

**Mission**: To recognize, nurture, and foster cultural identity, and cultural awareness in an environment, that has historical connections and lineal linkage to students. Students engage in critical thinking and demonstrate complete mastery of their academia for the future as a result of this educational program that is driven by family, community, and culture.

**Vision:** “Ku I Ka Mana”

“Like the one from whom he received what he learned. Said of a child who behaves like those who reared him.” (Puku’i, 1983)

**School Re-opening Plan**

Student Arrival & Intake

* All students arriving on campus MUST wear a mask at all times.
* Students should not be dropped off earlier than 7:00am each morning at the Todd gate entrance. This site will be coned off daily for drop off. Parents/Guardians will use this same area for pick up no later than 2:45pm daily (no other drop off or pick up entries will be allowed).
* Staff will scan for temperature at this site before exiting vehicle. Temperature MUST be less than 100.4\*F before a student is allowed to proceed to Office gate for school entry. Temperature screening is for general illness symptoms only and not to determine COVID-19.
* Students will then proceed to a designated hand sanitizing station.
* Students must remain in their designated area/classroom until Piko.
* Any student’s temperature above 100.4\* will not be allowed on campus. Student will be sent home immediately. Student’s who arrive by bicycle or walk to school, will be moved to a designated area for dismissal. Parent/Guardian will be notified immediately.
* Kupuna and those with underlying medical conditions, are discouraged from dropping off or picking up of students.
* Administration follow up as needed.

Staff Arrival & Intake

* All staff (teachers, office, and admin) arriving on campus must wear a mask at all times.
* All staff will be scanned for temperature upon their entrance through Office Gate.
* Any staff with temperature above 100.4\* F will be dismissed from school for the day, room and surfaces will be sanitized upon dismissal. Temperature screening is for general illness symptoms only and not to determine COVID-19.
* All staff are required to maintain a sanitized work station (desk, counters, bookshelves, etc).
* Administration follow up as needed.

Visitor Arrival & Intake

* All visitors need to call in an advance to schedule an appointment. No set time for a visit may result in denied entrance.
* All visitors (including Parents/Guardians) are required to use face masks at all times.
* All visitors (including Parents/Guardians) will need to report to office through Office Gate for temperature check.
* Any visitor (including Parents/Guardians) with a temperature above 100.4\* F will be required to leave immediately.
* Administration follow as needed.

Classrooms, Office, and Common Areas

* Hand sanitizing stations will be located at all entrances to classrooms, office, and designated common areas.
* Hand washing stations are located in bathrooms and sink areas.
* An outside handwash station will be available by end of first week of school start.
* All students and staff are required to wash or sanitize their hands frequently, upon arrival to school, upon entering or re-entering classrooms, office, and common areas.
* All sanitizing and handwash stations will be cleaned and maintained daily.
* Disinfecting of all classrooms and common areas will be done weekly.
* Individually packaged meals will be consumed in assigned classrooms or designated outside area/space.
* Only staff are allowed to open and close doors.
* Doors must remain closed at all times while classes are in session, however keeping windows open for natural air circulation may not be feasible at all times. Discretion will be left to teachers.
* Students must remain in their personal-spaces as marked in their designated classrooms.
* Only teachers will move from classroom to classroom. All students will remain in their designated classroom throughout the school day.
* Should students be allowed to leave classrooms for recess or other class activities under adult supervision; students will be required to wipe down their learning space (desk & chair) before dismissal.
* Hand sanitizing is mandated upon entrance to classroom.
* There will be a set schedule for bathroom use.
* Everyone is required to wash hands with soap and water after bathroom use.
* Students may not leave their designated space without explicit permission from teacher.
* Absolutely no sharing of food, water, or supplies amongst each other.
* Administration follow up as needed.

Practice & Protocol

* Feeling Sick – STAY HOME – avoid contact with others, don’t go anywhere. (Students and staff)
* Do not touch your eyes, nose, or mouth.
* Sneeze or cough into a tissue. If not available, lessen spreading germs by coughing into your elbow.
* Parent/Guardian is required to call the school if their child is out due to fever/sickness – doctor’s note should be presented upon return to school or work.
* Daily cleaning includes: wiping down of all frequently touched surfaces (e.g. door handles, faucet handles, desk tops, chairs) More movement may require additional cleaning time.
* Should a student get sick at school, the office will immediately notify parent/guardian for pick up no longer than 30 minutes after call. Student will be held in a designated quarantine space away from others – all sanitation protocols will be followed immediately.
* Staff will immediately leave school – all sanitation protocols will be followed immediately.
* Emergency contacts for all students and staff will be kept on file in the office.
* Posted signs for 6’ distancing, handwashing, and mask wearing will be visible throughout the school.
* Absolutely no cellphone usage while in school. Cellphones will be confiscated if found, heard, or felt. Confiscated cellphones can only be picked up by a parent/guardian. Students are allowed to place their cellphone in the drop box upon arrival at school and retrieve it at the end of the school day to avoid confiscation.
* Administration follow up as needed.

Standard Personal Protective Equipment (PPE) & Daily Procedures

* Face masks must be worn at all times while on school campus and play areas by all.
* Cloth masks MUST be cleaned daily.
* Face shields must be worn with face masks.
* Disposable face masks are available from the school office.
* Disposable gloves are required for disinfecting classrooms, office, and common areas.
* Hand sanitizers, hand soap, alcohol sprays are available throughout all areas of the school.
* Student Computers will be wiped down daily.
* Administration follow up as needed.

