

**CLA 2020 - 2021 Handbook
Addendum – COVID19 Protocols
First & Second Quarter**

This addendum to the CLA student handbooks is based on the research from CDC, WHO, HDOE, DHS, HAIS, and other school districts in other states and countries. The administration has read through almost 30 documents dealing with recommendations or guidelines for opening schools in the fall. The following policies we believe are balanced with safety for all members of the school family and the practicality of running an on campus educational program.

The following guidelines are subject to change if the State of Hawaii mandates different regulations.

2020 / 2021 CLA School COVID-19 Release Form:

Every Faculty / Staff member, parent and student must sign a COVID-19 Release Form before they will be allowed to attend school.

SCHOOL SCHEDULE:

Tuesday, August 11 - Preschool Orientation and Open House - 3:00 p.m. - 6:00 p.m. - Parents must schedule visitation time.

Wednesday, August 12 - On Campus Learning begins (Student Orientation) First Day Half Day 8AM. - 12P.M.

Thursday, August 13 - First Full Day of School - All grades from 7:55 a.m. - 2:35 p.m.
Every grade will have school Monday - Friday 7:55 a.m. - 2:35 p.m.
(Preschool - 5th grade school day has now been extended on Wednesdays to 2:35 p.m. - No early day).

Regular School Calendar is in effect for the rest of the semester.

SCHOOL DIVISIONS:

The school has been divided into pods to help with the Social Distancing Recommendations.

3 year old and 4 year old - Preschool Pod - Three year olds will use the Preschool Building / bathrooms / Preschool Patio / They will eat lunch in the Preschool Patio. Four year olds will use the Preschool Trailer / Elementary Patio and office bathrooms. They will eat lunch in the Elementary Patio.

Drop Off & Pick Up - At Preschool Building - Parents must accompany the child to sign in but may not enter the classrooms. Parents need to park in the main parking area across from the Elementary Building. Parents must wear a mask and must sanitize hands before signing their child in.

Early Drop off will begin at 6:45 a.m. - 7:20 a.m. at Preschool Building - (Cost \$1.00)

Preschool Pod Students are not required to wear a mask!

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Kindergarten - 2nd Grade - Lower Elementary Pod - Back side of Elementary Building / Share

main building restrooms with Upper Elementary Pod / Rosie "O" will be shared for chapels but will be wiped down between uses. Fieldhouse will be shared for PE / will share the elementary playground with Upper Elementary Pod but at different times. They will eat lunch in their classrooms.

Drop Off & Pick Up - At Elementary Patio - Parents must accompany the child to sign in but may not enter the classroom. Parents must park in spaces by the white greenhouse. Parents must wear a mask and must sanitize hands before signing their child in. Parents may leave once their child has been cleared.

Early Drop off will begin at 6:45 a.m. - 7:20 a.m. at Elementary Patio - (Cost \$1.00)

Lower Elementary Pod Students are not required to wear a mask! If a parent wishes their child to wear a mask we will support the student throughout the day but will not be held responsible to monitor the child's mask use.

3rd Grade - 5th Grade - Upper Elementary Pod - Front side of Elementary Building / Share the main building restrooms with Lower Elementary Pod / Rosie "O" will be shared for chapels but will be wiped down between uses. Fieldhouse will be shared for PE / will share the Elementary Playground with the Lower Elementary Pod but at different times. They will eat lunch in their classroom.

Drop Off & Pick Up - Rosie "O"- Parents do not need to accompany their child to sign in. Each child must sanitize their hands before signing in. Parents may leave once their child has been cleared. Parents who wish to visit the office must park in a designated parking space, wear a mask and wait on the social distancing markers outside of the office.

Early Drop off will begin at 6:45 a.m. - 7:20 a.m. in the Rosie "O" - (Cost \$1.00)

Upper Elementary Pod Students are not required to wear a mask! If a parent wishes their child to wear a mask we will support the student throughout the day but will not be held responsible to monitor the child's mask use.

6th - 8th Grade - Junior High Pod - Upstairs Classrooms in the Main Lower Campus Building / Will use the upstairs bathrooms only / Rosie "O" will be shared for chapels but will be wiped down between uses / Fieldhouse will be shared for PE & recess / Junior High will not be allowed on the

elementary playground - If they wish to play on the field they will use the Upper Campus Field. They will eat lunch in the Backyard Patio.

Drop Off & Pick Up - End of main building by entrance gate - Parents must stay in the car

while their child is being screened. Each child must sanitize their hands before signing in. Parents may leave once their child has been cleared. Parents who wish to visit the office must park in a designated parking space, wear a mask and wait on the social distancing markers outside of the office.

Early Drop off will begin at 6:45 a.m. - 7:20 a.m. at Backyard Patio - (Cost \$1.00)

Junior High Pod Students are not required to wear a mask! If a parent wishes their child to wear a mask we will support the student throughout the day but will not be held responsible to monitor the child's mask use.

9th - 12th Grade - High School Pod - Upper Campus Facilities / Rosie "O" will be shared for chapels but will be wiped down between uses / Fieldhouse will be shared for PE / High school students will not be allowed to go down to the Lower campus except for Chapel in the Rosie "O" and PE in the Fieldhouse. High school students will not be allowed to use Lower Campus Restrooms. They will eat lunch in the Courtyard.

