

2020-21

# WAILUKU ELEMENTARY SCHOOL'S REOPENING SCHOOL FAMILY HANDBOOK

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## **Message from Wailuku Elementary School staff**

These procedures were created following the Hawaii State Department of Education RETURN TO LEARN: SCHOOL REOPENING PLAN guidelines, and with the understanding that these procedures will change as necessary to meet the directives from the Department of Health, the CDC, and our Government. Please be patient, understanding, and flexible as we maneuver through these difficult and unprecedented times.

All of the Baldwin-Kekaulike-Maui Complex Area schools will implement 100% distance learning for at least the first quarter of school. All schools will follow the three-phase plan for distance learning. For Wailuku Elementary School, that plan will be as follows:

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## **FIRST PHASE, IN-PERSON TRAINING (Aug. 17-20)**

During the first week of school, students will physically return to campus with the Model B Blended Learning Model:

**Group A:** Face-to-Face instruction on Monday (8/17) and Tuesday (8/18) and online instruction for the other 2 weekdays

**Group B:** Face-to-Face instruction on Wednesday (8/19) and Thursday (8/20) and online instruction on Monday and Tuesday. [Because Friday, Aug. 21 is a state holiday, we are asking Group B to attend school on Wednesday to get the most out of the in-person training].

**Group C:** Face-to-Face instruction every day

**Group D:** Distance Learning from home.

Students will connect with their teacher, receive training on the distance learning platforms, and address issues with connectivity and access to technology.

## **SECOND PHASE, READY TO LEARN (1st Quarter)**

For the remainder of the first quarter, all students will be doing distance learning. Special considerations will be given to vulnerable students and their families for more in-person access to the school and teachers.

## **THIRD PHASE, TRANSITION TO BLENDED LEARNING OR CONTINUE DISTANCE LEARNING**

HIDOE will continue to monitor the situation and work with the Governor's Office and the Hawai'i State Department of Health to assess whether or not students can safely return to in-person blended learning models.

## **SCREENING ON CAMPUS**

All employees, students, and visitors will be screened for overt signs of illness in a safe and respectful manner. Screening will be for general symptoms of illness using the following 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
- Temperature of 100.4 degrees

If any of these symptoms are present, the person will not be allowed access to campus and/or should be sent home immediately.

## **SANITIZING STATIONS & HAND WASHING**

There will be sanitizing stations located throughout the campus. Students are encouraged to wash their hands often.

## **WATER FOUNTAINS**

All water fountains are closed due to COVID-19 restrictions. Please provide your students with personal water bottles for the day.

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## **FACE MASKS**

Masks must be worn when entering/exiting the school campus, on school buses, during campus transitions (e.g. walking to/from the office, the cafeteria, etc.), and when 6 feet of physical distancing is difficult. A mask must cover the entire nose and face and adhere to the head or ears.

- Masks that are NOT permitted: bandanas, lace, shirts, gas masks, etc.
- While in the classroom, when facial features need to be seen by teachers or students to support learning or an activity, face shields in place of masks may be worn.
- Students may need temporary breaks from wearing masks. Masks may be removed for temporary periods of time (with teacher permission) if a 6 foot distance is maintained.
- 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.
- Parents/legal guardians are responsible for providing students with face coverings or masks.
- WES will have backup disposable masks available for staff and students who need them.

## **DROP OFF AND PICK UP**

Cones and signs will be placed along Malako and Koeli Streets to designate drop off/pick up and drive through lanes.

- **Drop off/Pick up lanes (See Traffic Flow Map):**
  - The inner lane along the sidewalk of Malako Street will be designated for drop off, screening, and pick up.
  - The lane on Koeli Street will be outside of the marked parking stalls.
  - The marked parking stalls along Koeli Street will not be used as a drop off.
- **The outside lane will be designated for driving through.**
- **If parents are dropping off or picking up and there is no available space in the designated lane, they must circle around using the drive through lane until one becomes available.**

### **Students Entering Campus (Dropping off)**

- There will be designated entrances to campus and staggered drop off times for all students to minimize overcrowding in confined spaces. Your child must be dropped off at the designated staggered time and entrance to campus. If you are walking, your child must walk around and enter at their designated entry point.
- Parents must wait until screening is completed.
- Staff will be stationed alongside Malako and Koeli Street to conduct screening prior to allowing students entry to campus.
  - Parents/legal guardians should stay in their vehicles. Cars must not be left unattended.
  - If parents/legal guardians need to disembark their vehicle with their child :
    - They need to find off campus parking.
    - Both parent and child must be wearing a mask. Parents will also be screened before entering campus.
    - They must follow the staggered drop off times and designated entry campus procedures.