School schedule - Hybrid Model - Blended and Virtual learning

* Students are placed in one of two groups and report to school on alternating days by Grade Levels.

1. Group A: Face to Face on Monday and Thursday –

Virtual learning for Group B

1. Group B: Face to Face on Tuesday and Friday –

Virtual learning for Group A

Bell Schedule – Monday, Tuesday, Thursday, Friday

|  |  |
| --- | --- |
| 7:45 – 8:00 | Piko |
| 8:00 – 9:10 | 70 minutes |
| 9:10 – 9:20 | passing |
| 9:20 – 10:30 | 70 minutes |
| 10:30 - 10:45 | passing |
| 10:45 – 11:55 | 70 minutes |
| 11:55 – 12:00 | Piko |
| 12:00 – 12:45 | ‘Aina Awakea |
| 12:50 – 1:45 | 55 minutes |
| 1:45 – 2:00 | Piko then release |

1. Presently Na Papa Naue Loa (elective classes) will be held on Wednesdays at designated sites. These classes will be alternating weeks for NPNL 1 & NPNL 2

Some classes are held in outdoor areas and spaces. Social distancing of 6’, use of face masks, and hand sanitizing/washing stations will be available at sites.

Wednesday Schedule

|  |  |
| --- | --- |
| 7:45 – 11:55 | NPNL I & NPNL 2 |
| 11:55 – 12:00 | Piko |
| 12:00 -12:45 | ‘Aina Awakea |
| 12:45 – 1:00 | Piko then release |

Parents/Guardians may request that their child/children do virtual learning only or attend school face to face daily as space permits.

Student Protocol for Virtual Learning:

* School uniform must be worn.
* Camera must be on at all times.
* Microphone muted unless called upon.
* No chatting or side messaging unless instructed.
* Sitting at a desk or table and visible from chest up.
* Student will be considered tardy if checking in after three minutes from start of class.
* Must communicate to school office if student will be late or tardy.
* Use of school computers are for school instruction only.
* Students must be respectful of self, teachers, classmates, and staff at all times.
* Absolutely no sharing of computers.
* Administration follow up as needed.

Student Protocol for Face to Face Learning:

* Face masks must be used and kept on at all times.
* School computer, pencil case (school provided), notebook, and bottle water only on student desk (all other personal belongings will not be allowed in the classroom).
* All students must remain in their designated areas at all times unless released by teacher.
* School uniform must be worn.
* Tardy students will be escorted to their class by office staff.
* Personal backpacks will not be allowed in classrooms.
* Use of school computers are for school instruction only.
* Students must be respectful of self, teachers, classmates, and staff at all times.
* No student movement from class to class unless instructed to.
* Absolutely no sharing of computers.
* Administrative follow up as needed.

Teaching Protocol for Face to Face Learning:

* Face masks/shield must be used at all times.
* Teacher stations are reserved for teachers only.
* Teachers are prepared for delivering instruction.
* Teachers are the only ones moving from class to class.
* Teachers are required to report, write up, and call parents/guardians for a student’s misconduct. Admin will follow up.
* Teachers will wipe down their laptops, chairs, desks, light switches, and sweep rooms at the end of each day.
* Teachers must communicate with office should they become ill. Teacher will be released immediately. If possible, they may be able to teach remotely.
* Teachers responsible for daily attendance.
* Administrative follow up as needed.

Teaching Protocol for Virtual Learning:

* Teachers/School remotely control virtual set up.
* Teachers/School responsible for daily attendance.
* Administrative follow up as needed.
* If requested, hard copy assignments will be available to all students. Advanced arrangements may be necessary.

‘Ohana Protocol and Requirements

* Keep sick child at home.
* All emergency contacts and phone numbers are current and updated.
* Ensure that school issued computer is for KAL student only.
* If your child is absent due to illness, a doctor’s note is required for return to school.
* Informs the school if anyone in your household has travelled or plans to travel and precautions taken for safe return to school or work.
* Parent/Guardian assures child’s daily attendance.
* Administrative follow up as needed.

School Opening Plan for Social Distancing School Closure – Governor’s Declaration

* Ke Ana La’ahana Public Charter School will be closed to the public.
* Only essential workers are permitted on campus with physical distancing and safe practices.
* Continue to deliver Virtual Learning to the extent possible.

Focus for first week of opening:

1. School/Student/Parent Relationships – Orientation - Communication
2. PIKO
3. Classroom Management (Routine/Schedules/Protocols)
4. COVID-19 Routines, Rules, Requirements
5. Co-Constructing Criteria for Rules, Behaviors, Routines – Staff, Students, School
6. Baseline Data/Pre-Assessments
7. Review Q4 instruction and materials – Kupu Packets
8. Goals and Objectives

The School staff and Governing Board will continue to revisit and redesign strategies and make the necessary adjustments to this plan.

It is assumed that COVID-19 will not be totally eliminated. There will always be COVID-19 cases.

Every COVID-19 case cannot be prevented- we need to manage the disease. The development of a vaccine would greatly reduce disease incidents.

Resources: Guidance for Reopening Schools, Hawai’i State Department of Education – Health and Safety Handbook, CDC Readiness & Planning Tool, and COVID-19 Home Care Guide.