

Approved by Governing Board 7/26/2021



Hawai'i Academy of Arts & Science (HAAS)  
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**2021-2022 COVID 19 LEARNING PLAN**

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## Creating plans:

We looked at recommendations from various organizations including Hawai'i Department of Health, Centers for Disease Control and Prevention, Hawai'i Department of Education, other charter schools, Hawai'i State Teachers Association, KKP Complex Area Schools and Administration, out of state district ideas, and parent/teacher surveys. The US Department of Education released a Volume 1: Strategies for Safely Reopening Elementary and Secondary Schools in February 2021. This report is available on the Department's website at <https://www2.ed.gov/documents/coronavirus/reopening.pdf>

## Summary of CDC Operational Strategies and Steps for Safe School Reopening

CDC recently released the [K-12 Operational Strategy](#) and a related [scientific brief](#) regarding schools. The CDC K-12 Operational Strategy makes recommendations based on the best-available evidence, which indicates that K-12 schools strictly implementing mitigation strategies can safely open for in-person instruction and remain open. The CDC K-12 Operational Strategy emphasizes the importance of using a combination of mitigation strategies to avoid COVID-19 transmission in schools, including:

1. Universal and correct wearing of **masks**.
2. [Physical distancing](#).
3. [Handwashing](#) and [respiratory etiquette](#).
4. [Cleaning](#) and maintaining healthy facilities.
5. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#).

## CDC and HDOH COVID-19 Community Transmission and Data Tracker

CDD has published some tools to help identify when students should be able to return to campuses as well as looking at county-level data.

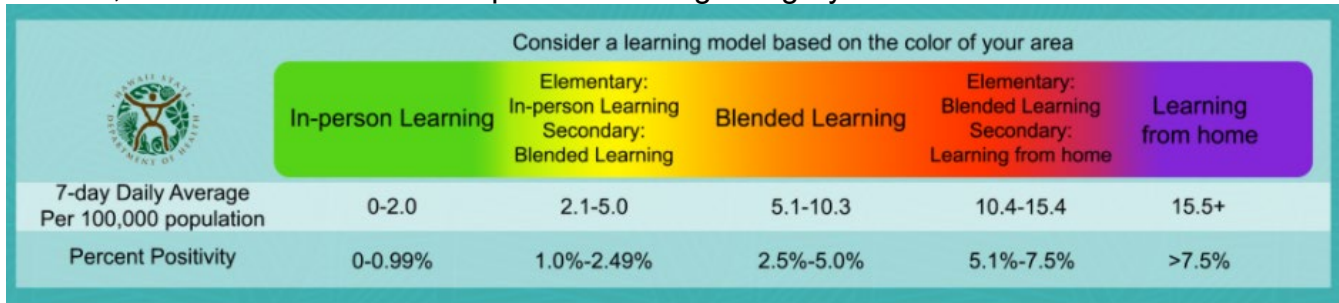
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Table 1. CDC Indicators and Thresholds for Community Transmission of COVID-19<sup>1</sup>

Indicator	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days <sup>2</sup>	0-9	10-49	50-99	≥ 100
Percentage of NAATs that are positive during the past 7 days <sup>3</sup>	<5.0%	5.0%-7.9%	8.0%-9.9%	≥10.0%

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#indicators>

The Department of Health also has a chart for school reopening. According to the county records, Hawai'i Island is in the in-person learning category.



<https://health.hawaii.gov/coronavirusdisease2019/resources/school-guidance/>

## Health and Safety (all models)

### Masks

Everyone on any campus is required to wear a mask. Masks need to cover the nose and mouth and fit the face. The CDC released guidelines on [masks](#) and how to wear them [correctly](#).

### Physical Distancing

The CDC recommends physical distancing of 6 feet to the greatest extent possible, when a community is in the low to moderate transmission model. HAAS plans to keep desks at 6 feet

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apart in the classroom. The CDC has various [maps](#) as to how classrooms can be set up to accommodate physical distancing. CDC release guidelines for [Physical distancing](#).

### Frequent Hand-Washing and/or Sanitizing

Hand-washing or sanitizing stations are available throughout the school and at classroom entrances.

- All students and staff should sanitize their hands prior to entering the classroom and upon exiting the classroom.
- All students and staff should wash or sanitize their hands frequently, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.
- Hands should be washed with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol.
- Restrooms, sinks, and sanitizing stations must be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

CDC has guidelines for [Handwashing](#).

