



Ka'ōhāo School

Return to Learn Handbook

SY 2020-21

DRAFT - In progress

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HIDOE Core Assumptions for Reopening Schools

The Core Assumptions for Reopening Schools are principles that will be utilized to support decision-making throughout the tri-level structure of the Department as the state, complex areas, and schools navigate the changing circumstances in Hawaii and the impact on public schools.

1. Re-opened schools will need to make modifications based on the guidance from national and state health officials and adhere to the health and safety directives set within the Department of Education.
2. The core operations of public education and school models must be adjusted according to the Impact Level of the public health emergency identified for the community. Impact levels may vary by County. The matrix below displays the five levels of impact as described by the [Governor's Reopening Hawaii Plan](#) and the potential changes in the Department's operations in opening schools.
3. School Year (SY) 2020-21 will have 180 instructional days with an array of delivery instructional models that are developmentally appropriate to the needs of learners, adhere to the health and safety guidelines, and consider the unique conditions of the community regarding the impact of COVID-19.

Targeted Start Date: Teachers – July 27, 2020
Students – August 4, 2020, half days (Aug 4th-14th)

Delivery of instruction: 1) In-class, 2) Blended learning, 3) Virtual Remote

4. Schools are responsible for meeting the needs of all students, including the needs of students from low-income backgrounds, students with disabilities, and English language learners. School models will include strategies to assess and prioritize student needs for the Department's most vulnerable learners.
5. School models will reflect:
 - a. Adherence to the health and sanitation directives.
 - b. Priority for students who have challenges with online learning or need additional supports to be successful academically for on-campus learning.
 - c. Flexibility as models across the state may look different as operational features, such as facilities and workforce capacity, and adherence to health and safety guidelines may vary from school to school to provide supervision and optimal learning conditions for their most vulnerable learners. Models will be designed to align within a complex area to support families with learners in multiple schools to the greatest extent possible.
6. Accommodations, in compliance with the Americans with Disabilities Act (ADA), will be provided for teachers, administrators, school staff, and students who are at heightened risk for severe illness from COVID-19 due to their age or other health conditions.

COVID-19 Considerations for Reopening Ka'ōhāo School

Rev 6/19/2020

A surfer may spend a lifetime looking for the perfect wave. When gazing at the ocean we can see that some waves are gentle, some are awe inspiring and some destructive. As the 2020-2021 school year opens, we must approach education with a new lens and watch the waves. Due to the ever changing information that directly impacts our current situation we know that our Ka'ōhāo School 'Ohana will have to be flexible and adapt to the ebbs and flows of the current pandemic. Sometimes we will bail, knowing it's safer to jump out of the water, sometimes we will wait and be patient to see what the waves do in the lull, and we hope someday to ride the perfect wave all the way back to Ka'ōhāo so students can attend a full unrestricted day of school.

Schools and district leaders are asked to plan for all contingencies and remain flexible as new information becomes available. Distance learning has become a new way to deliver instruction and the idea of synchronous and asynchronous learning is now a part of education. This guidance will provide initial food-for-thought and guiding questions as we navigate our way through the currents of today's society.

Ka'ōhāo School School Priorities

- **Health and Safety** of our students, teachers, and staff
- **School Operations** from modified opening to "normal" school schedule
- **Student Learning** on campus and remote
- **Social Emotional Safety and Support** on campus and remote
- **Support and Resources** for special populations

(doc will be in categories stated above when finalized)

PRIOR TO AUGUST 4, 2020

****Parent Orientation:** Prior to the first day of school, Ka'ōhāo School will host virtual open house events where parents can learn about the school schedule, processes and procedures, and parent/student expectations for this reopening. These sessions will be broadcasted live and taped for future viewing for those who are unable to make it.

School Opening with Physical Distancing and Safe Practices

Assumptions

1. COVID-19 will not be totally eliminated, there will always be COVID-19 cases.
2. Every COVID-19 case cannot be prevented - need to manage the disease.
3. Development of a vaccine would greatly reduce disease incidents

School Opening Plans

Ka'ohao Virtual Academy - All Remote Learning for K-6: Families may choose to have students participate in remote learning from home using an online, standards based elementary course learning system such as Acellus or Kahn Academy.

Ka'ohao Blended Learning Academy - Blended Learning Option for K-6: Families may choose to have students participate on campus one day a week at school and four days remotely using an online, standards based elementary course learning system such as Acellus or Kahn Academy. As conditions evolve we may choose to add additional days if possible.

In-Person Face to Face Instruction for K-6: Students will attend school in-person, every school day with 6 ft social distancing along with other health and safety restrictions in place.

