

Chiefess Kapiolani Elementary School

Opening Plan: SY 2020-2021

July 24, 2020



DAVID Y. IGE
GOVERNOR



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SUPERINTENDENT

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PRINCIPAL

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STATE OF HAWAII
DEPARTMENT OF EDUCATION

CHIEFESS KAPI'OLANI ELEMENTARY SCHOOL

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July 23, 2020

Aloha Chiefess Kapi'olani Elementary School Families,

I hope all of you and your loved ones are remaining safe and healthy during these difficult times. As we prepare to transition from the fourth quarter school closure we faced, back to the reopening of school, I want to thank you for your patience and support as we worked to complete our plan to ensure our school is safe and can welcome everyone back. There are multiple changes in our policies and procedures. I apologize if they may cause some inconvenience to your schedules, but please remember the changes are to ensure we are able to provide a safe and nurturing learning environment for everyone.

This pandemic has taught us that things can change quickly and we need to always be ready to adapt. Please be sure to update our school office whenever your phone number or address changes. That way we will be able to contact you should a need arise. Checking our school website and following our Instagram, Twitter, and Facebook are also good ways to keep up to date and know what is going on.

Our school vision is "*nurturing hearts and minds*" and that remains our focus in these unprecedented times. Some of your children will be in our blended learning program and participating in face to face and online learning, while others will participate in online distance learning only. Either way, we are all here to support your child(ren) academically, physically, emotionally, and socially in any way we can. Please do not hesitate to contact me at (808) 974-4160 or by email at gregg.yonemori@k12.hi.us should you have any question or concerns. Please take care of yourselves and stay safe!

With Kolea Pride,

A handwritten signature in blue ink, appearing to read "Gregg Yonemori".

Gregg Yonemori
Principal

Table of Contents

GENERAL INFORMATION	4
COVID-19 School Response Team	
Communication	
School Information	
HEALTH AND SAFETY OF STUDENTS, FACULTY, AND STAFF	5
Cleaning and Sanitizing of Facilities and Devices	5
<ul style="list-style-type: none"> ● Classroom Cleaning Routine ● Restroom Cleaning Routine ● Cafeteria Cleaning Routine ● Office 	
Personal Health and Safety	6
<ul style="list-style-type: none"> ● General Safety ● Personal Hygiene ● Hand Washing and/or Sanitizing ● Social and Physical Distancing ● Face Mask or Covering 	
Confirmed Cases of COVID-19	8
<ul style="list-style-type: none"> ● When a Student Becomes Sick ● When a Staff Member Becomes Sick ● Cleaning of Facilities Protocol in Case of COVID-19 Confirmed Case 	
Social Emotional Well Being	9
Other Measures Implemented to Mitigate Exposure and Risk	9
<ul style="list-style-type: none"> ● Signage and Markers Around Campus ● Other Safe Classroom Practices ● Visitors on Campus 	

LEARNING OPTIONS AND SCHEDULES	10
Blended Learning	10
Full Distance Learning	10
Bell Schedules	10
• First Nine (9) Days	
• Standard Schedule	
DAILY SCHOOL OPERATIONS	11
Before School	11
• Drop Off Procedures	
• Breakfast	
Attendance	11
Grading	12
After School	12
• Pick Up Procedures	
• A+	
Field Trips	12

GENERAL INFORMATION

COVID-19 School Response Team

- Point of Contact - Kimberly Castillo - Vice Principal
- SCHOOL NUMBER: (808) 974-4160
- Chiefess Kapi'olani Elementary School COVID-19 Response Team Members:
 - Gregg Yonemori - Principal
 - Kimberly Castillo - Vice Principal
 - Grant Kauhi - SASA
 - Daniel Rocha - Head Custodian
 - Natalie Pagan - School Health Assistant
 - Nick Jack - DPUST
- The COVID-19 Response Team is tasked with addressing concerns and questions.

