and well-being of our students and community. We believe that a healthy learning environment is a secure environment, one in which students, teachers, and staff are able to thrive. We also believe that we have an obligation to support the health and safety of our broader community – our families, kūpuna, and neighbors. At all times, Keone'ula Elementary School will seek to align our practices with guidance from the Department of Health (DOH), Centers for Disease Control and Prevention (CDC), and Department of Education. (See [HIDOE Return to Learn: School Reopening Plan, Health & Safety Handbook](#))

## Wearing a Face Covering or Mask

Face coverings for adults and students must be worn when outside the classroom (e.g., moving from class to class, to an office, the library, or cafeteria) especially when physical distancing is difficult. Exceptions for face coverings/masks apply to those for whom it is not safe to do so due to age, medical condition, or other considerations.

In the classroom setting, where the class is considered a *cohort* or *bubble*, it is not required that students and teachers wear a mask. Facial recognition and expressions are very important social cues in a child's development. A classroom full of mask-wearing students may cause unhealthy anxiety for students.

### Adults/Staff:

- To the extent possible, all adults should cover their mouths and noses with a cloth face cover (mask) while at school. When within three feet of a student or other staff member, adults must wear a mask.
- Wearing a face shield is not necessary for an adult unless working in a special setting such as the health room (receiving students who are sick) or interacting with students who have special needs or disabilities, where there is a higher risk of coming into contact with body fluids or respiratory droplets.
- Staff are responsible to bring and properly maintain their own masks.

### Students:

- Masks should be worn when keeping six feet apart is not possible, or when children face each other and interact in similar ways. However, if students are sitting three feet apart, and facing the same way, wearing a mask is not required.
- In a classroom setting, wearing a mask may be very difficult for younger students in grades Pre-K to 2nd grade, students with disabilities, or students who have underlying medical conditions.
- Elementary students should wear masks if it is likely they will touch their mouths and/or noses without wearing one.
- When students are outside the classroom and when physical distancing is not feasible, it is highly recommended that students wear masks.
  - The Department of Health does not advise having students wear masks while playing at recess.
- Parents/legal guardians will be responsible for providing students with face coverings or masks.

### Disposable Masks:

- KES has a limited quantity of disposable masks available for staff and students who need them.

## Enhanced Health and Safety Measures

The following are the enhanced health and safety measures Keone'ula Elementary School has put into place for School Year 2020-2021:

- Personal Protection Equipment (PPE) for all employees
- Classrooms will be set up such that social distancing is maintained
- Each classroom will be equipped with hand soaps and hand sanitizers
- Additional lunches will be added to limit the number of students in the cafeteria at once
- Cafeteria will be set up such that social distancing will be maintained
- Required face coverings for ALL in common areas and when social distancing is not feasible
- Temperature check station that will employ thermal scanner for fever detection should a student exhibit any illness following a wellness check
- Plexiglass barriers and partitions in Administration and Student Support Center
- Hand sanitizer stations throughout the campus
- Amplified cleaning practices for all high touch surfaces and high traffic areas
- Increased signage and guidance posted around the campus to encourage social distancing, hand-washing, and decreasing the spread of germs
- Regular bathroom checks to ensure soap and towel dispensers are filled
- Staggered bathroom breaks
- Rotational school schedule to limit the students on campus per day
- Staggered start and end times to reduce the number of students entering and exiting the campus at the same time
- Smaller class sizes to minimize the risk of transmission
- Staff to discourage the sharing of supplies and equipment
- Restrict nonessential visitors, volunteers and activities
- Parent designated waiting areas will be established such that social distancing is maintained
- Added isolated area, separate from the health room, for students who may be sick and are being picked up by parent/guardian

## Enhanced Safety Procedures

During the school day, if a student is identified as ill or having a fever, parents/guardians will be notified and are encouraged to pick their child up within one (1) hour. Students will be placed in the Isolation Room and monitored by the COVID-19 Point of Contact. Any student sent home from school should be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.

COVID-19 Point of Contact: Bryan Rankie

- Is responsible for responding to COVID-19 concerns
- He can be reached at 808-307-2100 and through email at: [Bryan.Rankie@k12.hi.us](mailto:Bryan.Rankie@k12.hi.us)

If a student or employee has either tested positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

- The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine.
- The DOH will work with the school principal if it is identified that someone (student or staff) at the school is affected.
- 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.
- It is the employee's responsibility to notify his/her supervisor if not working at a school site.
- The principal (or designee) will contact the Department of Education's Communications Branch to assist with communication to the school community if COVID-19 affects the school, as they have a template letter to ensure consistency of messaging.