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**Drop of times and designated entry to campus are as follows (See Entering/Leaving Campus Map):**

- **Curb to Curb small bus service (Area #5):**
    - All Grades (J building parking lot via Awapuhi Street)
  - **Bus Riders: All grades (Times pending based on bus schedule) (Area #1)**
    - Bus loading and unloading zone on High Street: Steps at front of school
  - **7:00 - 7:15: Grades 4 and 5**
    - Grade 4 students enter via stairs near preschool on Koeli Street. (Area #4)
    - Grade 5 students enter via Fire Lane below the cafeteria. (Area #2)
  - **7:15 - 7:30: Grades 2 and 3**
    - Grade 2 students enter via Fire Lane below the cafeteria. (Area #2)
    - Grade 3 students enter via stairs near preschool on Koeli Street. (Area #4)
  - **7:30 - 7:45: Grades K and 1**
    - Students will enter via the stairs between K and L buildings on Koeli Street. (Area #3)
  - **7:45: Preschool**
    - Enter via stairs near preschool on Koeli Street. (Area #4)
  - **SIBLINGS: If you have siblings that are in different grades, drop off will be the later time and pick up will also be the later time.**
- **Pick up times and designated exits from campus are as follows:**
    - **Students with transportation services (Area #5):**
      - All Grades (J building parking lot via Awapuhi Street)
    - **Bus Riders: All grades (Times pending based on bus schedule) (Area #1)**
      - Bus loading and unloading zone on High Street: Steps at front of school
    - **2:00 - 2:10: Preschool**
      - Exit via stairs near preschool on Koeli Street. (Area #4)
    - **2:00 - 2:10: Grades K and 1 (Area #3)**
      - Exit via stairs between K and L buildings.
    - **2:10 - 2:20: Grades 2 and 3**
      - Grade 2 students exit via Fire Lane below the cafeteria. (Area #2)
      - Grade 3 students exit via stairs near preschool on Koeli Street. (Area #4)
    - **2:20 - 2:30: Grades 4 and 5**
      - Grade 4 students exit via stairs near preschool on Koeli Street. (Area #4)
      - Grade 5 students will exit via Fire Lane below the cafeteria. (Area #5)

## **RECESS**

Students should follow pathway arrows and floor markings (orange) throughout the WES campus, maintaining a six foot distance.

- Face coverings are not required while walking to/from recess and at recess.
- Each class is considered its own 'Ohana bubble and will be separated on the May Day field and County Park during recess. Students will be reminded to stay within the boundaries of their 'Ohana bubble.

## **MEALS**

Breakfast and lunch will be available for purchase as a grab-and-go option for all enrolled students. Please make sure your lunch account has sufficient funds. Parents are welcome to fill out the Free and

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Reduced Meal application form online (visit our website and go to our “Bus and Meal” tab or turn in the hard copy application in the first-day packets). Meal accounts can be funded online via our website link.

### **ATTENDANCE**

Daily attendance will be taken for face-to-face and distance learning. For those at home, your child will be asked to log onto the computer in the morning and receive instructions from their teacher. If your child does not log on that day, they will be considered absent. More information will be provided on our attendance policy at a later date.

### **ONLINE LEARNING**

Teachers will use Seesaw as a foundation for their distance learning classes. Through Seesaw & Google Classroom, students and parents will be able to view and complete assignments as well as communicate with their teachers.

### **TECHNOLOGY ACCESS**

Chromebooks will be loaned to students in need after the proper paperwork is filed with the school.

