

2020-21 Updated 1/11/21

WAILUKU ELEMENTARY SCHOOL

SAFETY AND FAMILY HANDBOOK



These procedures were created following the Hawaii State Department of Education RETURN TO LEARN guidelines and are subject to change. All Baldwin-Kekaulike-Maui Complex Area schools will continue with distance learning at least until Feb. 1. Stay safe and see you soon!

- **The Wailuku Elementary School Staff**

DAILY WELLNESS CHECK AT HOME

All employees, students, and visitors **MUST** do a wellness check each morning before going to school.

STEP 1: Check for Symptoms of Illness

Do you or your child have any of these symptoms? If yes, **do not go to school.**

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

STEP 2: Check for Recent COVID-19 Exposure

Do any of the following apply to you or your child? If yes, **do not go to school.**

- Recently tested positive for COVID-19
- Waiting for COVID-19 test results
- Self-quarantining due to possible COVID-19 exposure (e.g. travel quarantine)
- Living with someone with COVID-19
- Been in close contact with someone with COVID-19

If any of these symptoms are present, do not report to campus and/or should be sent home immediately. Please contact the office or the School Health Assistant (SHA) immediate if any of the above applies to you or your child. The children who develop illness will be sent home immediately.

SCREENING FOR POTENTIAL ILLNESS AT SCHOOL & WHEN A STUDENT BECOMES SICK

Universal symptom screening is no longer required upon arrival at the school or office.

Symptoms screening shall be conducted for anyone who is showing signs of illness at school, in a safe and respectful manner. Any designated adult can perform the screening.

Procedure:

In a well ventilated area, interview and observe the individual from at least 6 feet away or behind a physical barrier, using the following COVID-19-like symptoms checklist:

- Feverish, unusually warm, or flushed cheeks
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness, weakness)
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting (stomach ache)
- Diarrhea

If someone has symptoms at school, the person will be sent home immediately. A student's parent/legal guardian will be contacted to pick up the student, or the student will be sent home if he/she drives to school. If the person who is ill needs to wait for pick-up, he/she will be isolated in a supervised area.

When a student becomes sick the student will report to the Health Room wearing a face mask. If there is no School Health Assistant (SHA), the student should be sent to the designated staff member.

- The SHA will conduct a screening for potential illness.
- If the student has any symptoms of illness, the SHA will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, the sick student must be isolated from others in a supervised area. Ideally, someplace other than the Health Room.
- If a student has any COVID-like symptoms of illness, he/she may return to school.
 - If it has been 10 days since symptoms first appeared AND no fever is present for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
 - With a doctor's note AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
 - With a negative COVID-19 test result AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
- If a student is sent home due to any illness symptom other than those that are COVID-like, respiratory illness, or influenza, he/she may return to school when symptoms are resolving and he/she has no fever for at least 24 hours without the use of fever-reducing medication.

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- The SHA will send a note home with the student which conveys the recommendations above.
 - For further information, see [SHA Manual Section 2-10 General Principles for Temporary Exclusion from School](#)

Siblings of Students Who Become Sick at School

If the siblings of an ill student who is sent home are not ill, they may remain in school unless the ill child is being tested for COVID-19. At that point, the siblings (and all household contacts) shall remain at home until the test results return.

If the COVID-19 test results are **negative**:

- The ill student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medications.
- Siblings (household contacts) may return to school if they are symptom-free.

If the COVID-19 test results are **positive**:

- The ill student must remain at home until:
 - At least 10 days have passed since symptoms first appeared AND
 - At least 24 hours have passed since last fever without the use of fever-reducing medication AND
 - Symptoms have improved (cough, shortness of breath).
- Siblings (household contacts) must remain at home for 10 days if they have no further contact with the person with COVID-19, or until 10 days after the person with COVID-19 is released from isolation if there is ongoing contact.

If the student's physician has determined that the child has an illness other than COVID-19, the student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medication.