### Cleaning and Maintaining Healthy Facilities

CDC has additional guidelines for [cleaning](#). HAAS will continue to use foggers that allow for deeper cleaning on a regular basis. HAAS maintenance team will follow health guidelines for chemicals and disinfectants. The Department of Education and CDC have provided additional materials to consider. These include safe ways to dilute bleach and other COVID-19 disinfections.

### Routine Cleaning:

As part of standard infection control practices in school or office settings, routine cleaning should be continued. Routine cleaning of school settings include but are not limited to:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and door knobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash
- Cleaning restrooms
- Wiping air conditioner vents
- Spot cleaning walls.
- Spot cleaning carpets.
- Dusting horizontal surfaces and light fixtures
- Cleaning spills.

### Routine Disinfecting

The Maintenance crew will continue the infectious illness protocol that we currently have in place which includes disinfecting high touched surfaces including

- Door Handles

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- Light Switches
- Counter Tops/tables
- Faucets and sinks
- Toilet Handles
- In addition, they regularly check bathrooms to ensure soap and towel dispensers are filled, along with having an ample supply of toilet paper.

In addition, HAAS purchased foggers that allows for deeper cleaning on a regular basis.

HAAS maintenance team will follow health guidelines for chemicals and disinfectants. The Department of Education and CDC has provided additional materials to consider. These include safe ways to dilute bleach and other COVID-19 disinfections.

### Shared Items

Minimize 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.

- Each student's belongings should be separated from others'; kept in individually-labeled containers, cubbies, or areas; and taken home each day to be cleaned, if possible.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit the use of supplies and equipment to one group of children at a time and clean and disinfect between each use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

### Food Service

Food will be provided in pre-packaged boxes.

### Contact Tracing

The CDC has guidelines for [contact tracing](#) in combination with [isolation](#) and [quarantine](#). If a student starts feeling sick while in school, students should be isolated until their parents/guardian can come pick them up.

### Sick Students and Employees

Students and employees who are feeling ill should stay home. CDC has guidelines for [respiratory etiquette](#).

Educators, staff, and students who [have symptoms](#) or who live with someone who has developed symptoms should stay home and consult with a healthcare provider for testing and care as directed. According to the USDOE report, the list of symptoms, when present, generally suggest that an individual has an infectious illness and should not attend school, regardless of whether or not the illness is COVID-19:

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)

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- New loss of taste or smell
- Difficulty breathing (for students with asthma or other respiratory conditions, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

### Communication to Parents

- Do a wellness check on your child each morning at home to determine if your child should attend school. This wellness check should include the following observations:
  - feverish or unusually warm (has flushed cheeks)
  - coughing/sneezing
  - sore throat
  - shortness of breath/difficulty breathing
  - headache/stomach ache/nausea
  - muscle pain/unusual fatigue
  - new loss of taste or smell
- If any of these symptoms are present, your child should not attend school.
- Also know that a general symptoms check will be performed as your child enters the school campus each day. If your child is suspected of being sick, you will be contacted, and you will be asked to pick up your child, or your child will be sent home if he/she drove to school.
- Ensure your child arrives at school wearing a face covering and ideally has an extra one on hand.
- Follow school policies on drop off and pick up and recognize that parent/legal guardian access to the building will be strictly limited.
- Be sure the school has updated contact information in the event that your child needs to be sent home.

### Temperature Checks:

No touch infrared thermometers will be provided to all teachers and check in staff as part of their first aid kits. Students arriving on campus should be wearing a mask. Designated employees should take students temperature prior to students leaving the car. Students who have a temperature above 100.4 need to keep their face masks in place and isolated until they are picked up by an adult.

Employees should do temperature and wellness checks at home and should not report to work if they have a temperature or have any of the above symptoms.

### Visitors

At this time, we will be restricting visitors to the school environment. All visitors need to be preapproved 24 hours prior to coming to campus and should only be there for essential business.

- Principals and their designees shall have the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.



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- Principals and their designees shall have the authority to restrict access to the campus if a visitor doesn't have an appointment, and allow for scheduling a future appointment 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.
- Parents of Ohana students should not be getting out of their car for drop off/pick up except in cases where the parking does not allow for students to safely walk to the school classroom. If that is the case the parent should walk students to the door but should not enter any buildings.

### Field Trips and Community Events

We will limit the number of field trips and community events based on the current situations and recommendations from DOH, CDC, and the Governor. Outside events are preferred for field trips. There needs to be equal opportunity for all students to attend the event.

