



Ka'imiloa Elementary School

SEEK LEARN EMPOWER

Parent Handbook SY 2021-2022

Ka'imiloa Elementary School
91-1028 Kaunolu Street, Ewa Beach HI, 96706
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Ka'imiloa Bell Schedule

	M, T, R, F		W	
	K-2	3-6	K-2	3-6
Homeroom	7:45-8:00	7:45-8:00	7:45-8:00	7:45-8:00
Instruction	8:00-10:15	8:00-9:45	8:00-10:15	8:00-9:45
3-6		9:45-10:00		9:45-10:00
Instruction		10:00-11:15		10:00-11:15
Staggered Lunch & Recess	10:15-11:20	11:15-12:20	10:15-11:20	11:15-12:10
Instruction	10:50-12:45	11:45-1:45	10:50-12:10	11:45-12:10
K-2 Recess	12:45-1:00			
Staggered Release	Bus 1:45 PK-1 1:45 2-3 1:55 4-6 2:00	Bus 1:45 PK-1 1:45 2-3 1:55 4-6 2:00	Bus 12:05 K-1 12:10 2-3 12:20 4-6 12:25	Bus 12:05 K-1 12:10 2-3 12:20 4-6 12:25

Distance Learning

Ka'imiloa is offering distance learning for families that are not ready to have their child return for in-person learning. In order to access this option, families need to fill out a Distance Learning Request Form (per child) each semester and agree to the distance learning program expectations. Distance learning students will use an online program in which students will work independently in a self-paced environment with parent support.

Health and Safety Procedures

During the COVID-19 pandemic, please help us by following these guidelines prior to attending school. These guidelines will help us to ensure the health and well being of our students, teachers and staff:

Prior to School Arrival

Parents will:

Do a wellness check on your child each morning at home before determining if your child should attend school. Even if your child has no fever but has any one of these symptoms below, please keep your child at home during this pandemic. Use the following checklist:

COVID-19 like symptoms:

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

Non-COVID-19 like symptoms

- Eyes crusty, bright red, and/or discharging yellow or green fluid (conjunctivitis/pink eye)
- Rash (Consult doctor)

If any of these symptoms are present, your child should NOT attend school.

A symptoms check will be performed as your child enters their classroom each day. If your child is suspected of being sick, you will be contacted, and you will be asked to pick up your child.

IMPORTANT: Please do not give your child medications to treat a fever, cough or runny nose and then send them to school, as medications do wear off in a few hours and expose others to their illness.

- Ensure your child arrives at school wearing a face mask.
- Please wash your child's mask daily.
- Recommendation: Have your child bring an extra face mask in their backpack.

Arrival To School

Parents will:

- Follow school policies on drop off and pick up times and recognize that parent/legal guardian access to the building will be strictly limited to support social distancing.
- Be sure our school has updated contact information in the event that your child needs to be sent home.

School Personnel will:

Screen students upon arrival to class

- Health screening questions
- Temperature checks (as determined by classroom teacher)

All staff will follow the DOE mitigation practices to keep students and staff safe

- Wearing a mask
- Frequent hand washing throughout the day
- Staying home when sick

When a Student Becomes Sick at School

When a student becomes sick at school, the student will be sent to the Health Room. The School Health Assistant will call the parent/legal guardian to pick up the student. While waiting, the sick student will be isolated from those who are well. Any student sent home due to illness, should be excluded from school until symptom-free for at least 24 hours without the use of medication, or as directed by your medical provider.

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 your child has tested positive for COVID-19, the office must be informed immediately. If your child has been in contact with someone who has tested positive in the past 14 days, you must contact the office immediately. In both cases, keep your child at home until further instructions from the school.

