

Ko'olau Baptist Academy
Covid-19 Procedures Manual

School Year 2020-2021

Dear KBA Families,

Thank you for your continued flexibility, patience, and prayers. We understand that Covid-19 has been a hardship for many of our families. We want to let you know that our church is continually praying for you. Our church and school have been working diligently to create a plan for Ko'olau Baptist Academy to return to the campus this fall. The following guidelines and procedures have been developed to fit our school's abilities and your needs, and honor the government guidelines for the fall of 2020. We will continue to provide your children with the same high-quality education.

If the guidelines need to be re-evaluated during the school year, please understand that our main goal is to keep all of our KBA families healthy. We will review our plan of action as needed and will inform you of any changes in how your students' education will continue. Our commitment still stands to keep our families informed, update our plans as needed, continue praying for wisdom, and provide each student with a Christ-Centered education. We will strive to keep all of our students physically safe while providing academic and spiritual growth.

We are many, but we are all one body in Christ. It will take all of us working together for this year to be successful, so let us commit to building each other up as one.

Mahalo for your support,

A handwritten signature in black ink, appearing to read "Brian Valladares". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mr. Brian Valladares, Principal
Miss Brooke Isbell, Elementary Coordinator
Mrs. Amanda Valladares, Upper Division Coordinator

“Be kindly affectionate to one another with brotherly love, in honor giving preference to one another.”-Romans 12:10

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Open House-Meet the Teacher

- We will hold an open house in the daytime on August 12th, in order to maintain smaller groups on campus.
- Open house will operate like our parent-teacher conferences. You will be able to sign up for a 15-minute slot. We have time slots available between 8 AM and 5 PM.
- You will organize and drop all your student's supplies off on this day.
- We ask that you take "first day of school" pictures during open house. We will be limiting the number of parents/victors who come into the classrooms on the first day of school.

In-Person Learning

- As of now, we are moving forward with in-person learning for the 2020-2021 school year.
- We have been developing back-up plans for students who are out sick.
- Teachers will visually assess student's symptoms. If signs of sickness are visible to the teacher, the student will be sent to the health station and the office will notify the parents.
- Teachers will require all students to have their own supplies and no classroom shared supplies will be used.
 - Elementary student's supplies will be organized in their own personal cubbies/desks.
 - Upper division students (7-12) will be required to keep their supplies in their own locker. During class they may not use each other's supplies.
- All elementary classes will be cohort majority of the time. Recess equipment will rotate one grade at a time. The other areas of play will be the field and the basketball court.
- All upper-division students will be with their cohort in the classroom. When interacting with other cohorts in the breaks between classes, they will be wearing masks.
- Student's desk will be spaced three feet apart from others. (see Appendix 1)

Online Information

- Administration will have K-6th and upper division subject google classrooms made before the school 2020-2021 school year begins. The google classrooms will be connected through using school emails only.
- Teachers will provide login information to access a school-wide app. This will help keep you informed with any changes. This platform will also keep you informed on what is happening in the classroom.
- We do not want students to get behind if they are out sick, but we want students to stay home if they are sick. With our google classroom resources and school-wide app, we are equipped to provide a consistent education to all our students whether on-campus or off-campus. **However, these resources are not to be used to replace coming to school when the student is healthy.**
- All teachers will be trained to use google classroom and the school-wide app. The training will be provided during the teacher in-service.

