



Focused on Excellence - Centered in Christ

"Jesus Christ is the same yesterday and today and forever" ~ Hebrews 13:8

**School Community Handbook
COVID-19 Edition
2021/22**

Trinity Lutheran School

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Mission Statement:

*Sharing the love of the Lord Jesus Christ
as Savior, Friend, and Teacher through
worship, service and educational excellence.*

School Community Handbook

COVID-19 Edition

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Introduction

Dear Families,

God is always with us and He has truly blessed Trinity Lutheran School. Navigating the COVID pandemic has been nothing short of exhausting! I commend everyone for their patience and resolve as we look to hopefully return to normal in the near future. The teachers and administration at Trinity Lutheran School are committed to providing a quality program that is safe, educational, child-friendly, and fun!

It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn. Procedures and policies have been adapted to mirror the times we are living in, but we have seen that Trinity is still a blessing to its community. God is good, all the time, thus our theme verse, Hebrews 13:8, “Jesus Christ is the same yesterday and today and forever”, is a perfect theme for us this school year.

This handbook is in addition to our *TLS Parent/Student Handbook 2021-2022* and will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the Hawaii Department of Health (HDOH) and the Hawaii Association of Independent Schools (HAIS).

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Trinity Lutheran School is a safe and enjoyable place for your family.

In HIS peace,



Kyle D. Klemp
Principal

A. Trinity's Pandemic Response

	High Risk	Medium Risk	Low Risk
Cleaning & Disinfection			
Hand Sanitizing Stations Strategically Placed	Deep cleaning done while students are off campus.	Always	May keep less stations stocked
Toys and shared supplies		Daily	Weekly
Heavily used items (switches, knobs, railings)		Daily	Daily
Floors swept / vacuumed		Daily	Daily
Campus Safety			
Signage	Campus Closed Signs	Protective measures, proper hand washing, social distancing, face covering, staying home when feeling ill	Proper handwashing and stay home when feeling sick
Temperature Checks (must be below 100°F)	Only Essential Workers on Campus	Daily	If suspected
Face Masks	At All Time	In Public Areas	Indoors only (State Mandate)
Health Room	Not Needed	One ill person at a time, plan for additional spaces	One ill person at a time, plan for additional spaces
Visitors	None	Only in rare cases Must check in at office	Must check in at office
Staff Training	Zoom Meetings/ Trainings Webinars	In person guidance with 6 feet between people	In person guidance with open seating
Classrooms			
Physical Distancing	Distance Learning Plan	3-6ft between students seated	Limited restrictions
Personal Items		No sharing personal items	Sharing is allowed
Ventilation		Keep windows open as much as possible	Windows open at teacher discretion
Toys/ Shared Supplies		Disinfect at least daily, preferred after each use	Disinfect at least weekly
Restrooms			
Students wear masks to public restrooms.	None	Always	Follow State mandates
Post handwashing techniques.		All bathrooms and above sinks	All bathrooms and above sinks
Check soap and paper towel dispensers.		Checked and restocked during the school day.	Checked and restocked each evening.
Field Trips			
Off campus	None	None	Only with administrative approval
On campus assemblies	None	None	Only with administrative approval
Destination Trips	None	None	Only with administrative approval

Risk Level Definitions	
Level	Definition
High Risk	Widespread outbreak that is growing, stay-at-home order
Medium Risk	Many case including community spread, reduced non-essential activity, hospital levels high
Low Risk	Cases level manageable, hospital levels low, resume everyday activity with precautions

B. Community Safety Expectations

1. Home Health Check: It is **imperative** for our school community that parents establish daily routines to screen their child(ren) for symptoms before arriving at school each day. Please check your child's(ren's) temperature each morning before arriving at school.