### Community Service

Community Service is a graduation requirement for students in grades 9-12. In the past, students needed to either complete community service through the main campus program or through a nonprofit organization. This year, however, we have decided to allow some flexibility in terms of what constitutes community services and not require community service to be from a nonprofit origination. At the beginning of the semester, students will identify ways that they can assist the community. Some examples can include making masks, beach cleanup, virtually tutoring younger students, creating how to videos to help teachers/students, neighborhood trash clean up, assist an elderly family member, etc. While we acknowledge that community service is aimed to help the larger community, we also want students to do this in a safe smaller environment.

The HAAS Governing Board motioned to amend the community service requirement to 30 hours for the 2021-2022 school year as there might not be any community service events on campus this year.

### Campus Schedule (all models)

Time	Monday/Wednesday	Tuesday/Thursday
8:00-8:27	Advisory	Advisory
8:34 – 10:07	Block 1	Block 4
10:07-10:27	Break	Break
10:27-12:00	Block 2	Block 5
12:00-12:30	Lunch	Lunch
12:35-2:00	Block 3	Block 6

Mid-morning breaks would be conducted in the classroom/directly outside the classroom instead of releasing them to general areas.

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Lunch counts would be done in their advisory classes. Lunches will be delivered outside the pavilion

## Fully In-Person Learning Plan

This scenario involves students and teachers coming back to school with some modifications based on the safety procedures listed above and/or those offered as guidance through the CDC and HDOE. These include staying home when sick, wearing masks, limiting visitors, not sharing supplies, extra hand washing, etc.

The instruction would be similar to what it was pre-COVID all students would return to school every day in a face-to-face setting.

## Blended Learning Plan

Students who attended classes on Mondays and Tuesdays would become Pod A. Students who attended classes on Wednesdays and Thursdays would become Pod B.

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
Pod A attends physically attends campus.	Pod A attends physically attends campus.	Pod B attends physically attends campus	Pod B attends physically attends campus	Virtual sessions and in person help sessions as needed in morning.
Pod B attends classes in simulcast and/or complete at home school work depending on grade.	Pod B attends classes in simulcast and/or complete at home school work depending on grade.	Pod A attends classes in simulcast and/or complete at home school work depending on grade.	Pod A attends classes in simulcast and/or complete at home school work depending on grade.	Deep cleaning and faculty meetings in afternoon.

This model put about 20 students at the two classroom elementary sites and about 150 students This model has approximately 150 campus students on campus each day including those in the InDigital Program

Priority will be taken to keep families on the same days of the week except when specifically requested to have children on opposite days.

## Simulcast

Students who are not on campus will have the lesson simulcast. All sessions can be recorded for students who missed class or posted to view later. Students on campus will sign the video release so that they can be on the video in case of accidental video.

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## Attendance

Attendance will be taken for each period of the day and each day of the week, with the exception of Fridays. Students should either be in attendance physically or in simulcast when at home. Families can arrange with the office if the student is unable to attend the class, and teachers would provide homework as they did pre-COVID.

## Lunches

Lunches will be ordered in first period classes (campus) and before 9:00 am (ohana). Elementary lunches will be delivered to the student site. Campus students would pick up lunches outside the pavilion area. Students would eat at outside eating areas.

## Drop Off and Pick Up

Students would be dropped off starting at 7:30 in the same manner in front of pavilion. Teachers will need to be in their classrooms by 7:55. Students will be sent to their advisory classes at that time.

Students are released at 2:00 to either get picked up or leave campus.

## Hub and Additional Spaces

We will continue to have the hub on campus with limited spaces for students who need internet or additional support from teacher assistants/PPEs. Whenever possible, the registrar will fill the additional spots in the main classroom with students who need additional support.

## Computers and Technology

Students who checked out Chromebooks at the beginning of the year should bring them to campus on the days that they will be there so that they are using the computer assigned to them. Students who do not have a computer assigned, can check out a Chromebook from classroom set to use for the day.

## Students needing additional in-person time

Considerations will be made for students who may need additional in-person learning time because of academic or emotional struggles or internet/connection issues and concerns.

## Distance Learning Plan

This plan is designed for if there is increased levels of COVID-19 cases where students who are typically in a brick and mortar setting need to go to distance learning. Families who requested students to continue virtual/distance learning regardless of COVID-19 cases were advised to submit a request for the school's virtual/blended learning programs.

## Elementary Programs

**Educational Packets:** The elementary programs will move to a packet system and/or Google Classroom where teachers will provide students with a weekly packet of work that meets the Common Core State Standards at the various grade levels. These packets can be distributed

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through emailing the family, sending to mailing addresses and/or packet pickup windows. Google Classroom would be available to the students as well.