Drop Off & Pick Up - Students must be dropped off at the Courtyard - Parents must stay in their car while their child is being screened. Each child must sanitize their hands before signing in. Parents may leave once their child has been cleared. Parents who wish to visit the office must park in the front of the school, wear a mask and enter through the Milo Street doors.

Early Drop off will begin at 6:45 a.m. - 7:20 a.m. must report to the office to be screened.

High School Pod Students are not required to wear a mask! If a parent desires their child to wear a mask, we will support the student throughout the day but will not be held responsible to monitor the child's mask use.

BEFORE SCHOOL SCREENING - Daily - Pre School Pod - Lower Elementary Pod
(Screener will be wearing a mask and gloves)

- Parents and students will sanitize their hands before being checked.
- In the presence of their parents, students will have their temperature taken.
*If a student has a temperature higher than **100 F**, the student will not be allowed to attend school.*
- Parent will answer the following questions;

Has your child displayed any signs of sickness within the last 12 hours?

Such as headaches, coughing, sore throat, body aches, runny nose.

Is anyone in your immediate family displaying any signs of sickness over the last 12 hours?

- If the child's temperature is less than 100°F and they are displaying no signs of sickness they will be admitted to school for that day.
- All are expected to maintain social distancing of 6' between people except among members of those who live in the same home.
- **Any** student arriving after the morning bell must be escorted to the office by their parents to be screened before going to class.

BEFORE SCHOOL SCREENING - Daily - Upper Elementary Pod - High School Pod

(Screener will be wearing a mask and gloves)

- Parent waits in the car while the child is being screened. Unless the high schooler drives themselves to school.
- Students will sanitize their hands before being checked.
- Students will have their temperature taken.
*If a student has a temperature higher than **100 F**, the student will not be allowed to attend school.*
- Students will answer the following questions;
Have you displayed any signs of sickness within the last 12 hours?
Such as headaches, coughing, sore throat, body aches, runny nose.
Is anyone in your immediate family displaying any signs of sickness over the last 12 hours?
- If the student's temperature is less than 100°F and they are displaying no signs of sickness they will be admitted to school for that day.
- All are expected to maintain social distancing of 6' between people except among members of those who live in the same home.
- **Any** student arriving after the morning bell must be escorted to the office by their parents to be screened before going to class.

STUDENTS OR FAMILY MEMBERS OF STUDENTS THAT BECOME SICK:

- If a student is experiencing symptoms of sickness, they are required to remain home until no symptoms exist. Handbook directives of fever still apply.
- If a student develops symptoms of sickness at school, parents/guardians will be called and will be required to take the student home. Each Pod will have a designated area for students who become sick during the school day.
- If a family member who lives with the student tests positive for COVID, the student will not be able to return to school until everyone in their household has been declared cleared of COVID and adhered to a 14 day quarantine after all symptoms have subsided. (Students will be placed on Distance Learning Program).
- If a student within a pod tests positive for COVID all parents will be notified and the administration will decide to transition the Pod to the Distance Learning Program. This allows only certain PODS to be affected by potential sickness and not the entire school.

- All parents will be notified anytime a Pod is placed on Distance Learning because of a student who has tested positive for COVID. Parents who wish to hold their child out of school who is in another Pod will be allowed to go on Distance Learning until all Pods are allowed to return.

INITIATION OF DISTANCE LEARNING PROGRAM:

- A School Wide Distance Learning Program will be initiated if the Governor dictates a stay-at-home order.
 - *If schools are given the option to stay in On Campus Learning CLA will choose to do so as long as possible.*
 - *If School Wide Distance Learning is initiated tuition will stay the same. Distance Learning requires much more time and effort and will place a heavier burden on the faculty. We will be insuring that the students are receiving required objectives so that their credits can still be earned. Tuition covers the cost of obtaining the credits.*
- Distance Learning Program will be initiated if a student within a Pod tests positive for COVID. Just the infected student's Pod will be affected.

CLASSROOM PROTOCOL:

- Students will use hand sanitizer everytime they enter and exit their classroom.
- The students' desks will be arranged with a 4' distance from other students.
- Personal Hygiene reminders will be placed in every classroom and bathrooms.
 - Keep Personal Distance
 - Don't share personal items
 - Do not touch your face
 - Wash hands appropriately
- When the teacher moves within the 6' zone of the student to provide instructional aide, the teacher must put a mask on.
- Students will be released to the bathroom one or two at a time based on gender.
- Students may not share personal instructional items; such as writing utensils, calculators, paper, protractors. If a student needs to borrow they must do so from the teacher.
- At the end of each day the teacher will disinfect all desktops, door handles, or shared manipulatives used during the day.

GENERAL SCHOOL PROTOCOLS:

- Parents are asked to wear masks anytime on campus. Parents are never allowed to enter the classrooms. Parents are asked to avoid using the bathrooms on campus unless an emergency.
- All Pod assemblies will practice the four foot radius standard.
- Some field trips may be approved during the first semester if certain safety standards are met.

- School lunches will be for sale out of the Canefire Kitchen. Lunch menu will be on the monthly calendar. Lunches will be delivered to the students designated eating area.
- Student areas of the school will be disinfected at the end of each day.