A student's temperature must be below 100.0° or he or she must stay home for 24 hours. Be sure to also check and keep child(ren) home for the following:

- a. New cough
 - b. Shortness of breath or difficulty breathing
 - c. Fatigue
 - d. Muscle or body aches
 - e. Headache
 - f. New loss of taste or smell
 - g. Sore throat
 - h. Congestion or runny nose
 - i. Nausea or vomiting
 - j. Chill
 - k. Diarrhea
2. Home to School Communication: Trinity Lutheran School requires that parents inform the Office Manager immediately if any of the following occur:
 - a. Student or household member travels outside of the state
 - i. Any household that has a visitor staying with the family that has arrived from out of state
 - b. Student or household member tests positive for COVID-19
 - c. Student or household member is in close contact (6 feet for more than 15 minutes) with an individual that tested positive for COVID-19
 - i. Exception: In the K–12 indoor classroom setting or a structured outdoor setting where mask use can be observed (i.e., holding class outdoors with educator supervision), the close contact definition excludes students who were between 3 to 6 feet of an

infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. ([Reference](#))

d. UPDATED TRAVEL POLICY

- i. Advise the school of any travel plans or visitors you are hosting
- ii. Provide the school office with a copy of each traveler's negative COVID test or COVID vaccination card
- iii. WITHOUT household member's/visitor's negative COVID test or vaccination card; students will be required to quarantine for **10 days (unless a negative test can be presented after 5 days of quarantine)**

3. School to Home Communications: Please be sure to have an active, accessible email. The office will be communicating COVID-19 updates and weekly newsletters via email. Should there be a COVID-19 occurrence on campus, the school will inform the parents via email.

4. When do I need to Quarantine?

- a. If a student tests positive for COVID, they must quarantine for **5 days** from their first symptom of COVID; if there were no prior symptoms, the quarantine period of 5 days begins from when the positive test result was returned.
- b. If I am considered a direct contact of someone outside of my household who tests positive for COVID, I must quarantine **5 days** from when the positive test was returned or from when the positive case first exhibited symptoms.
 - i. Exceptions:
 - 1. **Fully vaccinated students/staff will not have to quarantine (Vaccination card needs to be on file in the school office); *based on CDC & HDOH guidelines**
- c. If a household member tests positive for COVID, any Trinity student must quarantine for the duration of the quarantine period of the household member who tested positive.
 - i. Exceptions:
 - 1. **Fully vaccinated students/staff will not have to quarantine (Vaccination card needs to be on file in the school office); *based on CDC & HDOH guidelines**

- d. If a household member has traveled to the mainland or has a visitor from the mainland and cannot present a negative COVID test or a vaccination card.

****Must be fully vaccinated within 6 months (Pfizer/Moderna) or 2 months (J&J) or have their booster. Masks must be worn at all times for 10 days.***

- e. Each case is unique and thus, quarantine time is subject to change based upon suggested timelines from the CDC & HDOH.
 - f. Teachers will do their best to continue education via online learning until they are cleared by the HDOH.
5. When should I get tested for COVID?
- a. If exposed to COVID, ***on or after the 5th day of quarantine, regardless of vaccination status***
 - b. If exposed to COVID, those choosing not to get tested can also choose to stay home for the duration of their quarantine time.

C. Extra Health Measures and Procedures

1. Home Health Check: Families ***must*** continue to do home health checks by asking their child if they are experiencing any COVID19 symptoms and by taking their temperature before arriving on campus. Any student showing a temperature of 100.0 or higher will be isolated and will be sent home. ***Please keep your child home if they are showing any symptoms.***
2. Hand Sanitizing: As soon as students arrive to the classroom, they will use hand sanitizer (K-8) or wash their hands properly (PS-PK). Hands will also be washed throughout the day more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations will be located throughout our facilities.
3. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process like usual. All surfaces and toys will be disinfected daily. Deep cleaning of all classrooms and bathrooms will occur each evening.
4. Mask wearing: Masks will need to be worn by all staff and K-8 students while indoors. Masks will not need to be worn when outside ***unless mandated by***

CDC/state quarantine guidelines. Any student choosing to wear a mask will be allowed to do so. Each evening masks should be washed or replaced.