In Case of "Stay-At-Home ORDER" Information

- When events lead to a statewide stay-at-home order, teachers will teach live using google meet, which is through google classroom. Live classes will be core subjects. Bible, Math, Reading, and Language (Phonics). Science, history, and penmanship can have daily assignments that the student does on their own time but has a due date and time.
- It is also ideal for students to have their own personal device in order to effectively complete all assignments over distance learning. If in need of a technology device parents may contact the office for help.
- Elementary: Worksheets, tests, and quizzes will be sent home in packets. Parents will be asked to proctor all tests and quizzes for K-6th and returned to the teacher for grading.
- Upper Division: Tests and quizzes will be administered via google classroom. Work done by hand such as math and grammar will be submitted by attaching a picture of the work. Other homework assignments can be typed and will be submitted via a google document. Students will be required to take their textbooks home at the beginning of the stay at home order.
- Elementary: Teachers will send weekly emails to all parents keeping them informed on what assignments will be required for the week along with any important information.
- Upper Division: Teachers will create daily assignments that will appear on google classroom each morning by 7:00 AM. If a student needs to work ahead, they may contact the teacher and request their assignment to be posted early.
- Teachers and parents will keep in close contact via email and the school-wide communication app to keep students on track.
- A closure of the school letter will be sent to all KBA parents/guardians. Along with the school procedures of how the school is being cleaned in preparation for a return.
- Grades and classes will continue throughout distance learning with some exceptions.
- September 8, 2020; AMENDED SECOND STAY AT HOME / WORK FROM HOME ORDER ---Chapter II, Section F, paragraph 11 states:
"Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six (6)-feet per person is maintained to the greatest extent possible. Restrictions on operations for educational institutions contained in this Order do not apply to the University of Hawaii System or the State Department of Education;"

Face Coverings

- Students will be required to wear a mask when coming into school, Individual students moving outside the classroom (bathroom, office, etc.), and at dismissal.
- Face masks are not required during P.E. or during any time of physical activity (running, playground etc.) as medical professionals have deemed this to be dangerous.
- Face masks will not be mandatory for students as long as they are in their cohorts/groups. If you would like for your child to wear one at all times, then we support your decision. But please understand we will not create an atmosphere of conflict in the classroom by having to continually remind your child to put his face covering back on or wear it properly. We will remind them, and we will also speak to you as the parent about how your child is doing with wearing a covering so that you can work with them at home on your family's expectations.
- Upper-division students will be required to wear a mask while passing between classes, at lockers, and while getting settled in the classroom. If an activity is planned that requires them to face one another with a distance of less than six feet, they will be required to wear masks.
- Face shields will be allowed for teachers to wear instead of masks if they prefer. Teachers will be required to wear a mask when receiving students, at dismissal, and after school tutoring students from a different class.
- Extra masks will be provided if a student forgets theirs or it becomes dirty.

Cohorts/Groups - Elementary

- We will have three major **elementary** cohorts for this school year. This is a normal practice for KBA: this year you will get an inside look at how we operate within these groups.
- In order to limit the contact between students, school programs will be TBD.

Kindergarten

- This class will remain secluded from all other classes.
- They have their own lunch and play area. These areas will be cleaned daily.
- Kindergarten will also not have any other teachers in the classroom other than Miss Reed.
- Miss Reed teaches Art and Music independently this is normal KBA practice.

First-Third Grade

- These classes will be together for morning drop-off, snack, lunch, and afternoon car line.
- First and Second grade will continue to have classroom teachers led P.E. This is a normal KBA practice.
- These classes will have the same recess time but will not play on the same equipment together. There will be an equipment rotation among the playground, field, and basketball court.
- These classes will sit on the same side of the auditorium for chapel, while practicing social distancing.
- Third grade will have their own P.E. class.

Fourth-Sixth Grade

- These classes will be together for morning drop-off, snack, lunch, and afternoon car line.
- These classes will have the same recess time but will not play on the same equipment together. There will be an equipment rotation among the playground, field, and basketball court.
- These classes will sit on the same side of the auditorium for chapel, while practicing social distancing.
- Fourth grade will have their own P.E. class.
- Fifth and sixth will join for the normal KBA practice for P.E., since they are in the same cohort

Cohorts/Groups - Upper-Division

- We will have two major **upper-division** cohorts for this school year.
- In order to limit the contact between students, school programs will be TBD.

Junior high (7-8)

- These grades will be in separate classes for most of the day.
- They will have Bible class together while socially distanced.
- They will sit on the same side of the auditorium for chapel while socially distanced.
- 7th hour study skills class will be a combination of 7th and 8th grade.
- 7th grade will have lockers together in front of room 201.
- 8th grade will have the lower lockers near classrooms 302 and 303.
- During dropoff and pickup, they will be required to remain with their cohort, near their lockers.

