



# **REOPENING PROCEDURES SY 2021-2022**

**Revised 7/19/2021**



## TABLE OF CONTENTS

I.	Po‘o Kula Message	.....3
II.	Health & Safety of Hālau Kū Māna (HKM) ‘Ohana	.....4
	A. The Important Role ‘Ohana Play in Keeping Us Safe	.....4
	B. HKM Updated Health Policy	.....4
	i. Daily Health Screenings	
	ii. Staying Home When Sick	
	iii. When a Student Becomes Ill at School	
	iv. Returning to School	
	v. Travel Outside of the State of Hawaii	
	vi. COVID-19 in the School Community	
	C. Enhanced Campus Health & Safety Measures	.....7
	i. Sanitization Equipment	
	ii. Signage & Physical Distancing	
	iii. Cleaning & Disinfecting the Campus	
	iv. Face Coverings	
	D. Campus Access	.....8
	i. Visitors	
III.	Student Experience & What to Expect	.....9
	A. First Week of School	.....9
	B. Drop-off & Pick-up Procedures	.....9
	i. Drop-off Procedures	
	ii. Pick-up Procedures	
	C. Before & After-School Supervision	.....10
	D. Physical Distancing Campus Flow Chart	.....11
	E. Use of Common Spaces, Bathrooms, & Lunch	.....11
	i. Elementary/Middle School Benches	
	ii. ‘Ualaka‘a	
	iii. ‘Ōpū	
	iv. Pā Kākea	
	v. Bathrooms	
	vi. Lunch	
	F. Off-Campus Events & Activities	.....12
	i. Aloha ‘Āina Education (AAE) Project Days	



IV. Support for our ‘Ohana	.....12
A. Disciplinary Policies and Procedures	.....12
B. Counseling Services	.....13
C. Special Education & 504 Student Support	.....13



## I. PO‘O KULA MESSAGE

Aloha Hālau Kū Māna ‘Ohana,

First, we would like to thank you for your patience as we navigate our new normal due to COVID-19. The realization of the pandemic continues to lurk and has affected the decision on how HKM will reopen. Our enrollment is up, however our room size remains the same. Without question, our priority continues to be the health and safety of our kula. **The school year 2021-2022 will begin in a Hybrid Model for the first quarter.**

### School Year 2021-2022 Reopening Procedures

Please read and review this packet as an ‘ohana. You will find important information on how Hālau Kū Māna plans to ensure the safety of our students and staff.

### Important Dates

- **August 3 - 4, 2021** Hui A returns to school for orientation.  
Hui B no school.
- **August 5 - 6, 2021** Hui B returns to school for orientation.  
Hui A no school.
- **August 7, 2021** Lā ‘Ohana
- **August 9, 2021** Instruction begins for all students according to the hybrid model calendar.

### Name Placard

Name placards will be distributed at Lā ‘Ohana. When dropping off/picking up your child, please display the name placard on your dashboard.

Your child’s health and safety remains our number one priority. If you have questions please feel free to call the office at 808-945-1600, or email [info@halaukumana.org](mailto:info@halaukumana.org).

Mahalo!

Mrs. Keolani Noa  
Po‘o Kula



## II. HEALTH & SAFETY OF HKM ‘OHANA

### A. The Important Role ‘Ohana Play in Keeping Us Safe

‘Ohana plays an important role in maintaining the health and safety of our school community. **The most important thing you can do to assist us in keeping our school healthy is to keep your child home from school if they are sick.** We will work with ‘ohana to support students in their adherence to safety measures and procedures while they are on campus. We understand there are ‘ohana with high risk members in their household, and know that we must all do our part to follow the local and federal health recommendations and regulations.

As we work to create a safe and healthy learning environment on campus, we will need your support as our extended ‘ohana to continuously take precautions when not at school. This includes:

- Wearing of face masks/ face shields when in public
- Continuing to social distance whenever possible around others
- Adhere to the CDC and State of Hawai‘i guidelines regarding large social gatherings
- Monitoring household members for symptoms of illness

All members of the ‘ohana will contribute to the successful reopening of school and it is everyone’s kuleana to keep each other safe and healthy. Please contact the HKM office at (808) 945-1600 with any concerns.