5. Social distancing: Students must wear masks inside the classroom. Per CDC guidelines, spacing is not a prevalent risk for the spread of COVID19 and therefore teachers will be allowed to arrange their rooms and seating at their discretion. Outdoor open air spaces will be utilized for lunches and learning.

D. Attendance

Regular attendance and punctuality is one of the most significant aspects of academic success. However, due to the potential health risks of COVID-19 Trinity Lutheran School is amending their attendance policy. ***Parents and guardians are encouraged to keep their children home if any symptoms of COVID-19 exist.*** Because of this respect for others, Trinity Lutheran School will not be giving Perfect Attendance Awards or Perfect Church Attendance Awards. Should extended absences be needed our teachers will do their best to deliver instructional materials digitally.

E. Arrival and Departure Procedures

Preschool and Prekindergarten

1. Drop-Off Procedures

- a. Students are not permitted on campus before 7:30am. Students arriving before 7:30am will be sent to Before School Care and billed accordingly.
- b. Parents must walk their child to their class.
 - i) PS families will park on the back lot and use the back entrance along the fence. They will follow the back walkway along the fence to avoid using the main hallways by 1st grade and Kindergarten classrooms.
 - ii) PK families will park on the back lot and use the back entrance along the fence. They will follow the back walkway along the fence to avoid using the main hallways by 1st grade and Kindergarten classrooms.
- c. PS families will be greeted outside the back door of the Beehive. Parents and other family members will not be allowed inside the child care program.

**Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren). The temperature must be below 100.0° or*

the child will not be permitted to attend class until a 24 hour period of no fever (pending review of DHS requirements).

- d. PK families will be greeted at the picnic table area located outside of the classroom (by the restrooms) where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the classroom.

**Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren). The temperature must be below 100.0° or the child will not be permitted to attend class until a 24 hour period of no fever (pending review of DHS requirements).*

- e. Preschool and PreK students will wash their hands before entering the classroom.

2. Pick-Up Procedures

a. Half Day Program

- i. Parents/Guardians will park in the front lot and walk to the picnic tables outside the PreK room where a staff member will release their child into the family's care.
- ii. Parents/Guardians will walk around the outside school along the library for pick up times.

b. Full Day Program

- i. Parents/Guardians will park in the back in the back lot and follow the same routine as drop off procedures.
- c. Any student remaining on campus after 2:45pm will be sent to After School Care and billed accordingly.
- d. There is to be no playing on the grounds after school.
- e. Vehicles may not be left unattended unless parked on the back parking lot. The parking lot behind the Sanctuary off of Uluwehi St. is reserved for school faculty.
- f. Anyone picking up a child from school must be 18 years of age or older (unless specifically approved by the principal) and listed on the child's authorized pick-up list and prepared to show a valid ID to any school personnel.

Kindergarten through Eighth Grade

1. Drop-Off Procedures

- a. Students may not arrive on campus before 7:15am. Students arriving before 7:15am will be sent to Before School Care and billed accordingly.

- b. Students arriving before 7:50am dropped off in the front parking lot must enter through the white gate on the front lanai (No student is allowed to enter through the glass doors outside the front office).
- c. Students arriving before 7:50am dropped off in the back parking area must enter campus through the cemented stairways.
- d. Students arriving after 7:50am must enter through the glass doors and report to the office.
- e. Students arriving between 7:15am and 7:30am will wait on the Lanai in a designated area. At 7:30am, students will be allowed to enter their classrooms. Masks must be worn during the morning Lanai time.
- f. Parking is not permitted in the front lot before 7:50am. If you need to leave your vehicle please park on the back lot off of Ho'olulu Rd. The parking lot behind the Sanctuary off of Uluwehi St is reserved for faculty and staff.
- g. Parents or Guardians may escort their child to their classroom but will not be permitted to enter the room.