Senior high (9-12)

- These grades combine into sub-cohorts 9-10 and 11-12 for several classes.
 - The boys and girls will have Bible class together while socially distanced.
 - They will sit on the same side of the auditorium for chapel while socially distanced.
 - 7th hour electives will combine small groups of students from several grades.
 - This cohort will have lockers in the atrium and in front of 201, and 203, but away from 7th grade.
 - During dropoff and pickup, they will be required to remain with their cohort, near their lockers.
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- **Choir** will include students from 7-12 grades. However, it will be socially distanced in the auditorium.
 - **PE** will include students from 7-10 grades, sanitation and social distancing will be observed to prevent transmission of sickness.
 - **Detentions** will be served by 7-12 students from 2:55 to 3:45 in room 203 while socially distanced.

Drop-Off/Before Care

- Students of parents whose work schedule necessitates an early drop-off time will be supervised by our staff from 7:00 until their teachers take them at approximately 7:45.
- Each cohort/group will be assigned a table under the lanai for early morning drop-off.
- We ask that parents please use the car line to drop-off your children each morning.
- If you need to park, we ask that you wear a face covering and bring your child to the lanai, where the teacher on duty will assist you.
- Please help your child understand before care will not be conducted in the same manner as prior years. Students will have to sit in their respective cohorts. We ask that if your child will be in before care that you put together a small supply bag of crayons, pencils, book, or coloring book. They will not be allowed to share or use school supplies. The playground equipment will not be open for use during this time.
- After 7:45 your child may report to their classrooms. We ask the parents to not come into the classrooms, this will help limit the number of people in the classroom.
- Students that come from before care will be asked to wash and sanitize their hands before entering the classrooms to ensure the health and safety of integrating into the classrooms.
- Upper division **MUST** be dropped off and sent to the upper lanai if they come to school before 7:45. They may not go to their lockers first. They must wait until an upper division teacher comes to dismiss them before leaving their designated early care area.

Pick-Up/Extended School-Day Care (ESD)

- Each cohort will be assigned a different location for afternoon pick-up. We will provide additional maps and important information about this plan before the first day of school.
- We ask that you stay in your vehicles and use the car line for pick-up. We will safely retrieve your student/students from their respective locations.
- If you need to park because you have multiple kids to pick up there will be a section for you to do this. Please stay in your vehicle and we will have a teacher able to assist you.
- If you need to visit the office we ask that you wear a face covering and proceed to the office. If there are other visitors in the office we ask that you wait outside until the office is clear from others.
- If you need to meet with the teacher after school, we ask that you wait until 3:30 before getting out of your vehicle. Please contact the teacher by text to make sure that they are available. Please wear a face covering when walking to the teacher's classroom.
- Please help your child understand that Extended School Day (ESD) care will not be conducted in the same manner as prior years. Students will have to sit in their respective cohorts. We ask that if your child will be in after care that you put together a small supply bag of crayons, pencils, book, or coloring book. They will not be allowed to share or use school supplies. The playground equipment will only be open for students in the same cohorts and will rotate to allow all grades to play for an allotted time.
- Extended School Day (ESD) care will take place on the upper lanai this year to allow for social distancing. If there is any change to this you will be notified.
- Any **upper division** students that are on campus after 3:30 must report to the upper lanai to be supervised in Extended School Day (ESD) care. They will be required to sit in the area designated for their cohort. Detention students will report there after 3:45.

Cleaning

- Classroom teachers will sanitize all areas in the classrooms daily at the end of each school day and frequently used items or areas will also be cleaned throughout the day.
- Upper division will sanitize desks between cohorts.
- Classroom door knobs and push plates will be cleaned regularly and frequently throughout the day.
- Each classroom will have a sanitation station. The station will include disinfectant spray, cleaning wipes, tissues, and hand sanitizer. Hand sanitizer stations are installed inside the auditorium and hand sanitizer will be available in each classroom.
- School cleaning protocols will be increased and followed daily by designated staff that have been trained to properly sanitize all equipment.
- Lunch lanai tables will be cleaned and sanitized routinely after each grade finishes eating.