Recess/Lunch while On Campus

- Students will have daily recess where social distancing must be maintained
- Lunches will be eaten in the cafeteria. Cafeteria benches will be marked with at least 6 feet distancing between spots.
- Students who are participating in distancing learning can pick up breakfast from 7:00 a.m. - 7:30 a.m. and lunch from 10:00 a.m. - 10:30 a.m. from the side of the cafeteria. Social distancing will be enforced during these times. Students will need to take their breakfast and lunch home to ensure social distancing on campus.

## Communication

Keone'ula Elementary School faculty and staff will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. Please be sure to update your contact information with our front office to ensure you receive timely school information.

Forms of Communication	
School Messenger	Mass communication will be sent to families using School Messenger.
Email	Parents and students will be able to communicate with faculty and staff via email. Faculty will also be able to communicate with one another and school administrators in this manner.
G Suite Applications	G Suite (Google Docs, Sheets, Slides, Classroom, and websites) will be accessed through student emails at ClassgradyearFristinitialLastname (ex. 5th grade John Doe - 28jdoe@keoneulaes.k12.hi.us)
Google Meet	Teachers will be able to host live web conferences with students to disseminate content (using G SUITE)
School Website <a href="http://keoneula.k12.hi.us/">http://keoneula.k12.hi.us/</a>	External school website will communicate general news and events to all stakeholders.
Social Media	Twitter - @keoneula_cubs Instagram - @keoneula_cubs

For Questions Regarding	Contact the Following
Academic, assignments, or resources	Individual teacher via email at Teacher First Name.Last Name@k12.hi.us (ex. John Doe - john.doe@k12.hi.us)
Technology-related issues or problems	Keone'ula Elementary School Tech Coordinator: Ms. Keri Souza - <a href="mailto:keri.souza@k12.hi.us">keri.souza@k12.hi.us</a> KES Tech Help Desk - <a href="https://bit.ly/KESTechHelp">bit.ly/KESTechHelp</a>
Personal, social-emotional, or academic	Pre-K (G110), Kindergarten, & 3rd Grade Counselor: Mrs. Jessica Mauricio - <a href="mailto:jessica.hirano@k12.hi.us">jessica.hirano@k12.hi.us</a> Pre-K (E102), 1st Grade, & 4th Grade Counselor: Mrs. Dawnne Laufou - <a href="mailto:dawnne.laufou@k12.hi.us">dawnne.laufou@k12.hi.us</a> 2nd Grade & 5th Grade Counselor: Mr. Joshua Dela Cruz - <a href="mailto:joshua.de_la_cruz@k12.hi.us">joshua.de_la_cruz@k12.hi.us</a>

## Families as Partners

Families play a vital role in maintaining safety on campus. The number one safety measure during this time is to keep a child home if they are sick. We want to work with families to support their child's adherence to safety measures while they are on campus as well as at home.

Prior to attending school, please help us by following these instructions:

- Do a wellness check on your child each morning at home to determine if your child should attend school.
- Use the following symptoms checklist:
  - feverish or unusually warm (has flushed cheeks)
  - coughing/sneezing
  - sore throat
  - shortness of breath/difficulty breathing
  - headache/stomach ache/nausea
  - muscle pain/unusual fatigue
  - new loss of taste or smell
- Keep your child home if you suspect your child is ill.
- Ensure your child arrives at school wearing a face covering and ideally has an extra one on hand.
- Follow school policies on drop off and pick up and recognize that parent/legal guardian access to the building will be strictly limited. In addition, all visitors must report to the main office.
- Be sure the school has updated contact information in the event that your child needs to be sent home.

We understand that there are families with higher risk members in their households. As a community that prioritizes health and safety, we must all do our part to adhere to state health recommendations and regulations to control transmission and potential future outbreaks. When possible, we would like to discourage older people, like our kūpuna, especially those with underlying medical conditions, from dropping off or picking up students.

Moreover, there may be times when we ask families to comply with broader safety measures and we greatly appreciate your cooperation in this regard.

We also expect you will have questions and welcome your feedback and suggestions. We are eager to listen to and help each family navigate any concerns they may have. Please feel free to contact us at the school: (808) 307- 2100 or through an email to one of our Vice Principals:

[Suzanne.Niitani@k12.hi.us](mailto:Suzanne.Niitani@k12.hi.us)

[Natascha.Berinobis@k12.hi.us](mailto:Natascha.Berinobis@k12.hi.us)

## School Community Responsibilities

All members of our Keone'ula Elementary School community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease.