2. Pick-Up Procedures

- a. Students in Kindergarten through 8th grade should be picked up in the roundabout flow of the front parking lot off of California Ave.
 - i. K-4th will be dismissed at 2:20pm - 2:30pm
 - ii. 5th-8th will be dismissed at 2:30pm - 2:40pm
 - iii. Families with siblings should use the pick up time of the oldest child.
- b. Staff members will escort students to their vehicles.
- c. Any student remaining on campus after 2:45pm will be sent to After School Care and billed accordingly.
- d. There is to be no playing on the grounds after school.
- e. If you need to park, please use the back lot off of Ho'olulu Rd. There is no parking allowed in the front lot before 2:45pm.
- f. Parents should remain in vehicles until classes are dismissed. Gathering on the lanai is not permissible.

Before and After School Care

1. Before School Care

- a. Students arriving between 6:30-7:15 am should go to Before School Care.
- b. Parents need to park in the front lot and walk students to the Beehive (preschool house).
- c. The student's temperature must be below 100.0° or the child will not be permitted to attend class until a 24 hour period of no fever.
- d. All students must wash hands before entering the classroom.

- e. A staff member will walk students to their class at 7:15am.

2. After School Care

- a. Students will need to wear masks while indoors **and outdoors if mandated by CDC/state quarantine guidelines**.. We will be utilizing the library, Beehive (Preschool house), lanai, & playground areas for ASC.
- b. ASC will have its own equipment and supplies.
 - i. All items will be disinfected nightly.
- c. Pick up Procedures
 - i. Parents will park in the front parking lot and enter through the white gate. Masks must be worn while on campus.

F. Classroom Procedures

1. Preschool and Prekindergarten

a. Healthy Environment

- i. Group activities and small group play will be allowed.
- ii. Toys and other shared equipment will be cleaned and disinfected at least twice a week.
- iii. Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- iv. Staff and children will wash/sanitize their hands regularly(noted by the CDC as the most effective preventive measure).
- v. Students will be required to wear masks when indoors and **outdoors if mandated by CDC/state quarantine guidelines**.

b. Recess and Recreation

- i. Students will be allowed to participate in recess activities.
- ii. Each class will have their own scheduled recess times.
- iii. All recess equipment will be disinfected daily, including the high touch areas on the play structure.

2. Kindergarten through Eighth Grade

a. Healthy Environment

- i. Students will use hand sanitizer each time they enter the classroom.
- ii. Each class will have limited contact with other grades.
- iii. Masks are required while indoors, during morning Lanai time **and outdoors if mandated by CDC/state quarantine guidelines**.
- iv. The library and computer lab will be used by students. These areas will be disinfected daily.
- v. Teachers may check out library books for students and classrooms

may share iPads and chromebooks with disinfecting being done in between usage.

- vi. Kindergarten through fourth grade will have their core subjects along with outdoor lunch and recess, music, and physical education.
- vii. Fifth grade will be self-contained, with the exception of elective classes.
- viii. Sixth through eighth grade students will rotate classes. Masks must be worn during transition times.

b. Recess and Recreation

- i. Students will be allowed to participate in recess activities.
- ii. Recesses will be limited to certain cohorts.
- iii. All recess equipment will be disinfected daily, including the high touch areas on the play structure.