**Virtual Sessions:** Teachers would have the opportunity to meet with students on an individual/small group/whole group basis in an online environment (or some in-person depending on number of cases). Teachers would have access to Google Classroom and Google Meet as well as Zoom as needed. It is recommended that class time be shortened so that students would not be at the computer the entire day, but would have time to complete homework. This can be done by having elementary classes go 9-12 virtually with individual help in the afternoon.

### Secondary 7-12

**Online Learning:** The secondary programs will move to a Google Classroom system where student schoolwork is available online. Students in grades 7-12 would move to a distance online platform.

Teachers would be able to use Google Meet/Zoom to provide direct instruction to students. Teachers could also use Screencasfity to record lecture materials and upload into the Google Classroom for student viewing. Students should have access to this material when they are working on the assignments.

It is recommended that class time be shortened so that students would not be at the computer the entire day, but would have time to complete homework. Middle/High School would have the first 45 minutes of class be live and the second 45 minutes be individual/small group help sessions.

### Learning Hub

If possible (based on number or COVID cases) there would be a hub available for struggling students and those with poor internet connection.

### Stay at Home Order

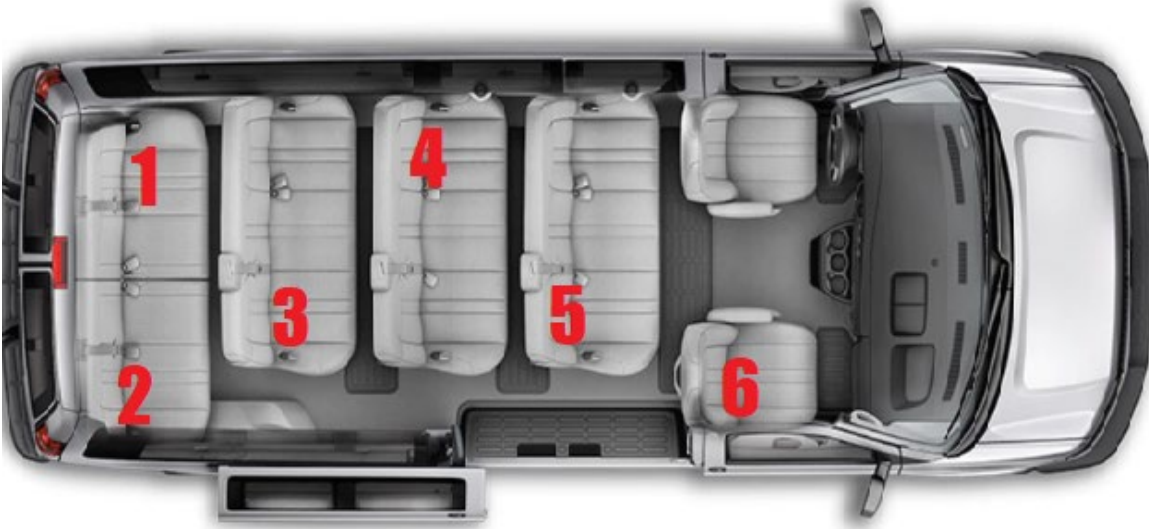
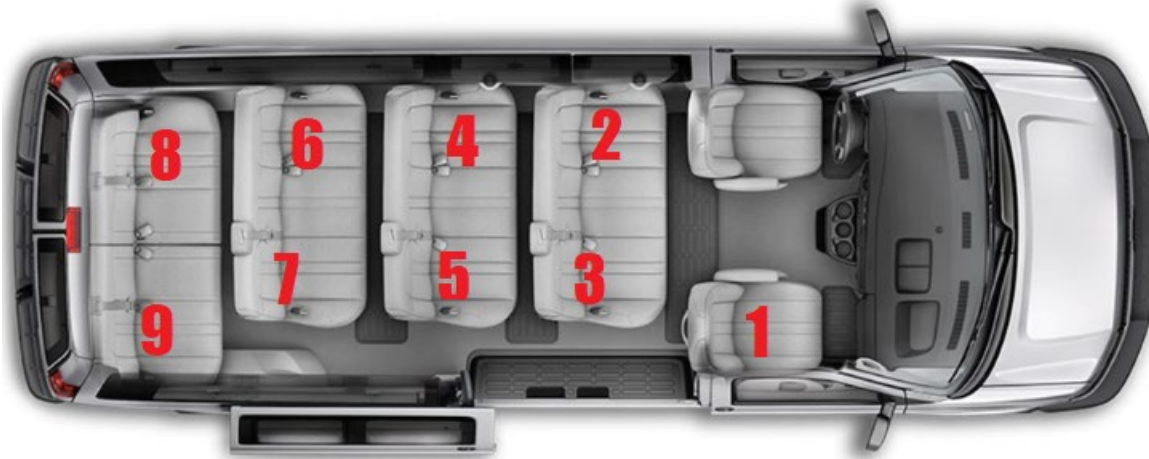
If there is a Stay at Home Order put into place, this could impact teacher ability to live stream and offer help based on their internet availability. We would need to consider moving to a packet pick up or Google Classroom if needed.

