

August 1st, 2021

To: Alaka'i O Kaua'i Charter School learning community
From: DJ Adams-Director
Re: Alaka'i O Kaua'i School Opening Plan 2021-2022

Aloha Alaka'i O Kaua'i Charter School learning community,

Hau'oli Makahiki Hou (Happy New Year.....school year that is) as we start the journey of a new school year and mahalo for your support of our charter school. Alaka'i O Kaua'i Charter School is sharing the 2021-2022 opening plan that is updated from the plan approved by our Board of Directors at our meeting in January to once again adapt to changes with the pandemic. Alaka'i O Kaua'i Charter School is extremely fortunate to be a small school with massive outdoor spaces in a beautiful rural setting plus large classrooms that can adapt quickly to ever changing times. This plan is also posted on the school website plus printed copies are available in office on Main Campus.

Alaka'i O Kaua'i Charter School will continue to strive to do everything possible to safeguard the health of our learners, staff, families, and the greater community. We feel comfortable that with strict precautions and procedures, we will try to keep students on campus for full time face-to-face education. We will be depending on the cooperation of families in following our guidelines and procedures as well as those put into place by government officials. The following practices are aligned with the County of Kaua'i, the Hawai'i Department of Health, the CDC guidelines for schools, the Hawai'ian State Teachers' Association, the Hawai'i Department of Education, the Hawai'i Government Employees Association, and the Hawai'ian Charter School Commission.

A friendly reminder that all federal, state, and local government regulations will continue to guide our school reopening plan and accordingly this is a living and fluid document. In addition, the Board of Directors has given permission for the School Director to make swift, minor adjustments to the plan as required in the best interest of the learning community.

A further friendly reminder that any families who travel off island are expected to follow the current policies of travel and related quarantine as required by government and health officials.

Benchmarks

Alaka'i O Kaua'i Charter School is adopting the State of Hawai'i Department of Health Guidance for Schools specific to the island of Kaua'i for the benchmarks to decide the education delivery model for our learning community. The School Guidance document is embedded in this plan for full transparency for everyone in our learning community. Here is the link to their website:

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

Tier System Restrictions as set by the County of Kaua'i Guidelines:

Alaka'i O Kaua'i Charter School will also follow the County of Kaua'i guidelines as set out by our Mayor. Here is the link to their website:

<https://www.kauai.gov/covid-19>

We will follow the guidelines set out in the Tier system by our local government in addition to the state of Hawai'i Department of Health Guidelines for Schools.

Tier Six

Once the County of Kaua'i achieves Tier Six all the restrictions will be removed. This information would be shared directly with our learning community via email, Parent Square Communication network, and the school website so we can all celebrate together.

Tier Five

In the County of Kaua'i Tier Five level we are allowed to have all of our learners together in their classrooms at the same time. We will perform health checks as individuals come to campus but wearing of masks outside is not required. We are also allowed to hold gatherings of people outside up to 75 individuals and this will allow our school to have multiple classes outside together for recess and lunch breaks.

Tier Four and below:

In the County of Kaua'i Tier Four, Tier Three, Tier Two, and Tier One levels the following procedures and protocols may be implemented as needed to ensure the safety of our learning community and people on our island.

Pick up and drop off procedures

-Parents must wear a mask and will not enter the building nor leave their vehicle during drop off or pick up.

-Alaka'i O Kaua'i Charter School start time is 8:45am and due to legal restrictions we cannot accept student learners prior to 8:15am.

-All student learners are expected to wear a mask to enter on to the campus at the start of their school day and again when they leave campus at the end of their school day as these are potentially high-density traffic areas.

-A staff member will take the child's temperature and perform a health check before the student learner enters the campus and the parent is requested to wait for the affirmative to attend school. The student learner will go directly to the washrooms located at the entrance of the school to wash their hands. After proper hand washing the student learner will go directly to their outdoor classroom or gym as directed. A copy of the Health Check Guidelines are available in the office and on our website.

-Any of our student learners who ride the bus must follow the expectations of Akita Transportation that is currently two people to a seat maximum and wearing of a facemask.

-Families with multiple student learners at various grade levels with pick up all their family at the same time based on pickup of the student learner in the lowest grade level.

-At pick up, parents will wait in their vehicles, keeping a safe distance from one another. Once your child is transferred to you, we ask you to please vacate the space quickly to help with traffic flow for all of our families.

-Whenever possible, it is best if the same parent picks up and drops off. Also, we ask that older family members who are at greater risk do not drop off/pick up children if possible (such as grandparents).

-We kindly ask all parents and visitors to our campus wear a mask please. The Office may be locked so please call ahead to arrange to be welcomed to our campus.

Classroom Education

- Adaptations to equipment, furniture, materials, and classroom have been made to create both indoor and outdoor classrooms for each grade level.

- Student learners will have a learning space that will meet physical distancing requirements.