c. Schedules

i. Lunch, Recess, and Music

	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8	Pledges	Pledges		Pledges	Pledges
8:00-8:45		4/5 Choir -	1- 8 Chapel (8-8:40)	4/5 Choir -	
8:45-9:15		3 Music -		3 Music -	
9:15-9:30	2-4 Recess	2-4 Recess	2-4 Recess	2-4 Recess	2-4 Recess
9:30-9:45	K-1 Recess	K-1 Recess	K-1 Recess	K-1 Recess	K-1 Recess
9:45-10:00		2 Music -		2 Music -	
10:00-10:15	5 Recess 3 Art - RH	5 Recess	5 Recess	5 Recess	5 Recess 4 Art - RH
10:15-10:30	3 Art - RH	2 Art - RH K1 Music -	PS - K Chapel	1 Art - RH K1 Music -	4 Art - RH
10:30-10:45	3 Art - RH	2 Art - RH K2 Music -		1 Art - RH K2 Music -	4 Art - RH
10:45-11:00	5 PE - RH (until 11:30)	3/4 PE - RH (until 11:30) K2 Music -	5 Art - RH (until 11:30)	3/4 PE - RH (until 11:30) K2 Music -	5 PE - RH (until 11:30)
11:00-11:20		PK Music 11-11:30-		PS Music 11-11:30-	
11:20-11:40	6-8 Lunch	1 Music (11:30-12) 6-8 Lunch	6-8 Lunch K1 Art - RH (11:30-12)	1 Music (11:30-12) 6-8 Lunch	6-8 Lunch
11:40-12	2-5 Lunch 6-8 Recess	2-5 Lunch 6-8 Recess	2-5 Lunch 6-8 Recess	2-5 Lunch 6-8 Recess	2-5 Lunch 6-8 Recess

12-12:20	2-5 Recess K-1 Lunch	2-5 Recess K-1 Lunch	2-5 Recess K-1 Lunch	2-5 Recess K-1 Lunch	2-5 Recess K-1 Lunch
12:20-12:45	K-1 Recess	K-1 Recess	K-1 Recess	K-1 Recess	K-1 Recess
12:45-1:15	6 Art - RH 7/8 PE - EH	K PE - RH Beg. Band - (12:45-1:30)	K2 Art - RH	K PE - RH Beg. Band - (12:45-1:30)	6 Art - RH 7/8 PE - EH
1:15-1:30		1st PE - RH	Dismissal	1st PE - RH	
1:30-1:45	6 PE - JR 7/8 Art - RH	Adv. Band (1:30-2:15) 2nd PE - RH		Adv. Band (1:30-2:15) 2nd PE - RH	6 PE - EH 7/8 Art - RH
1:45-2:15					
2:15-2:30	Dismissal	Dismissal		Dismissal	Dismissal

ii. Middle School

	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8	Pledges	Pledges	Chapel	Pledges	Pledges
8-8:35 1st Period	6 Christian Studies - Baquero 7 Christian Studies - Becker 8 Christian Studies - Hoffman	6 Christian Studies - Baquero 7 Christian Studies - Becker 8 Christian Studies - Hoffman		6 Christian Studies - Baquero 7 Christian Studies - Becker 8 Christian Studies - Hoffman	6 Christian Studies - Baquero 7 Christian Studies - Rio 8 Christian Studies - Hoffman
8:35-8:45	Snack	Snack		Snack	Snack
8:45-9:45 2nd Period MATH	Int. 5 - Baquero C1 - Rio C2 - KKlemp C3 - HKlemp Alg - Hoffman	Int. 5 - Baquero C1 - Rio C2 - KKlemp C3 - HKlemp Alg - Hoffman	Int. 5 - Baquero C1 - Rio C2 - KKlemp C3 - HKlemp Alg - Hoffman	Int. 5 - Baquero C1 - Rio C2 - KKlemp C3 - HKlemp Alg - Hoffman	Int. 5 - Baquero C1 - Rio C2 - KKlemp C3 - HKlemp Alg - Hoffman
9:45-10:30 3rd Period	6 Science - Hoffman 7 Lang. Arts - Baquero 8 Social Studies - Rio	6 Science - Hoffman 7 Lang. Arts - Baquero 8 Social Studies - Rio	6 Science - Hoffman 7 Lang. Arts - Baquero 8 Social Studies - Rio	6 Science - Hoffman 7 Lang. Arts - Baquero 8 Social Studies - Rio	6 Science - Hoffman 7 Lang. Arts - Baquero 8 Social Studies - Rio
10:30-11:15 4th Period	6 Lang. Arts - Baquero 7 Social Studies - Rio 8 Science - Hoffman	6 Lang. Arts - Baquero 7 Social Studies - Rio 8 Science - Hoffman	6 Lang. Arts - Baquero 7 Social Studies - Rio 8 Science - Hoffman	6 Lang. Arts - Baquero 7 Social Studies - Rio 8 Science - Hoffman	6 Lang. Arts - Baquero 7 Social Studies - Rio 8 Science - Hoffman
11:15-12	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12-12:45 5th Period	6 Social Studies - Rio 7 Science - Hoffman 8 Lang. Arts - Baquero	6 Social Studies - Rio 7 Science - Hoffman 8 Lang. Arts - Baquero	6 Social Studies - Rio 7 Science - Hoffman 8 Lang. Arts - Baquero	6 Social Studies - Rio 7 Science - Hoffman 8 Lang. Arts - Baquero	6 Social Studies - Rio 7 Science - Hoffman 8 Lang. Arts - Baquero