Should anyone have symptoms, please contact the School Health Assistant (SHA) at 727-5533 or administration at 727-5500 if you have any questions.

RETURN TO SCHOOL/WORK CRITERIA FOLLOWING ILLNESS

<u>Return to School/Work Criteria for COVID-19-like Symptoms of Illness (Must meet ALL three criteria in one of these columns)</u>		
Negative COVID-19 Test	Doctor's Note	At Least 10 Days
<input type="checkbox"/> Proof of a negative COVID-19 test result. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication. <input type="checkbox"/> Symptoms have improved.	<input type="checkbox"/> A signed note from a licensed healthcare provider. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication. <input type="checkbox"/> Symptoms have improved.	<input type="checkbox"/> At least 10 days have passed since symptoms first appeared. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication. <input type="checkbox"/> Symptoms have improved.
<u>Return to School/Work Criteria for Someone Who Tests Positive for COVID-19 (Must meet all of the criteria below)</u>		
<input type="checkbox"/> At least 10 days have passed since symptoms first appeared or if there are no symptoms, at least 10 days have passed since the date when the positive test was conducted. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication. <input type="checkbox"/> Symptoms have improved.		
<u>Return to School/Work Criteria for Symptoms of Illness Other Than Those That Are COVID-19-like (Must meet all of the criteria below)</u>		
<input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication. <input type="checkbox"/> Symptoms have improved. <input type="checkbox"/> No known risk of recent exposure to COVID-19.		

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.

WEARING A FACE COVERING OR MASK

Please remember to send your child to school with a mask.

Masks shall be worn:

- Entering and exiting a school campus;
- On school buses;
- During campus transitions (e.g. moving from class to class and during recess for secondary students, to an office, the library, cafeteria or locker room);
- In the cafeteria, masks may be removed when students are eating. Six feet of physical distance shall be maintained.
- 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. If a six-foot distance is maintained, masks may be removed for temporary periods of time.
 - If students are seated less than six feet apart, seats must face the same direction and students should remain in their seats.
 - Students should maintain at least six feet of distance during group activities such as choir, band and physical education where students may not be wearing a mask.
- In the health room.

Masks should not be worn during elementary school recess. Classes should remain in their 'Ohana Bubble when at recess and maintain six feet of distancing as much as possible.









Wearing a face shield is not necessary for an adult unless working in a special setting such as the health room or interacting with students who have special needs where there is a higher risk of coming into contact with body fluids or respiratory droplets. A face shield can be worn with a face mask for maximum protection.

An individual may request an exemption for wearing a mask due to a medical condition with a signed note from a licensed healthcare provider (i.e. U.S. licensed physician, APRN, or PA) who is treating the individual for that condition.

Chapter 19 regulations will be implemented for older students who refuse to wear a mask. Refer to the Centers for Disease Control and Prevention's "Additional Considerations for the Use of Cloth Face Coverings Among K12 Students" at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) for more information.

The following [recommendations and graphics](#) from the CDC provide an overview of best practices and how to wear masks correctly.

Updated by the CDC, Oct. 29, 2020

DO choose masks that	DO NOT choose masks that	Gaiters & Face Shields
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>	 <p>Wear a gaiter with two layers, or fold it to make two layers</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>	 <p>Caution: Evaluation is ongoing but effectiveness is unknown at this time</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>	Special Situations: Glasses
		 <p>If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging</p>

Wear a mask correctly and consistently for the best protection.

- Be sure to wash your hands before putting on a mask
- Do NOT touch the mask when wearing it

Do wear a mask that

- Covers your nose and mouth and secure it under your chin
- Fits snugly against the sides of your face

For more information, visit the CDC's [How to Wear Masks](#) web page.