Communication

- Due to COVID-19, there is a lot of uncertainty regarding school year 2020-2021. There will be new information that needs to go out and changes being made will also necessitate we contact our families. Please be certain to contact our office regarding any changes to your mailing address or phone numbers so we are always able to contact you.
- Chiefess Kapi'olani Elementary School utilizes multiple ways to communicate with our families.
 - Personal phone calls. Please remember our school call shows up as an unknown number.
 - School Messenger for mass phone calls to everyone.
 - Chiefess Kapi'olani Elementary School App for iOS or Android.
 - School Website - cks.k12.hi.us
 - Social Media - Twitter, Facebook, Instagram

School Information

- Daily Office Hours
 - 7:00am-4:30pm
- Phone Numbers
 - (808) 974-4160 telephone
 - (808) 974-4161 fax
- Address
 - 966 Kilauea Avenue
Hilo, Hawaii 96720

HEALTH AND SAFETY OF STUDENTS, FACULTY, AND STAFF

Cleaning and Sanitizing of Facilities and Devices

- Custodial workers are responsible for the cleaning and sanitation of facilities and are trained on proper procedures, supplies, and frequency of cleaning. Chiefess Kapi'olani Elementary School's administrators are required to periodically check the quality of cleaning and sanitation to ensure the safety of the students and staff.

Classroom Cleaning Routine

- Classrooms will be cleaned and disinfected on a routine basis giving high touch surfaces special attention. High touch surfaces include:
 - Electronics such as computers, printers and devices.
 - Chairs, desks, and tabletops.
 - Light switches and door handles, including 1 foot above and below the handle.
 - Metal and plastic items like pencil sharpeners.
 - Sink handles and surrounding countertops.
- Empty trash
- Vacuum carpet and spot clean
- Dust, mop/wet mop resilient tile floors
- Clean sink
- Each classroom and office will be provided with adequate cleaning supplies including: disinfectant spray bottles, hand soap, hand sanitizer, and paper towels.

Restroom Cleaning Routine

- Clean high touch surfaces:
 - Door handles and light switches
 - Soap dispensers and paper towel holders
 - Bathroom handles in toilets, sinks and showers
 - Toilet seats and splash walls.
 - Privacy stall doors, door push plates (if present) and entrance/exit doors, including 1 foot above and below the push plate or handle.

Cafeteria Cleaning Routine

- Clean high touch surfaces:
 - Door handles and light switches
 - Soap dispensers and paper towel holders
 - Food contact surfaces, hand contact areas, taps, utensils, chairs, table tops and sneeze guards (if present).

- Water cooler handles or push buttons (if present)
- Empty trash
- Sweep, mop/wet mop floors
- Clean water coolers

Office and Conference Area Cleaning Routine

- Empty trash
- Vacuum carpet and spot clean
- Dust, mop/wet mop resilient tile floors
- Clean sink
- Mop floor
- Clean high touch surfaces:
 - Electronics such as computers, devices and copiers
 - Metal surfaces like file cabinets
 - Chairs, desks and table tops
 - Light switches and door handles, including 1 foot above and below the handle.
 - Front counters are public hubs to be cleaned frequently

Personal Health and Safety

General Safety

- All students, faculty and staff will wear their school ID at all times while on campus.
- Chiefess Kapi'olani Elementary now has perimeter fencing which will remain closed during school hours.
- In order to limit exposure, all nonessential visitors and volunteers will not be allowed on campus until further notice.
- All individuals entering our school campus are required to wear masks at all times.

Pre-Screening at Home

- We ask our families to support their child(ren) and our school by providing a pre-screening for wellness before coming to school. It 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/Stomach ache/Nausea
 - Muscle pain/Unusual fatigue
 - New loss of taste or smell
 - ***If any of these symptoms are present, your child should not attend school.***

Personal Hygiene

- Do not touch your eyes, nose, or mouth.
- Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.