12:45-1:30 6th Period	6 Art - Hopkins 7&8 PE - Hoffman	<u>5-8 Electives</u> Study Hall - Rio Yearbook - Baquero Robotics - Klemp Beg. Band -	Flex Period 6 Baquero 7 Rio 8 Hoffman	<u>5-8 Electives</u> Study Hall - Rio Yearbook - Baquero Robotics - Klemp Beg. Band -	6 Art - Hopkins 7&8 PE - Hoffman
1:30-2:15 7th Period	6 PE - Rio 7/8 Art - Hopkins	<u>6-8 Electives</u> Strategic Game - Rio Band - Corpuz Spanish - Baquero Study Hall - Hoffman		<u>6-8 Electives</u> Strategic Game - Rio Band - Corpuz Spanish - Baquero Study Hall - Hoffman	6 PE - Rio 7/8 Art - Hopkins
2:15-2:30	Pack Up	Pack Up		Pack Up	Pack Up

***First semester Pastor Becker will teach 6th Christian Studies M, T, and TH. Second semester he will teach 7th grade M, T, TH.

G. Visitors

Visitors must call or email to make an appointment before arriving on campus. All visitors must use the glass doors and go straight to the office. All parents or authorized adults must wear a face covering while indoors. ***At this time no visitors will be allowed inside the classroom or be able to attend chapel.*** If a student needs to be picked up before the end of the day, parents need to contact the office prior to pick up. This will allow the teacher time to prepare the student to leave for the day. Visitors will not be permitted in the classroom during morning drop off time.

In the case of forgotten items like band instruments or lunches, our administration would ask that you call or email before dropping anything off. Items to be dropped off should not come into the office, but can be left on the glass trophy case with your child's name on it.

H. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. Students will use their assigned school supplies and not share with each other. Any toys or personal items brought from home should be approved by the teacher. In addition to masks, students will be required to bring in a water bottle. All water bottles need to be cleaned each night, and fabric masks need to be laundered after each wearing. Preschool and Prekindergarten bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week. All personal belongings/items brought to school must be labeled with the child's first and last name.

I. Food

Students will have lunch and a snack each day. All snacks will be brought from home. Students may bring a pre-packed lunch from home or order a school lunch from the Office Manager. All lunch and food items must belong to the child. No snacks or lunches can be shared. As much as possible lunch and snacks should be something each child can open and eat without assistance from a staff member. No lunches or snack items will be heated up by staff. All surfaces will be disinfected before meal preparation and feedings using CDC and EPA approved products. All staff will wash hands before and after preparation and feeding of lunches. All water bottles and lunch items should be labeled with the child's first and last name.