How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear

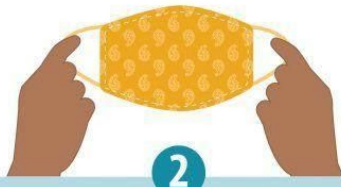


On your arm

How to take off a mask



1
Carefully, untie the strings behind your head or stretch the ear loops



2
Handle only by the ear loops or ties



3
Fold outside corners together



4
Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

How to clean a mask:

Masks should be washed regularly. Always [remove masks correctly](#) and [wash your hands](#) after handling or touching a used mask.

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry

Taking a Mask Break

Students and school employees may need occasional breaks from wearing masks in addition to meal times and during elementary recess. Taking a mask break will also help individuals to drink water and stay hydrated throughout the day. A mask break should be taken outdoors, or in a well-ventilated area, if an outdoor space is not feasible. Students should be supervised by an adult keeping six (6) feet of physical distance between all individuals.

Wash hands with soap and water or use hand sanitizer that is at least 60% alcohol before removing the mask and then again before placing the mask back on. Remember only to handle the mask from the ear loops or ties. When the mask is not being worn, it should stay with the person (e.g. held by the ear loop or dangling from an ear) to facilitate its prompt use again following the break. If this is not practical, the mask should be stored in a space designated for each individual that is separate from others (e.g., in individually labeled containers, bags, or cubbies).

The necessity and duration of mask breaks will need to be determined on a case-by-case basis. If a student seems to be seeking breaks from wearing a mask due to COVID-19-like symptoms, please refer to the section on “When a Student Becomes Sick.”

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 (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 are 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.
- Staff will be stationed alongside Malako and Koeli Street to meet students entering campus.
 - Drivers are to remain in their vehicle. Cars must not be left unattended.
 - If parents/legal guardians need to enter campus with student, they must find street parking.
 - Both parent and child must be wearing a mask.
 - They must follow the staggered drop off times and designated entry campus procedures.

Drop off and pick up times for FEBRUARY (See Traffic Flow 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.**
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- **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 [1:15 - 1:25 on Wednesdays]**
 - Exit via stairs near preschool on Koeli Street. (Area #4)
 - **2:00 - 2:10: Grades K and 1 (Area #3) [1:15 - 1:25 on Wednesdays]**
 - Exit via stairs between K and L buildings.
 - **2:10 - 2:20: Grades 2 and 3 [1:25 - 1:35 on Wednesdays]**
 - 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 [1:35 - 1:45 on Wednesdays]**
 - 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 follow the pathway arrows and orange floor markings throughout 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

Meals are free of charge this school year. Grab & Go meals are available to any child 18 years and younger. One lunch for that day and one breakfast for the following morning will be issued at the cafeteria driveway for curbside pick up, excluding holidays and school breaks. Grab & Go meals for Wailuku Elementary students are available between 10:45-12:00pm. Grab & Go meals for non-Wailuku Elementary students will be between 12:00-12:30pm.

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. Praise them and the effort they make, rather than their success or failure, or for being smart. Encourage them to follow their interests.

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

Assignments are used to assess progress. 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=MDphYzA5NjUyNC05M2VILTQ2NTAtOWY1OS0wNzJiNDAYZjc0MDY6MDo->

VISITOR RESTRICTIONS

Non-essential visitors or volunteers and activities involving external groups and organizations are limited on 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) or download the WES app

CONTACT INFORMATION

Principal	Dr. Nikan Arapoff	727-5500	nikan.arapoff@k12.hi.us
Vice-Principal	Noelani Castro	727-5500	noelani.castro@k12.hi.us
Gr. K-2 Counselor	Heidi Kahakauwila	727-5531	heidi.kahakauwila@k12.hi.us
Gr. 3-5 Counselor	Joshua Lockhart	727-5521	joshua.lockhart@k12.hi.us
PCNC	“Miki” Lisa Mochizuki	727-5540	lisa.mochizuki@k12.hi.us
School Health Assistant (SHA)	Charlene Hokoana	727-5533	charlene.hokoana@k12.hi.us

WEBSITE

We update the website (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) to your contacts so you don't miss out on any information we send out.