Physical Distance

- The Hawaii Department of Health requires a 3-foot distance between desks with the students facing all the same direction. If they need to do an activity in which they face one another, they will be masked and spaced wider. (See appendix 1)
- Desks will all face the same direction with as much space as possible to meet the physical distance requirements.
- Classrooms that have tables, students will be seated in the same directions with as much space between each student as possible.
- We will allow elementary students to play on the playground. Our goal is to allow one grade at a time on the playground equipment. First and second grade will be an exception because they are in the same cohort and have P.E. together.

Lunch/Snack

- We will continue with our same lunch options if you would like to order monthly lunches through Kapunahala.
- We will NOT allow students to share food during lunch, snack, or anytime during the school day.
- If you would like to celebrate your child's birthday at school, we ask that you bring in pre-packaged items for the time being. Please no open box of donuts, cupcakes, or whole pizzas. Items like pre-packaged lollipops, cookies, brownies, etc. are acceptable.
- Students will eat in cohorts under the lanai. Each grade will be assigned a specific table that will be spaced to meet physical distance requirements.
- Upper Division: Snack shop will not be offered until further notice.
- Water Bottles are a **REQUIRED ITEM**. We will not allow students to drink from the water fountain. Water fountains will only be used for refilling purposes and will be cleaned multiple times a day.

Activity Time / Electives

- Elementary students will still be provided with P.E., library, and Art. As individual classes or among their cohorts.
- Elementary music and band will not be available this year.
- Chapel will be based on groupings and physical distance.
- At KBA we will stay in cohorts and groups the best we can.
- Because of Covid-19, we will not be able to provide Music or Band this year

Sick Policy

- The pediatricians in the DOH has asked that we not do daily temperature checks. They said that a non-health professional will not be able to tell the difference between a fever and a higher temperature caused by a child being active. Of course, if a child exhibits signs of feeling unwell, we will send them to the office to check for a fever as we always have.
- We ask that you check your child's temperature at home every morning before sending them to school.
- Teachers will self-report temperatures every morning.
- We will be taking all our KBA family into account when students or staff members are sick. Please assist us to keep KBA as safe as possible.
- Anyone with a fever at or above 100.4 must remain home. We understand that this may be a hardship for parents, but it is very important that we provide the safest atmosphere that we can possibly have. Any student that has a fever at school will be moved to a separate space until a parent can pick them up.
- If your child is not feeling well, please keep them at home. If they complain and show signs of not feeling well at school the office will call someone to come pick them up as soon as possible.
- **If a member of your household has tested positive** for Covid-19, please report this immediately to our office. Follow the procedures given to you by your doctors and by the Hawaii Department of Health (HDOH)
- ~~● Students who have a case of Covid-19 in their household have two options:
 - If they continue living with the person who has Covid-19, they will need to quarantine until that person is no longer infectious and the students has tested negative. Their assignments will be posted for them on Google Classroom to be done at home until it is safe for them to return to school.
 - If they are separated from the infected individual by that person quarantining themselves, or the student moving living quarters, they may return to school when they test negative. They may stay home and continue schooling through Google classroom until the results are received.~~
- ~~● Parents of children in a cohort where a household member has tested positive, will be encouraged to have their children tested. They may stay home and continue schooling through Google classroom until the results are received. This usually takes three days.~~

Sick Policy


- **If your child has tested positive for Covid-19**, please report this immediately to our office. Follow the procedures given to you by your doctors and by the Hawaii Department of Health (HDOH)
- Once the investigation of the close-contact and their test results return we will be advised if and when to close down our cohorts or classrooms
- If multiple children test positive for Covid-19 within a cohort. That cohort may go into quarantine and full online-learning until the sick students have recovered and are no longer infectious. The classroom will be thoroughly sanitized during this time.
- If a KBA teacher tests positive for Covid 19 that specific grade will move to distance learning until the teacher is able to fully recover and have a negative Covid test. The classroom will be thoroughly sanitized during this time.
- If a KBA non-teaching staff member tests positive for Covid-19, they will be quarantined and their area of work will be sanitized.