## Other Information

### Shuttle

If we continue to have the shuttle services for ohana campus we need to limit the number of seats available. At max we would be able to have 9 students on the van. This, however, would only allow 3 feet distancing from side to side and not front to back. We should consider only seating 6-7 students on the van because if we move to full time face-to-face instruction then the vans only seat 13 or 14 students (depending on if a student is able to sit in the front seat)

Here are some suggestions:



### Teleworking

All employees are expected to report to their work site. There may be an option to do teleworking with the distance learning model.

### Employees Children

HAAS is limiting the number of people on campus who are not directly in the class environment. In addition, employees need to be performing their primary job duties instead of monitoring their own children. Therefore, employees will need to find other child care arrangements when working on campus (Monday, Tuesday, Thursday, and Friday)

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## Testing

### NWEA

NWEA be done in small group settings as needed during in-person learning days. NWEA could also be done online with some instructions.

### Smarter Balance and AP testing

The State of Hawaii has not granted any waivers for state testing. These testing dates will need to be worked into the schedule as students are required to take these exams in person.

## FAPE Services

### Workplace Readiness Program

Currently HAAS has one self-contained class of students with moderate to severe disabilities. Most of these students qualify for Extended School Year. This program, however, only has 12 students and four adults. We can continue to have these students on campus and still allow for physical distancing if that program desires/needs face-to-face. We would implement our Extended School Year protocols to accommodate transportation if necessary. In addition, we can divide these students into various classrooms if necessary.

### IEP/504 Annual Dates

We will conduct IEPs and 504s via in person or online based on the current need for the school. Testing will be done face to face with physical distancing

### IEP/504 Services

Many of the services can be provided in an online environment through Google Meet/Zoom. The middle school/InDigital SPED teacher has a variety of tools that he is willing to share with the other SPED teachers in order to continue accommodations. If, however, students need to come in to meet with their caseworker, they can as it would still be in a small group (physical distancing) setting. Sped Students can schedule time to come to campus to work with general education and/or SPED teachers. These meetings need to be prearranged and the general education teacher would need to be present to work with students as necessary.

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## Appendix

### Hawaii Academy of Arts & Science Equipment Checkout form

Please note that by checking out the HAAS equipment, you are taking responsibility of it. Families have the choice to use their own laptop or home computer. Upon enrollment requirement completion, families interested in signing out Equipment (one Chromebook and one charger) will be required to provide (1) a driver's license or other form of picture ID, (2) proof of current address i.e. electric bill. Tax map key, car registration, house mortgage, or rental documents, etc.)

Upon checking out the HAAS Chromebook, parent/guardian(s) and student(s) are required to sign this form (1) Agreement for Use of Instructional Property Form and (2) Acceptable Practice & Disciplinary Action Form.

Please Initial the following

STUDENT	PARENT	AGREEMENT
		HAAS Equipment will be used solely for the education of the student and for no other purpose. Any unacceptable usage will result in disciplinary action.
		Equipment is loaned to the enrolled family.
		If a repair is required, please bring the signed out Equipment to HAAS immediately. The HAAS tech department will review the chromebook and provide a cost for the repairs, if not covered by the warranty. If there is damage that is covered by the warranty, a new chromebook may be checked out by the family for student us. If damage is not covered by warranty a bill will be sent to the families for the cost of the repair. At the time of payment for damages to the chromebook a new computer may be checked to the student at the discretion of both the HAAS Tech Department and the Administration. Severe damage to chromebook may result in a student not being able to check out a new computer.
		All HAAS Equipment will be returned to HAAS Main Campus location the last day of school or prior to withdrawal. Up
		A family's financial responsibility for lost, stolen or damaged beyond repair to Equipment will be determined using current fair market value replacement costs.
		Any additional tech requests (i.e. printer set up, wireless set up, etc.) will be dealt with on a case-by-case basis. Tech requests should be initiated by email and sent to the student's adviser
		HAAS transcripts & student records will be held until all HAAS Equipment is returned or until reimbursement for lost, stolen damaged, or damaged beyond repair.
		All Equipment is due back to the school by the last day of school

HAAS Chromebook ID	Issued By:
Date Issued:	Date Returned:

	Printed Name	Signature	Date
Parent			
Student			