J. Health Room

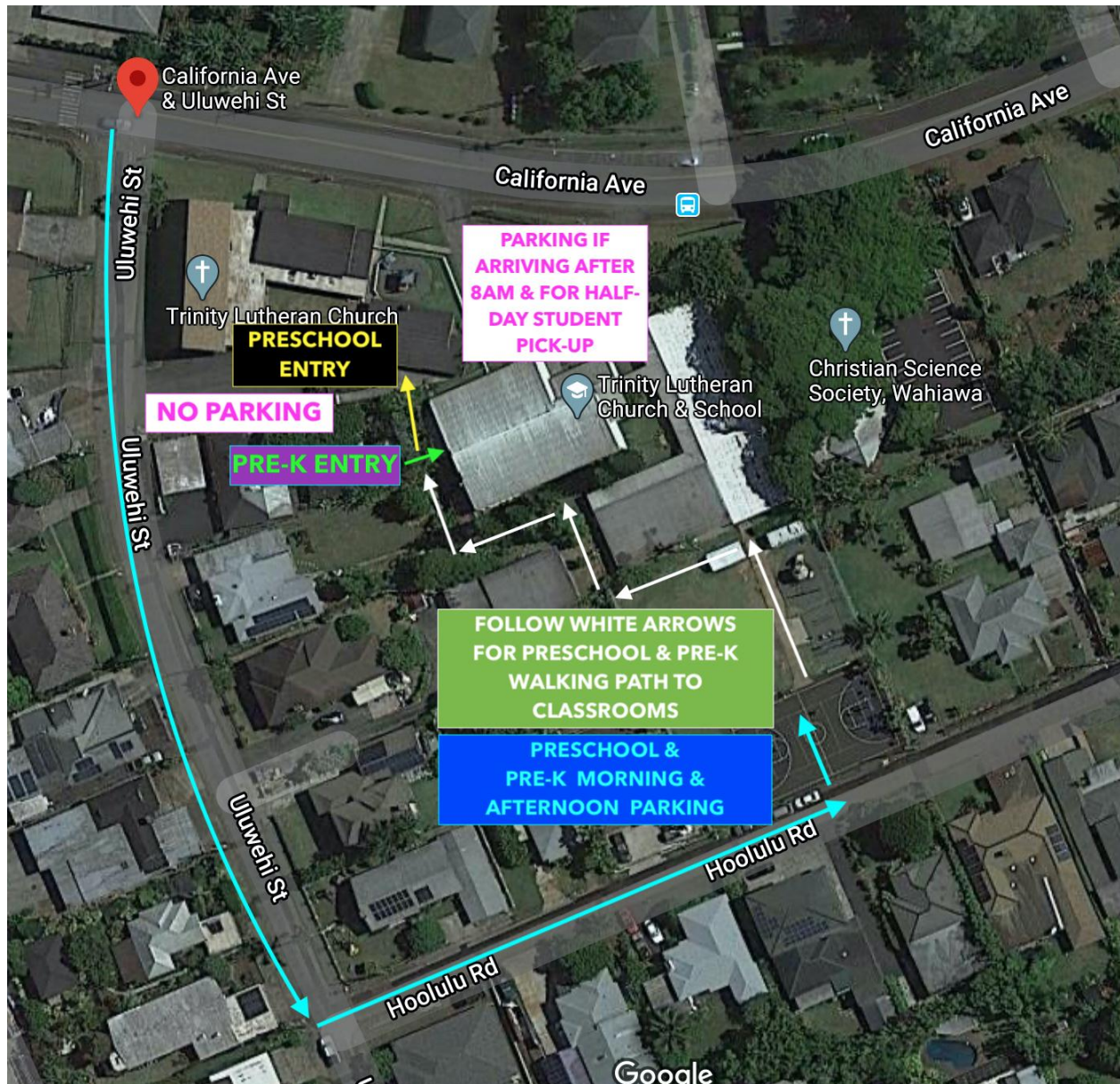
Students who are ill at school will be immediately removed from others and will remain in the health room until released to parents or authorized adults. Our health room will be used to evaluate injuries or treat non-COVID-19 cases.

K. Field Trips and Special Events

All field trips must be approved by the administration. Most field trips will be allowed so long as the destination is following safe and proper COVID protocols. Class parties will be held at the teacher's discretion. If you wish to celebrate your child's birthday with a snack, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. The use of candles is prohibited due to safety reasons.

L. Maps

1. Preschool and Prekindergarten - parking and walking path



2. Kindergarten through Eighth Grade - parking and drive-thru route