Return to School Criteria

Return to School/Work Criteria*




For Someone with COVID-19-like Symptoms of Illness

Must meet ALL three criteria in ONE of these columns

 Negative COVID-19 Test	 Doctor's Note	 At Least 10 Days
<ol style="list-style-type: none">1 Proof of a negative COVID-19 test result,2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and3 Symptoms have improved.	<ol style="list-style-type: none">1 A signed note from a licensed healthcare provider,2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and3 Symptoms have improved.	<ol style="list-style-type: none">1 At least 10 days have passed since symptoms first appeared,2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and3 Symptoms have improved.




For Someone with Symptoms of Illness That Are NOT COVID-19-like

Must meet ALL criteria below

 1 No known risk of recent exposure to COVID-19,
 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and
 3 Symptoms have improved.



For Someone Who Tests Positive for COVID-19

Must meet ALL criteria below

 1 At least 10 days have passed since symptoms onset, or if no symptoms, at least 10 days have passed since the date of the positive test,
 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and
 3 Symptoms have improved.

For Someone Who Is a Close Contact of a Confirmed COVID-19 Case

Must meet ALL criteria below

 1 Must quarantine for at least 10 days after date of last exposure (and if continued exposure, 10 days after confirmed case released from isolation), and
 2 Monitor for any COVID-19-like symptoms of illness during the entire quarantine period.

*Based on the Hawaii State Department of Health's [COVID-19 Interim Return to Work/School Guidance](#).

All Visitors

- All visitors will follow campus check-in protocols and Center for Disease Control (CDC) Guidelines.
 - Check-in at the front office
 - Answer screening questions
 - Have temperature taken
- Visitors will wear a face mask while on school premises and follow social distancing guidelines.
- Visitors will wear a Ka'imiloa identification indicating they have been screened at the office.
- Appointments may be required to properly schedule and maintain health and safety measures.
- Administration and their designees shall have the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.
- Administration and their designees shall have the authority to restrict access to the campus if a visitor doesn't have an appointment and allow for the scheduling of future appointment(s) or other means of communication to maintain health and safety measures.
- Persons who are restricted from physical presence at the school or office shall be allowed to conduct business by telephone or other appropriate audio-visual technology.

Cougar Bubble

- To the extent possible, Ka'imiloa will keep students together in their homeroom classes (Cougar Bubble) as a priority.
- All students will stay with their classmates during recess and be monitored by a yard duty teacher or an adult supervisor.

Hand Washing and Self-Sanitation

Frequent hand washing will be promoted to reduce the spread of germs. Students will be educated to properly wash their hands with soap and water for 20 seconds. They will be encouraged to wash and/or sanitize their hands:

- Upon entering the class in the morning and exiting the classroom in the afternoon.
- After touching their face: eyes, nose, or mouth
- Before and after eating
- After using the toilet
- After coughing, sneezing, using a handkerchief or disposable tissue
- After returning from recess

Sanitizing stations are located in high traffic areas such as the office, cafeteria, library, and recess areas. Additional sanitizing dispensers have been installed in each classroom.

Face Coverings

Anyone entering Ka'imiloa Elementary School will be required to wear an appropriate face mask. Masks must cover the nose and mouth of the wearer. Face shields can be worn, but are not mandatory and can not take the place of a mask.

Students

- Students will be educated on the importance of wearing a mask for their safety and those around them.
- Parents/legal guardians will be responsible for providing students with face coverings or masks. It is highly encouraged for students to have a spare mask in their backpack.
- If students need a mask break, they can alert their teacher who will provide instruction on where a mask break can be taken.

Physical Distancing and Minimizing Exposure

Ka'imiloa Elementary School will practice proper physical distancing by maintaining a 3-foot distance to the greatest extent possible.

Classrooms

- Students will be spaced 3 feet apart when possible.
- A sneeze guard will be utilized for situations where staff or students are facing each other and conversing.
- Sharing of items will be minimized and discouraged.
- Students' belongings will be separated from others.

Cafeteria

- Seating is arranged for students to be 3 feet apart.
- A sneeze guard will be utilized.
- Meal times will be staggered to accommodate social distancing.