It is imperative that all members of our school community remain committed to the safety policies and procedures listed in this and future communications to help keep students, staff, and faculty safe. By enrolling your child at Keone'ula Elementary School, you agree to the following requirements:

- **Follow Federal, State, and Local Orders.** All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing in public and other measures to reduce the spread of COVID-19.
- **COVID-19 Testing and Notification.** If your child or someone in your household tests positive for COVID-19, you must notify the Administration as soon as possible. You are also required to notify the Department of Health so they may begin their contact tracing procedures.
- **Stay Home if Sick.** If your child is sick, you are expected to keep them home from school.
- **Stay Home if Exposed.** If anyone in your household has been notified by the State Health Department that they were in contact with an individual infected with COVID-19, you are asked to notify our school administration at 307-2100. Based on the circumstance, you may be asked to keep your child home from school for 14 days. Arrangements for continued learning shall be made with your child's teachers.
- **Travel.** Please avoid unnecessary travel. If your child has traveled outside the state of Hawai'i, you are required to notify the school and keep your child home for 14 days. If anyone in your child's household has traveled outside the state of Hawai'i and has tested positive for COVID-19, you must also keep your child at home for 14 days. Your child will continue classes via distance learning (online).
- **Temperature Checking.** If your child presents symptoms of illness, his/her temperature may be taken. If your child presents with a temperature that is higher than 100.4 F, your child will be sent home.
- **Face Masks.** Send your child to school with a face mask every day he or she is attending on-campus classes. Teach your child how to properly use and remove a face mask. If using fabric masks, ensure that your child's mask is cleaned regularly.
- **Hygiene.** Practice and reinforce good hygiene practices at home, in particular, the importance of frequent handwashing.
- **Students' Personal Items.** Limit the items your child brings onto campus each day and discourage the sharing of food, supplies and other items with other students.
- **Medical Forms; Emergency Contacts.** Parents must complete and submit all required student medical forms (Emergency Card) within the first two weeks of school. Parents must provide at least one (1) emergency contact who is able to pick your child up from the school within one (1) hour of receiving a call from the school if your child presents a temperature or becomes ill during the school day.

## Ten Guidelines for Parents Supporting Distance Learning

The transition to distance learning may be challenging for families. Parents will need to think differently about how to support their children, how to create structures and routines that allow their children to be successful, and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

### **1—Establish routines and expectations**

Prior to the first virtual instructional day, parents need to establish routines and expectations. Keone'ula Elementary School encourages parents to set regular hours for their children's school work. Students should plan to follow their regular schedule, using the individualized Google Hangout meeting schedule, using their Keone'ula Elementary School accounts. We suggest students begin their studies as a regular school day would occur. Keep normal bedtime routines for students. (We suggest not letting them stay up late and sleep in!) Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

### **2—Define the physical space for your child's study**

Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless Internet signal, if possible. When students are either joining in on a live classroom or recording an assignment, they should have an area with a blank wall or neutral background to maintain the privacy of your home.

### **3—Monitor communications from your children's teachers**

Teachers will communicate with parents through email, when and if necessary. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communications should be essential, succinct, and self-aware. We also encourage parents to have their children explain the online platforms (e.g. Google GSuite, Edgenuity, etc.) their teachers are using.

### **4—Begin and end each day with a check-in**

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents should establish these check-ins as regular parts of each day.

Not all students thrive in a distance-learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

### **5—Take an active role in helping your children process and own their learning**

In the course of a regular school day at Keone'ula Elementary School, your child engages with other students or adults multiple times throughout the day. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child owns their work; don't complete assignments for them, even when they are struggling.

### **6—Establish times for quiet and reflection**

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

### **7—Encourage physical activity and/or exercise**

Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. Keone'ula Elementary School's physical education teachers will recommend activities or exercises, but it is important for parents to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!

### **8—Remain mindful of your child's stress or worry**

It is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide. Please reach out to your child's counselor should he/she experience high levels of stress or worry.

### **9—Monitor how much time your child is spending online**

Keone'ula Elementary School does not want its students staring at computer screens for 7–8 hours a day. We ask that parents remember most teachers are not experts in distance learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. Administrators, counselors, or teachers will periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!

### **10—Keep your children social, but set rules around their social media interactions**

There's always excitement and uncertainty when there is a significant change to a routine, like school. Help your children maintain contact with friends and see them in person when circumstances permit. Please also monitor your children's social media use, especially during this hybrid learning model. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, Instagram, WhatsApp, TikTok, or Facebook are not official, school-sanctioned channels of communication. There are teachers, however, who use a variety of platforms to showcase student work. These teachers will communicate their use of other platforms beyond official channels of communication. Nonetheless, Keone'ula Elementary School asks parents to monitor their children's use of social media. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others.