Other Information

- Teachers will train students to wash and sanitize hands properly. All staff and students will wash hands routinely before and after recess, activity time, and snack/lunch.
- Posters will be placed around the campus to remind students to wash their hands and to maintain physical distance.
- Visitors/parents must wear a face covering and sign-in with the office. Additionally, the number of visitors will be limited until further notice.
- Field trips will be TBD
- There will be no shared school supplies. We ask that you purchase all the supplies listed on the school supply sheet. **Please remember a water bottle is mandatory.**
- If a student needs to self-quarantine because of certain situations, their assignments will be posted for them on Google Classroom to be done at home until it is safe for them to return to school.


HAWAII STATE DEPARTMENT OF EDUCATION
 HAWAII STATE CHARTER SCHOOL COMMISSION
 HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS


GUIDANCE FOR REOPENING SCHOOLS



EFFECTIVE JULY 1, 2020

Includes recommendations from the Hawaii State Department of Health





CLASSROOMS

- **Training:** Provide guidance to teachers and staff, including substitute teachers, on what to do when a student may be ill, and procedures for accessing the Health Room.
- **Cohorts:** Keep the same group of students with the same staff throughout the day; all day for younger students and as much as possible for older students.
- **Physical Distancing:** Maintain a distance of at least 3 feet between seats, including group tables. At least 6 feet of distance should be maintained if students are seated facing each other.
- **Face Coverings:*** Face coverings must be worn when outside the classroom, especially when physical distancing is difficult.
- **Meals:** Individually plated meals are to be consumed in classrooms or at designated outdoor locations, or distancing precautions must be instituted in dining halls or cafeterias.
- **Shared Use:** Discourage the sharing of items that are difficult to clean or disinfect. Have a cleaning schedule for any equipment, materials and assistive devices that must be shared.
- **Personal Items:** Separate each child's belongings from others.
- **Travel:** Pursue virtual activities and events; no offsite field trips.
- **Ventilation:** Open windows for greater natural air circulation.


* Wearing of masks is appropriate only if the child can safely and reliably wear, remove and handle the masks following CDC guidance throughout the day. Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering. Masks should not be worn by children while they are sleeping.

CAMPUS SAFETY

The Hawaii Department of Health (DOH) uses guidance from the Centers for Disease Control and Prevention to inform and develop state guidelines. DOH advises that a combination of safety and health approaches is the best defense in maintaining healthy schools.


- **Hand Hygiene:** Have soap and water and/or hand sanitizer with at least 60% alcohol available in work and public settings for use by employees and the public.
- **Stay Home if Ill:** Educate employees, students and their families about the importance of staying home when ill and when they can return to school.
- **Monitor Health:** Screen employees, students and visitors for overt signs of illness in a safe and respectful manner.
- **Signage:** Post signs in highly visible locations to promote everyday protective measures on how to prevent spreading germs by properly washing hands, properly wearing a face covering and physical distancing, and staying home when feeling ill.
- **Visitors:** Limit nonessential visitors, volunteers and activities involving external groups and organizations on school campuses.

CLEANING & DISINFECTION




Clean and disinfect frequently touched surfaces (e.g., door handles and sink handles) at least daily or between use as much as possible. Provide a guide of when hands should be washed and when surfaces should be cleaned. Have students wash their hands when coming in from playing outside.

SCHOOL BUSES




Students, drivers and anyone else riding the bus should wear face coverings. Create and maintain physical distance between children on buses.

RESTROOMS



Regularly check bathrooms to ensure soap and towel dispensers are filled. Post materials promoting protective measures and proper hand-washing techniques.

HEALTH ROOMS



Ensure school health aides are trained on recognizing illness in children, how to refer or arrange for medical evaluation, and follow up. Every school must have thermal scanners or a way of measuring body temperature. Keep student emergency contacts updated.