- Doors and windows will remain open to the outside whenever possible to allow for open flow of air.

- Student learners will wash hands between lessons and work numerous times during the day. Hand sanitizer will also be available in the classroom.

-Student learners will have their own individual supplies and will not share with others. These personal supplies should be labeled for each student learner.

Lunch and Recess

-Student learners will be eating their lunches in their outdoor and indoor classrooms.

- Student learners will enjoy recess on a scheduled basis to avoid mixing with other classes and grade levels.

-Water fountains will not be used. Please send a water bottle and make sure it goes home for cleaning daily.

Off Campus Education

-In the event we are mandated to close, then the Off Campus Education Program will begin.

-The Off Campus Education Program does require each student (or parent) to connect daily with each teacher via phone, email, or text for attendance verification.

-All student learners are responsible for their work assigned in the Off Campus Education Program as it will be used for assessment purposes.

-Any family that has potential issues with electronic connections or shortage of electronic devices please contact the school so we can assist with potential solutions.

-Student Learner/Parent Off Campus Education Ideas:

- A table or desk to sit at that is well lit and allows for a workspace.
- A quiet background free from distractions.
- Students must be prepared for school each day and may need parental help and encouragement.

- Students are expected to attend to their schoolwork during the class day. Playing on the computer or I-Pad, distracting others with messages or inappropriate conversations is unacceptable.
- Parent Responsibilities:
 - Provide access to individual I-pads or computers
 - Ensure WIFI is reliable and can connect for all day class
 - Communicate concerns and challenges to teachers directly via email or phone call, outside of Zoom class times.
 - Keep background distractions to a minimum.
 - Set up clear routines and responsibilities » Establish a family online agreement for computer/I-pad/internet use during and outside of school time.

School Cleaning and Maintenance

Professional cleaning of school will occur each evening from the hours of 3:30pm to 7:30pm. We will continue to follow these guidelines in our school:

Cleaning and Sanitizing of Facilities and Devices

Alaka'i O Kaua'i Charter School will designate employees to be responsible for the cleaning and sanitation of facilities.

The use of the **indoor** school facilities will be limited to the operations of school programming and after school services for the students enrolled at the school, and for outdoor campus requests to essential services

Daily Cleaning of Facilities Protocol

The cleaning schedule for school facilities should adhere to guidance from the CDC and the state Department of Health as available. School facilities should be cleaned daily and high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains, should be disinfected frequently throughout the day. In addition we are using our diligent Educational Assistants to provide deep cleaning at times when our keiki are not on campus.

Enhanced Health Screening and Expectations

-Students may not attend with any fever or ailments/symptoms of any kind (runny nose, coughing, fever, headache, stomach issue as a few examples)

-If a child, or a family member of a child comes in contact with someone with COVID-19, the student must quarantine according to County of Kaua'i guidelines before returning to school.

-If a student learner lives in a household or comes in close contact with someone who has traveled off island then the student learner must quarantine as outlined by the County of Kaua'i.

-If a student becomes ill or displays symptoms at school, he/she will be isolated, and the family will be immediately contacted to come and pick up the child.

-Any staff member feeling ill will stay home or return home if he/she becomes ill at work.

-If any staff member or student does test positive with COVID-19 then that classroom may be closed upwards of 21 days as outlined below in conjunction with the Department of Health. All students and staff members in that classroom may be asked to stay home and follow the Off Campus Education Program. That classroom will start on campus again once cleared by public health officials.

Confirmed Case of COVID-19 at a School

We will follow these steps if a person at Alaka'i O Kaua'i Charter School has been diagnosed with COVID-19.

- The Director will contact the Board of Directors with details of the positive case.

-The Director will close and restrict access to the appropriate areas of the campus for cleaning and sanitizing.

-The Director will use their best effort to obtain contact information for all employees, casual hires, vendors and students who may have come into close contact with the individual to share with the Department of Health. (DOH)

-If DOH did not reach out to the school to report the case, the Director should contact DOH as soon as they know to report and/or confirm the positive case.

-DOH will call close contacts to officially notify them of exposure. These close contacts must:

-Alaka'i O Kaua'i Charter School will work directly with the Department of Health to determine next steps and a schedule for cleaning

- The Director will work on messaging to the school learning community. The distribution is all school contacts (staff, parents/guardians of students, and service providers that were on campus at the same time as the individual who tested positive).

In conclusion, Alaka'i O Kaua'i Charter School is blessed to be located in a rural setting with large windows, multiple entries and a vast playground. Thanks to these advantageous conditions of our physical space and the low population density of the school, we are already better positioned than most schools locally, state wide, nationally and globally to deal with challenges of a pandemic.

We greatly appreciate your patience, understanding, and flexibility in supporting this process of providing the best quality education possible under ever shifting circumstances on our beautiful island.

Respectfully,

DJ Adams

Director- Alaka'i O Kaua'i Charter School