### B. HKM Updated Health Policy

#### i. Daily Health Screenings

Before arriving on campus, please check your child for any symptoms of illness. When students arrive on campus, they will pass through a thermal screening kiosk designated near the drop-off area and will receive a colored wrist band indicating that they have completed the safety measures to be on campus. This thermal screening is made to detect temperatures above 100.0 degrees (F). If a student has an elevated temperature, they will be asked to sit in a waiting area and will be



re-screened again 10-15 min later. The parent/guardian must be prepared to pick up the student if the student's temperature does not decrease.

If elevated temperature continues, parent or designated emergency contacts will be notified to pick-up the student *immediately*.

## ii. Staying Home when Sick

Students with any illness or even mild symptoms should remain home from school. If students require medication to reduce illness symptoms, they should not come to campus. This is especially true for COVID-19 where individuals can remain asymptomatic. Key symptoms to be aware of are:

- Cough
- Shortness of Breath
- Fever
- Headache
- Chills
- Sore Throat
- Muscle Pain
- Loss of Taste or Smell

'Ohana must report their child's absence to the office by 8:15am. Adherence to this policy is essential to keeping our HKM 'ohana and community safe and healthy.

## iii. When a Student Becomes Ill at School

In the event that a student becomes sick while on campus, the student's teacher will send the individual to the office. The office will then call the student's parent/legal guardian to pick him/her up *immediately*. While waiting to be picked up, the student will wait in an isolated area such as the health room in the main office and will be supervised by a staff member.

***Please note that if a student presents a fever or any other COVID-19 symptoms listed above and is not picked up within an hour of notifying the parent/legal guardian, an ambulance will be called to assist the student.*** Any charges/copay for this service will be the responsibility of the student's parent/legal guardian.



#### **iv. Returning to School**

Students who are home sick due to any illness symptom other than a respiratory illness or influenza, they will need to remain home until they are symptom-free for at least 24 hours and provide a doctor's note releasing them to return to school.

For students that are experiencing symptoms of respiratory illness or influenza, they should take the following precautions; isolation and remain home from school for 7 days after illness onset or until 24 hours after being symptom-free of fever or respiratory illness (whichever is longer), and provide a doctor's note releasing them to return to school.

#### **v. Travel Outside of the State of Hawaii**

We strongly encourage 'ohana to plan vacations during regularly scheduled school vacation periods. If your child is required to travel outside of the State of Hawaii for any reason, he/she must meet one (1) of the following criteria in order to return to school:

1. Provide proof of participation in the State of Hawaii's Safe Travels program.

or

2. Provide proof of being fully vaccinated within the United States (including its Territories).

or

3. Complete a 10-day mandatory quarantine if unable to meet criteria 1 or 2 above.

The criteria to return to school after travelling outside of the State of Hawaii may change. Before returning to campus, please call the office at (808) 945-1600 or email [info@halaukumana.org](mailto:info@halaukumana.org)

#### **vi. COVID-19 in the School Community**

In the event that a student or staff member receives a positive COVID-19 test or has been informed that they have possibly been exposed to a positive COVID-19 case, the following Department of Health (DOH) guidelines will be implemented:



- The school will work with the Department of Health to conduct an investigation to determine those who were in close contact\* with the ill student or staff member and will inform staff, parents, guardians and/or caregivers of possible exposure.
- Staff and/or student(s) identified as close contacts are advised to remain home for a 10-day quarantine period and to consult with their healthcare provider for evaluation and possible COVID-19 test.
- Members of the ill student or staff member(s)' household are advised to remain home for a 10-day quarantine period.
- The ill student or staff member(s) may return to school once the following are met:
  - 10 days out from the start of the symptoms, AND
  - Fever free for 24 hours without fever reducing medicine, AND
  - Symptoms have improved