### **CURRICULUM**

To help your child be successful with Distance Learning, please ensure the following:

1. Create a safe and distraction free area to learn
2. Create a daily routine for your child
3. Be prompt when meeting your teacher online with Google meets
4. Make sure they have everything they need for learning (supplies)
5. Log onto your parent/teacher communication platform (SeeSaw)
6. Encourage your child to work through any obstacle

Curriculum	Online Programs
English Language Arts (ELA) McGraw-Hill Wonders	Wonders Digital *Newsela *eSpark
Math Great Minds Eureka	Eureka Digital Khan Academy *IXL
Science	Mystery Science BrainPOP/BrainPOP Jr.
Social Studies	BrainPOP/BrainPOP Jr.
Physical Education (P.E.)	Go Noodle Plus

### **GRADING**

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All assignments must be turned in and will be graded. Please refer to individual teachers' syllabus for more information on grading policies and expectations.

### **AFTERSCHOOL PROGRAMS**

All after-school programs will be suspended for now until students return to in-person blended learning models.

### **BUS**

Please refer to the following link for a bus application:

<https://hi.etrition.com/Modules/ParentPortal/Home.aspx?q=MDphYzA5NjUyNC05M2VILTQ2NTAtOWY1OS0wNzJiNDYzj0MDY6MDo->

### **HEALTH ROOM VISITS**

Students who do not feel well or who appear unwell will be sent to the health room for screening. Parents/guardians will be called to pick up students identified as ill or having a fever of 100.4 or more. Students will be placed in a separate quarantine room and monitored.

- Any student sent home from school may return when symptom-free for at least 24 hours without the use of medication. For example, a child sent home on Monday cannot return to school until at least Wednesday for group C and the following Monday for group A.
- 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 10 days after illness onset and until 24 hours after temperature and breathing return to normal, whichever is longer.

### **COVID-19 EXPOSURE & REPORTING**

For a student who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student as to his/her subsequent care and return to school.

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

- The Department of Health (DOH) will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
- The DOH will work with the school principal if 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.
- The principal (or designee) will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school.

When there is a confirmed case of COVID-19 on the WES campus, decisions about closing school facilities and the duration of the closure will be communicated to parents/guardians.

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## **VISITOR RESTRICTIONS**

Non-essential visitors or volunteers and activities involving external groups and organizations are limited on the WES campus. All visitors, including staff children and family members, must check in at the office. Visitors must wear a face covering and follow appropriate social distancing guidelines.

## **DISCIPLINARY ACTIONS**

Students, siblings, parents, and guardians should follow all safety procedures and guidelines outlined in this document to ensure their safety and the safety of others. If a student refuses to abide by these procedures, student disciplinary actions (Chapter 19) will be enforced.

## **COMMUNICATION**

Wailuku Elementary School (WES) will continue to use the same communication tools to keep students, parents, faculty, staff, and our community informed. Please contact the office at (808) 727-5500 or PCNC “Miki” Lisa Mochizuki at (808) 727-5540 with any changes to your phone number or email address.

- School Messenger
- Email
- Seesaw
- School website ([wailuku.k12.hi.us](http://wailuku.k12.hi.us)) or download the WES app

## **CONTACT INFORMATION**

Principal	Dr. Nikan Arapoff	<a href="mailto:nikan.arapoff@k12.hi.us">nikan.arapoff@k12.hi.us</a>
Vice-Principal	Noelani Castro	<a href="mailto:noelani.castro@k12.hi.us">noelani.castro@k12.hi.us</a>
Gr. K-2 Counselor	Heidi Kahakauwila	<a href="mailto:heidi.kahakauwila@k12.hi.us">heidi.kahakauwila@k12.hi.us</a>
Gr. 3-5 Counselor	Joshua Lockhart	<a href="mailto:joshua.lockhart@k12.hi.us">joshua.lockhart@k12.hi.us</a>
PCNC	“Miki” Lisa Mochizuki	<a href="mailto:lisa.mochizuki@k12.hi.us">lisa.mochizuki@k12.hi.us</a>

## **WEBSITE**

We update the website ([wailuku.k12.hi.us](http://wailuku.k12.hi.us)) weekly. Please check it often for the latest information.

## **EBLASTS**

Please check your spam/junk folder as we send emails out in bulk, or add ([lisa.mochizuki@k12.hi.us](mailto:lisa.mochizuki@k12.hi.us)) to your contacts so you don't miss out on any information we send out.