Morning and Afternoon Wait Areas

- Distancing stickers or painted Cougar paws have been placed throughout the campus. **When all students are on campus, students may stand between the stickers/paws to maintain a safe distance of 3'.**
- Signs are placed as reminders for wearing face coverings and social distancing.
- There are designated areas for students to wait for school to begin and to be picked up (see table in *Morning Wait Areas* for locations).
- Adults are assigned to those areas to supervise students.

Morning Drop Off

To support our efforts of social distancing, we are not allowing parents on campus. We are requiring parents to drop off their child at the campus gate entrances by foot or from their car in the parking lot. Staff members will be deployed around campus to support our students to enter campus safely. Until further notice the back gate remains closed, again to maintain safety and health efforts to control exposure to our students and staff. Thank you for your cooperation and understanding.

Morning supervision begins at 7:15am. For the safety of students, please plan to arrive at school after 7:15 am. To maintain physical distancing, upon arriving at school, students will be guided to supervised areas assigned as follows. Students are to wait in their areas until the supervisors release them to class.

Grade	Student Waiting Areas
Preschool	Front of office next to flagpole
K	F Bldg. Downstairs in front of their classrooms
1	E Bldg. Downstairs
2 (F1 & F2)	F Bldg. Downstairs front of F1 & F3
2 (F3 & F4)	F Bldg. Downstairs under bridge
3	Library
4	Library Fire Lane (lib side)
5	Library Fire Lane (E-F side)
6	Portables

School Uniform

The intent of the School Uniform Policy is to provide a safe and secure environment conducive to teaching and learning. It has been determined by the school’s SCC (School Community Council) through a shared decision-making process that Kaimiloa Elementary School will continue to require a school uniform for its students. The potential benefits of school uniform includes:

- Increase in campus safety
- Elimination of gang-affiliated attire
- Reduction of financial burden on most parents
- Fostering of school pride and unity
- Enhancement of student’s focus on learning

Students attending Kaimiloa Elementary School are required to wear school uniforms on all instructional days. Optional dress days may be permitted at the discretion of the Principal. When permitted, optional dress must meet Dress Code Regulation.

School uniform (T-shirts) inquiries and purchases may be conducted online through:

heritageartsprinting.com.

DRESS CODE REGULATIONS

All students attending Kaimiloa Elementary School are required to wear uniforms everyday. The school recommends parents/guardians to purchase five (5) uniform sets.

The dress code regulation expects students to wear their uniforms in an appropriate manner.

- A. Over-sized is prohibited.** Shirts/tops should not be hanging more than two (2) inches over the shoulders. Oversized shorts and pants that expose underwear or may cause a tripping hazard are not allowed.
- B. Fashion which expose the midriff, underwear, navels, chest/breasts or backs are prohibited.** Halter tops, strapless tops, athletic tank tops, undershirts, swimming or board shorts, and sweatpants or wind breaker pants should not be worn. Cut-off pants and tops that have fringes or holes that reveal any of the body parts mentioned above are not to be worn. Jackets may not be worn to cover up inappropriate clothing.
- C. Sports jerseys** are not to be worn to school, unless for a school-sponsored activity at the discretion of the Principal (e.g., Sports Day, etc.).
- D. No short shorts allowed.** To be deemed appropriate in length, the shorts must be no shorter than the tip of the pinkie finger when the arms are extended straight down the side of the body. Slits on skirts may not extend over the knee.
- E. Gang related clothing or accessories of clothing which depict drugs, sex, violence, or profanity or clothing otherwise deemed inappropriate are prohibited.** Belts should not be longer than four (4) inches from the buckle. Visible markings or tattoos that relate to gangs, drugs, sex, violence, or profanity are not allowed.
- F. Fabric prints which suggest activities other than those meant for school are prohibited.** For example: camouflage prints.
- G. Caps, hats, visors, or dark sunglasses are prohibited.**

Exceptions to the dress code regulation will be made for medical reasons provided the school receives a note from a licensed physician.