\*Close contact is defined as (regardless of whether persons were wearing face masks):

- Within 6 feet of an infected person over a 24-hour period for a combined total of 15 minutes or more
- In direct contact with case's secretions (e.g., being coughed on)
- All persons (teachers and students) in the same classroom as the case for 15 minutes or longer

## **C. Enhanced Campus Health & Safety Measures**

### **i. Sanitization Equipment**

We have installed no-contact hand sanitizing stations in each classroom and throughout campus. These will provide students and staff the ability to frequently sanitize their hands. Handwashing stations are available near Kākea and the Middle School classrooms. All faculty, staff and students will ensure good hand hygiene throughout the day.

### **ii. Signage and Physical Distancing**

To help remind students to physical distance at all times, signs have been placed on the walkways and throughout campus. Students will notice that hallways are "one-way only" so as to not congest any area. A campus flow chart has been included in this reopening document for your review on page 12.





Please go over this with your child before the first day of school. Our staff will also teach and reinforce these walkway procedures.

### iii. **Cleaning and Disinfecting the Campus**

The school will provide cleaning supplies to disinfect high-touch areas throughout the day (ie. disinfecting wipes, spray, etc.). Routine cleaning will be integrated into the daily schedule.

HKM's restroom facility will be cleaned by the students and staff after each use. There will be professional cleaners to deep clean the restrooms a couple times per week.

When students are on campus they will not share school supplies to the greatest extent possible to avoid unnecessary contact. If equipment needs to be shared, they will be disinfected before each use. Please ensure that your child has ALL of their school supplies prior to the first day of school. This will further assist in keeping belongings to each individual.

### iv. **Face Coverings**

Face coverings are an important measure in keeping everyone on campus safe and healthy and we require each staff and student to provide their own mask daily which must be worn ***at all times*** while on campus, except when eating or drinking. HKM will have a small supply of disposable face masks on hand in the office.

## **D. Campus Access**

### i. **Visitors**

Campus access will be limited to students and staff only. All nonessential visitors or volunteers will be restricted at this current time. In the event that a visitor must come on campus, they will need to have a prearranged meeting with faculty or administrative staff with pre-approval of the Po`o Kula, and must abide by the safety



guidelines in place (i.e. health screening, face mask, social distancing, etc.). Visitors are required to check in at the office and complete a temperature check to receive a wristband.

### III. STUDENT EXPERIENCE & WHAT TO EXPECT

#### A. First Week of School

The first week of school will be dedicated to orienting students to the school procedures and enhanced safety and health measures. We will take time to go over with each class what physical distancing looks like and how to maintain good cleanliness. During the first week, the students will attend school for two days, which will be split up into Hui A & Hui B as follows:

**Aug 3 & 4 (Tues, Wed)      Hui A returns to school for orientation.  
Hui B no school.**

**Aug 5 & 6 (Thurs, Fri)      Hui B returns to school for orientation.  
Hui A no school.**

It is our priority to ensure that each student knows their kuleana as we navigate the return to school. We intend to provide time for students to ask questions so they feel safe at school.

#### B. Drop-Off & Pick-Up Procedures

##### i. Drop-Off Procedures

When arriving on campus, please drop-off all students in Kalae. If multiple students arrive at the same time, please remind your child to keep physically distanced as much as possible as they walk toward upper campus.

Students will be directed to our temperature screening kiosk located on the lanai of Ahupua‘a. If students are flagged with a temperature above 100.0 degrees (F), they will have to wait on the side for a period of 10-15 minutes and be re-screened. If their elevated temperature is reconfirmed, parent/guardian or designated emergency contacts will be notified and asked to pick-up the student *immediately*.



