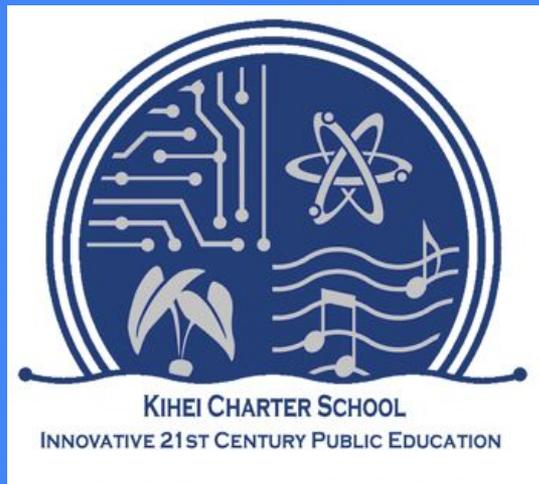


KCS Family Resource Guide

Procedures and protocols for reopening the campus for
the 2020-2021 school year



KTHEI CHARTER SCHOOL

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INTRODUCTION

Dear Kihei Charter Families,

We have created and implemented the following procedures and processes outlined in this Resource Guide so that our staff and students can return to campus as safely as possible. We are asking that everyone understand and follow these guidelines in order for all of us to remain safe at school.

These guidelines and procedures are in accordance and compliance based on the recommendations of the Hawai'i State Department of Health and the CDC (Centers for Disease Control).

Respectfully Yours,

Kihei Charter School Administration

Daily Monitoring of Symptoms

At Home Prevention Screening

Each morning, parents/guardians should screen their children before coming to school. The same list of symptoms should be used to screen students BEFORE they are sent to school. Should any of these symptoms be apparent, the child should remain home.

Please call the office at (808) 875-0700 to report the absence.

Campus Prevention Screening

To stop the spread of illness, students and staff must stay home if they are feeling sick. Schools shall screen employees, students and visitors for overt signs of illness in a safe and respectful manner. The purpose of screening would be for general symptoms of illness. Any designated adult can perform the screening. Upon arrival, students will be screened using the following symptom checklist:

- feverish or unusually warm (has flushed cheeks)
- coughing/sneezing
- sore throat
- chills
- shortness of breath/difficulty breathing
- headache/stomach ache/nausea/diarrhea
- muscle pain/unusual fatigue
- new loss of taste or smell

Should any of our students exhibit one or more of the symptoms, they will be sent to the School Health Aid and parents will be expected to pick up their child.

Guidelines for Returning to School From an Illness

Should a student have any ONE of the symptoms listed prior, the student can only return to school when he/she meet all the criteria of any one of these options:

1. After 10 days that symptoms first appeared AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
2. With a doctor's note AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
3. 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.

Pickup and Drop-off Procedures

- Please drop your child off in the front of the school only.
- Drop off may begin at 7:45am
- Please note the staggered school times
- Breakfast will be served starting at 7:45am for all students
- Please, no parents on campus at anytime.
- Parents may only go to the front office for any school needs

	School starts:	School ends:
K-2nd	8:00am	2:00pm
3rd-5th	8:15am	2:15pm
6th-12th	8:30am	2:30pm

Sanitation

- All staff and students will be expected to wash or sanitize hands frequently.
- Hand sanitizers are available in all classrooms.
- All classroom doors and windows will remain open during school hours.
- Procedures have been put in place to ensure that each time a child returns to the classroom, they must wash or sanitize their hands.
- Hand sanitizing stations can be found throughout the campus.
- Children may bring their own hand sanitizers.
- Students will be discouraged from touching their eyes, nose, and mouth.
- High touch areas will be sanitized multiple times each day.
- All classrooms will be thoroughly sanitized at the end of each day.
- All school purchased food will be served in prepackaged containers.

FACE MASKS



- All staff and students are required to wear a face mask on campus.
- Masks may only be removed while eating, drinking, or exercising.
- Mask breaks are at the teacher's discretion within the classroom, when safe and acceptable.
- Additional masks are available in the classrooms as needed.

Social Distancing and Signage

“Tiger Shark”- Students will be taught to keep 6 feet away from others. This applies to transitions from classes, pick-up and drop-off, classroom environments, and during recess or lunchtime.

Class sizes have remained small to ensure adequate room for proper social distancing.

There are 6 ft markers (blue tiger sharks), and signs throughout the campus and classrooms to remind students about the all safety protocols. It is encouraged that students keep their own supplies and limit any sharing of equipment/resources.



PODS/COHORTS

- Each class stays together throughout the school day, as much as possible.
 - The class is a pod or cohort
- Each pod will will have a designated lunch area for their pod.
- On Wednesdays for grades 6-12, the pods will remain in one classroom, and the teachers will come to them.
- On block days, for grades 6-12, students will move together to their next class during the school day.

Daily Cleaning and Sanitizing

- Staff has been trained on appropriately cleaning and sanitizing of facilities. Buildings, especially high touch areas, are cleaned and sanitized frequently throughout the day and at the end of the day.
- Sanitizing products (such as alcohol sprays and wipes) will be available in every classroom.
- Water fountains will be shut off this year to reduce the potential of spreading germs. The hands-free hydration stations will be available for students to refill their water containers.

What do the classrooms look like?



All student desks are separated by 6' in every direction. All class sizes have been decreased to allow for social distancing.

Attendance

Attendance is taken by each teacher and entered by the end of the day.

For grades 6-12, attendance is taken at the beginning of each class period.

If your child is not in class, and marked absent, you will receive an automated phone call alerting you of the absence

Office Number - (808) 875-0700

REPORTING AN ABSENCE

If your child is not feeling well and is in:

- Distance Learning Day - call the front office to report the absence
- On-campus Learning Day - call the front office to report the absence

Keep in mind, that if your child is sick and is sent home from school, you will be required to follow the return procedures, which will be sent home with your child.

Returning from Off-Island Travel

Families that have returned from off-island travel shall follow the travel and quarantine guidelines provided by the government.

Refer to the Hawaii State Department of Transportation Hawaii Traveler Information web page for the latest information at

<https://hidot.hawaii.gov/airports/covid-19/>

COVID RESPONSE TEAM

Each school is required to organize a COVID Response Team that will work with the Department of Health(DOH) in any cases/incidents involving COVID-19.

There are procedures in place in the event that there is a positive case on campus or a close contact that initiates support from DOH.

COVID Response Team Lead:

Acting High School Director, Ellen Federoff

efederoff@kiheicharter.org

RESOURCES

[DOH Guidance for Schools](#)

[CDC Guidance for Operating Schools](#)