Meals

Breakfast and Lunch

Breakfast is served from 7:15 am-7:35 am daily. Lunch is served from 10:30 am-12:00 pm following a grade level schedule. Students will be socially distanced and areas will be cleaned after table use. Microwave usage **is not** available.

Drinking Water -Water fountains are no longer used. Students may bring containers for water to fill at our water dispensing stations around the campus. They are located outside of the office, in the cafeteria, and upstairs of E & F buildings.

Snacks/Other Foods - Snacks are allowed to be consumed at recess and after lunch. Treats for celebrations can be shared on campus if they are individually pre-packaged items. If you are planning to bring in items for a celebration, please contact your child's classroom teacher prior to the date.

Meal Payment

Account balances may be accessed through EZSchoolPay.com or payments can be made to the school office. However, for all of the school year 2021-2022, all public school students will receive free meals.

Recess

Students will remain in their Cougar Bubbles and be assigned safe play areas around campus to maintain physical distancing.

- Students will stay with their classes during recess
- Classes will rotate to designated areas on a weekly basis
- Students will have access to socially distanced games

After School Dismissal

After school dismissal times and areas have been designated for all students to maintain social distancing.

To maintain social distancing, we are requiring parents to wait for their child off campus or in their car. For safety reasons, the back gate will remain closed until further notice. Staff members will be deployed around campus to support our students with a safe exit. Thank you for your cooperation and understanding

Color-coded placards with students' first and last name color-coded with youngest sibling's grade will be provided to all families. Families are to display the placard (wellness guidelines on the back) on their car's visor when they drive into the parking lot. Siblings will

be listed on one colored placard for the grade level of the youngest. Staff members will be posted at the entrance/exit gates and will notify supervising adults to send your child out to the parking lot near the flagpole.

To reduce the number of students being released from campus at one time, Ka'imiloa will have a staggered dismissal.

Staggered Release - It is very important to pick up your child(ren) on time. Adults will be at the front of the school in the parking lot to monitor and dispatch students to be picked up. Teachers have been instructed to release older siblings earlier to stay with younger siblings on campus until they are picked up in vehicles.

- **Kdgn Pickup** - Older siblings leave to meet K students at their class and proceed to the Kdgn playground with the K teacher. Parents of Kdgn students (w/siblings) will be using the “curbside/fence side” lane to pick up the students waiting at the Kdgn playground fence.
- **Grade 1, 2, 3 Pickup** - Older siblings will leave to meet Gr 1, 2, 3 siblings at their waiting area. Staff will call the students to come forward to the parking lot as parents drive up to the pick up point in the parking lot.
- **Walkers Pickup** - Parents who are walking to pick up their children must wait in the area between the office and cafeteria near the cafeteria fire lane gate. Until further notice the back gate remains closed due to construction on JCHS softball field. Thank you for your cooperation and understanding.

Group	M, T, Th, F Dismissal Times	Wed Dismissal Times
Bus, PreK, K + siblings	1:45	12:10
Gr 1 + siblings	1:45	12:10
Gr 2 + siblings	1:55	12:20
Gr 3 + siblings	1:55	12:20
Gr 4	2:00	12:25
Gr 5	2:00	12:25
Gr 6	2:00	12:25
ALL WALKERS + siblings	2:00	12:25
WALKERS	Follow K-6 schedule	Walkers being picked up by parents will go to the parent waiting area. All other walkers to go straight home.

A+	2:00	12:25
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Cleaning

The cleaning schedule for school facilities will adhere to guidance from the CDC and the State Department of Health as available. School facilities will be cleaned daily and high-touch areas such as door knobs, light switches, counters, desks, chairs, railings, and water fountains, will be disinfected frequently throughout the day. Proper personal protective equipment (PPE), such as masks and disposable gloves, will be worn as necessary during the preparation, cleaning, and disinfection of school facilities.

- Custodians will follow a daily disinfecting schedule.
- Classrooms will be provided disinfectants and microfiber towels (daily) to clean as needed throughout the day