After completing and passing their temperature screening, students will proceed to their designated waiting area for school to start. These designated areas will be supervised by staff/parent volunteers to ensure physical distancing and mask wearing is enforced at all times. Designated areas will be as follows:

- Kula Ha`aha`a and Kula Waena (Grades 4-8) Tented area /or classrooms
- Kula Waena & Ki`eki`e (Grades 9-12) - Ualaka`a

**If a student will be tardy to school, call the school office at (808) 945-1600. The student must be dropped off at the office to check in and receive a tardy pass before going to class.**

## ii. Pick-Up Procedures

Student pick-up will be in Kalae. Display your child's name placard on your dashboard so HKM staff can easily identify your child.

To ensure physical distancing practices, students will remain in their designated area until they are picked up.

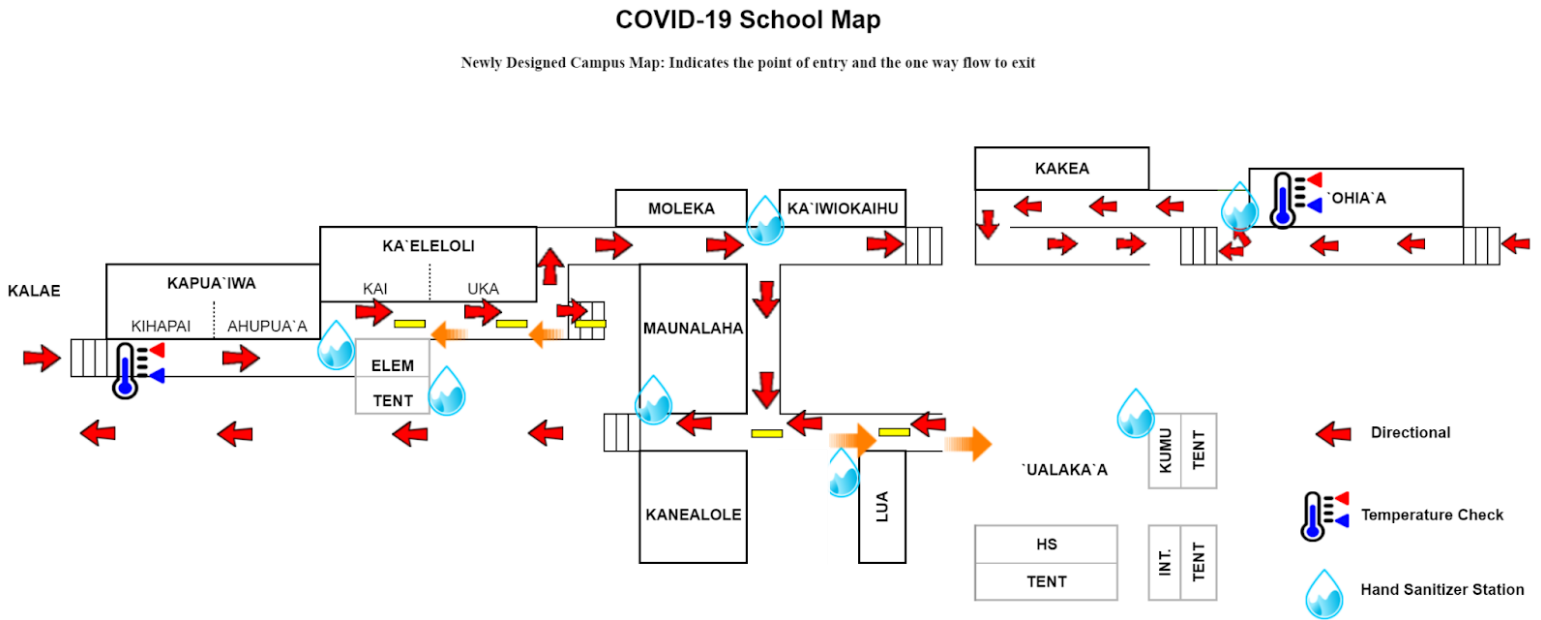
If you arrive on campus before school has been dismissed, remain in your vehicle. There should be no waiting outside or socializing with others during this time.