Hand Washing and/or Sanitizing

- Hand washing or sanitizing stations will be available at the entrances of school, inside 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 meals, 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 must contain at least 60% alcohol.
 - Restrooms, sinks, and sanitizing stations will be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

Social and Physical Distancing

- Chiefess Kapi'olani Elementary will practice proper social distancing by maintaining a six-foot distance to the extent possible. Keeping six feet apart in the school setting is not always feasible.
 - Students should be dropped off at school between 7:15am-7:55am.
 - Students will be released on a staggered schedule.
 - A distance of six feet will be maintained between students.
 - Times in the classroom when instruction or social skill development activities make it difficult to maintain six feet between students for younger students will be minimized.
 - Adequate school supplies will be provided for all students to minimize sharing of high-touch materials to the extent possible.

Face Mask or Covering

- All staff, students, and visitors are expected to cover their mouths and noses with a cloth face mask throughout the day while at school except under the following situations:
 - While eating breakfast or lunch
 - When students are outside for physical education and social distancing of six feet is possible.
 - As directed by the teacher when students are in the classroom
- Please notify school administration if your child has medical reasons for not being able to follow these expectations for wearing a face mask.

Confirmed Cases of COVID-19

When a Student Becomes Sick

- When a student becomes sick and/or exhibits flu-like symptoms at school, the student shall be sent to the Health Room.
- The School Health Assistant (SHA) will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, the sick student will be isolated from those who are well. If possible, in a supervised area outside the health room.
- If a student is experiencing symptoms of respiratory illness or influenza, he/she should take the following precautions:
 - Isolation and exclusion from school should be continued for 7 days after illness onset or until 24 hours after the resolution of fever and respiratory symptoms, whichever is longer.
 - The SHA will send a note home with the student which conveys the recommendations above.
 - If a student is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from school until symptom-free for at least 24 hours without the use of medication.
 - For a student who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student and the school as to his/her subsequent care and return to school.

When a Staff Member Becomes Sick

- When a staff member becomes sick and/or exhibits flu-like symptoms at school, the person should immediately notify administration and will be sent home.
 - Employees may be able to request paid leave covered under the Families First Coronavirus Response Act. See an administrator for more information.
 - If a staff member is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from school until symptom-free for at least 24 hours without the use of medication.
 - For a staff member who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the staff member and the school as to his/her subsequent care and return to school.

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.

- Chiefess Kapi‘olani Elementary will follow the guidelines of the cleaning and disinfection facilities protocol in the DOE Health and Safety Handbook.

Social Emotional Well Being

- Chiefess Kapi‘olani Elementary will continue to provide Second Step lessons focused on social emotional learning.

Other Measures Implemented to Mitigate Exposure and Risk

- Signage and Markers Around Campus
 - Signage has been posted around campus to remind students, staff, and visitors about social distancing requirements, personal hygiene, and hand washing. Please be sure to follow those guidelines.
 - Yellow lines separating our walkways and guiding arrows have been painted to ensure distancing when out on campus. The yellow lines will also serve as our social distancing marks.
- Other Safe Classroom Practices
 - Teaching methods will be modified to minimize the use of shared equipment.
 - All students will be provided with all school supplies to minimize sharing of high-touch materials to the extent possible.
 - Windows and doors will remain open when possible. They will not be open if doing so poses a safety of health risk (i.e. risk of falling, triggering asthma symptoms) to students using the facility.
- Visitors on Campus
 - In order to limit exposure, all nonessential visitors and volunteers will not be allowed on campus until further notice.
 - All campus visitations must be pre-approved by administration.
 - All approved visitors must wear a face covering and follow Chiefess Kapi‘olani Elementary’s Visitor Policy Guidelines.

LEARNING OPTIONS AND SCHEDULES

Chiefess Kapi'olani Elementary is providing two learning options this year. Blended learning is a combination of in school face to face instruction and at home with instruction done online. Full distance learning is 100% online and students are at home, enrolled in classes from the Acellus Academy, and remain a student of Chiefess Kapi'olani Elementary School.

Students participating in full distance learning are being told by the DOE that they will need to stay on that track for the entire semester. Families wishing to change tracks may do so at the end of the semester. At any time, should a family feel the safety of their child(ren) is too risky because of COVID-19, they may switch from the blended learning track to full distance learning. *Please keep in mind the HIDOE may require all students to be on the Full Distance Learning Track based on the health and safety of our community under the Superintendent's or Governor's orders.*

Blended Learning	Full Distance Learning (100% online)
Group A: In school on Mondays and Wednesdays, Online on Tuesdays, Thursdays, and Fridays	All schooling done at home with lessons through Acellus.
Group B: In school on Tuesdays and Thursdays, Online on Mondays, Wednesdays, and Fridays	CKES will monitor attendance, progress, and social emotional learning. This option requires self-directed learning and support from family.
*Group A and Group B scheduling may change based on the enrollment numbers at our school.	All grading and reporting will be completed by the teacher, similar to the students doing blended learning.

Bell Schedules

The official school day is from 8:00am to 2:15pm Monday to Thursday. Friday is our short day and runs 8:00am to 12:25pm. *Please refer to our Parent Handbook for detailed information.

The first nine (9) days of school, August 5-August 14 are modified and were scheduled as half days by the DOE. *Please refer to our Parent Handbook for detailed information.

- Group A students will be in school on 8/4, 8/6, 8/10, and 8/12. Friday, 8/13 will be an online day.
- Group B students will be in school on 8/5, 8/7, 8/11, 8/13. Friday, 8/13, will be an online day.

DAILY SCHOOL OPERATIONS

Chiefess Kapi'olani Elementary will provide our students with a school that is clean, safe, and supportive of all of their needs. Please review these changes to understand that our new policies and procedures were developed to provide the best school for our students.

- Upon arrival, Chiefess Kapi'olani Elementary will screen students, employees, and visitors with a wellness check in a safe and respectful manner. The screening is for general symptoms of illness and any designated adult can perform the screening.

The following CDC questions may be asked:

- Do you feel feverish or unusually warm (has flushed cheeks)?
- Have you been coughing and or sneezing?
- Do you have a sore throat?
- Do you have any trouble breathing or shortness of breath?
- Do you have a headache, stomach ache, or nausea?
- Do you have muscle pain or unusual fatigue?
- Do you have any loss of taste or smell?

If at least two of these symptoms are present, the person will be sent home.

Chiefess Kapi'olani Elementary will screen students, employees, and all official visitors for fever. ***Anyone with a fever of 100.0 degrees or higher will be sent home.***

Before School

- Please drop off your students between 7:15am-7:55am. Supervision will be provided at that time. Students may wait outside their classrooms using our social distancing lines painted on the sidewalks.
- Due to social distancing requirements, students will no longer assemble in the cafeteria until the 7:30am bell rings.
- Parents will not be allowed to walk their child(ren) to their classrooms.

Attendance

- Teachers will continue to monitor student attendance daily this school year. All students are expected to attend school five days a week, either in person or online. Students in our full distance learning program (100% online) will be marked present as daily online assignments are completed or by other means worked out with their teacher.

Grading

- Full distance learning students that spend 100% of their learning online, will be assessed on the coursework they complete, assessments, and growth. These will be translated into report card marks.
- Blended learning students will receive grades reflecting all online and in-person assignments and activities.
- All students will receive GLO marks based on observed full distance learning and blended learning models.

After School

- A+ Program
 - *The A+ program is suspended until further notice.*
 - *In order to ensure the safest possible school environment for our students and staff, we have delayed the starting of the A+ program until further notice. Our school's response to the COVID-19 pandemic requires the implementation of new safety, cleaning, disinfecting, and sanitizing protocols. We will monitor this situation closely and will start the program as soon as it is safe to do so. Thank you for your understanding.*
- Pick Up Procedures
 - Students will be dismissed on a staggered schedule this year to ensure appropriate social distancing. Families must arrive at their scheduled time and no one will be allowed to park and wait for their child(ren). *Please see our Parent Handbook for schedule details.

Field Trips

- Off-site field trips will not be approved until further notice from the Hawaii Department of Education. Teachers may pursue virtual activities and events to enhance learning and experiences for their students.