## C. Before & After-School Supervision

There will be no supervision on campus before 7:30am. In addition, there will be after-school supervision until 4:00pm. Please make arrangements to have your child dropped off and picked up within these hours.

If makua are willing and able to volunteer for before/after-school supervision between the hours of 7:15am - 8:30am and/or 3:15pm - 4:00pm, please call the office at (808) 945-1600 or email [info@halaukumana.org](mailto:info@halaukumana.org).

## D. Physical Distancing Campus Flow Chart



## E. Use of Common Space, Bathrooms, & Lunch

### i. Elementary/Middle School Benches

The elementary/middle school benches will be used for outdoor classroom space, lunch, etc. for elementary/middle school students only. Tables will have designated areas for sitting and will be sanitized after each use.

### ii. 'Ualaka'a

'Ualaka'a will be used as a drop-off/pick-up waiting area and as an outdoor classroom for high school students only. Tables will have designated areas for sitting and will be sanitized after each use.

### iii. 'Ōpū

'Ōpū will be used for hula class for all students. Physical distancing will be maintained throughout the hula class. Area will be sanitized after each use.



#### iv. Pā Kākea

Pā Kākea will be used as a drop-off/pick-up waiting area and as an outdoor classroom for the senior class.

#### v. Bathrooms

All bathrooms will be equipped with sanitizing supplies for necessary upkeep on health and safety. Staff and students will be responsible to wipe areas before and after use of bathrooms. We have visual signage to remind students and staff of the procedures.

#### vi. Lunch

Students will remain with their class for lunch to minimize student contact. Lunch areas may include: common spaces or classrooms with physical distancing and students facing the same way. There will be NO sharing of food or drink for any reason. All will need to hold their individual lunches for the day.

### F. Off-Campus Events & Activities

#### i. Aloha ‘Āina Education (AAE) Project Days

HKM’s curriculum is centered around our Aloha ‘Āina Education (AAE) projects. Due to the uncertainty around our off-campus sites, **AAE days will be held on campus for the first quarter** and activities will be determined by their project kumu. Should off campus AAE days occur, they will be within the State’s safety guidelines and with the approval from Po`o Kula.

## IV. SUPPORT FOR OUR ‘OHANA

### A. Disciplinary Policies and Procedures

Our established disciplinary procedures will remain in effect, and include the COVID-19 guidelines outlined in this procedure. You will find our Disciplinary Policies and Procedures on page 25 of the ‘Ohana Handbook, which is located on our website, or via this link:

<http://hkm.webassembly.net/wp-content/uploads/2017/08/Ohana-Handbook-SY16-17-.pdf>



If a student does not follow the guidelines set forth, the following actions will be taken:

1. After three (3) reminders to a student, parent/guardian will be notified.
2. After two (2) notifications to parent/guardian, the student will be placed on distance learning for two (2) weeks.

## **B. Counseling Services**

As a school, we are committed to putting your child's health and safety first; this includes their mental health. We have a skilled counselor who has an open door policy. Students are welcome to meet with the counselor at any time during office hours.

If your child would like to speak with a counselor while on campus, your child must notify their teacher. The teacher will give your child an office pass to see the counselor. Your child will be excused from class to go to the office. Once they are done in the office, your child will receive a pass to return to class.

## **C. Special Education & 504 Student Support**

We are committed to providing the best education possible to all students, especially those that are identified as our IDEA/504 population. If you have any questions regarding your child's Individualized Education Plans (IEP) or 504 plans, please contact the following individuals.

- **Kaleo Ramos, Student Services Coordinator**  
9th-12th Grade Care Coordinator  
[kaleor@halaukumana.org](mailto:kaleor@halaukumana.org)
- **Melissa Lehua Novikoff**  
4th-8th Grade Care Coordinator  
[melissa@halaukumana.org](mailto:melissa@halaukumana.org)
- **Ikaika Lindo**  
504 Student Care Coordinator  
[ikaika@halaukumana.org](mailto:ikaika@halaukumana.org)