Physical Health and Safety for all

Student/Staff Well-Being

Adults and children MUST stay home if anyone has any illness symptoms: sick, coughing, sore throat, runny nose, stomach ache, diarrhea, vomiting, and/or feverish (temperature of 100.4 or more)

“Healthy Habits”

Will be covered daily for the first week of school to ensure the entire student body population has basic knowledge of personal hygiene, social distancing and schoolwide expectations. Handwashing videos will be reviewed daily in all classrooms for the first week of school.

[Handwashing video](#)

Physical Distancing

Ka‘ōhāo School will adhere to DOE/DOH Guidelines:

- Classrooms - teachers are able to redesign individual rooms abiding by guidelines below
 - at least 3 feet between seats, including group tables all facing forward
 - at least 6 feet if facing each other
 - Recommended: windows open for ventilation/ natural air circulation with air conditioners as needed
- Entry / walkway outside of classrooms will be taped with 6 ft. markings
- Campus will be generally “one way” direction to minimize frequent and unavoidable interactions.
 - Students entering campus will maintain physical distancing.
 - Students returning home procedures:
 - Before/After School pick up (procedures being drafted)
 - Group 1:
 - Group 2:
 - Group 3:
 - Walking throughout the campus
 - Sidewalks: Walk along the right side.
 - Stairs: Use designated sides of the stairwell in A-building when going up and down the staircase.
 - Hallways: Walk along the right side.

Daily Screening

- *“Per the CDC, schools are not expected to screen students or staff specifically for COVID-19. The purpose of screening would be for general illness symptoms. Any teacher or designated adult can perform the screening. No special training is required.”*
[HEALTH/SAFETY GUIDELINES FOR REOPENING OF SCHOOLS](#)
- All students will be screened each morning (at least 6 feet apart) using the following CDC screening questions:
 - **Do you feel hot or feverish?**
 - **Do you have a sore throat?**
 - **Have you been coughing and sneezing recently?**
 - **Do you have any trouble breathing?**
 - **Do you have headaches, sore stomach, muscle pain?**
 - **Do you have a new loss of sense of smell or taste recently?**
- Teachers will screen every child daily and record wellness check on revised attendance sheet. [Wellness check daily documentation](#)
- Every parent can help this process and get kids used to these questions by asking at home. Please note: School personnel will still ask upon arrival.
- Infrared touchless thermometers will be utilized as needed across campus through a systemic process. Students with a fever will be verified by the Health Aide. If confirmed, the student with a fever will be isolated/monitored in the Triage Room, located in a separate room from the Health Room. Parents will be contacted to pick up their child from school.

Face Coverings

- Face shields will be provided for all staff. Students and staff will bring their own cloth masks daily.
- Teachers/Staff and students will wear a mask outside of the classroom, especially when social distancing is difficult.
 - Students
 - Students must wear cloth masks during the school day.
 - Students must use masks at all times outside of the classroom and are recommended but not required to wear masks in the classroom.
 - Students may remove their masks in the provided that 6 ft physical distancing is enforced.
 - Teachers

- Teachers are expected to use masks at all times outside of the classroom and in classrooms when not socially distanced.
 - Face shields are provided for every staff member to use daily.
- Visitors
 - All adults and kids visiting our school campus for whatever reason are required to wear masks at all times.
- Teachers/Staff and students will wear a mask outside of the classroom, especially when social distancing is difficult.

Cleaning Routines Across Campus

- Cordless Electrostatic Sprayers will be used daily in all common areas to ensure high trafficked areas are disinfected systematically.
 - This is a powerful tool to attack microbes and decontaminate facilities more efficiently and effectively. Charges molecules so it “sticks” to all surfaces.
 - In under 3 minutes - Touchless Disinfection or Sanitization of entire rooms. Used by hospitals, airlines and schools!
 - Can be used around standard office equipment such as laptops, desktops, keyboards and monitors and is safe to ingest
 - Reaches up to 3X more surfaces in the same amount of time it would take with bucket, rags, wipes or other infection control tools
- Disinfectant Spray Bottles and paper towels will be provided in every classroom and high touch surfaces such as light switches, door handles, desks and chairs will be wiped down regularly.
- Classrooms will be disinfected daily.

School Operations

Health Room

- Entrance only will be from the back door of the health room, no entry permitted from the office side.
- Students will be checked at health room door outside
 - Temperatures will be taken using thermal scanner prior to entering
 - Students with symptoms of COVID-19 will be isolated in triage room arrangements made for medical evaluation
 - Health room will be disinfected by School Health Aide following every student visit and Custodial staff daily.

Attendance

- Attendance- students attend school (5) days a week, whether face-to-face or virtual.

Teacher Absences

- If absence is on face-to-face session day, teacher needs to arrange a sub
- If absence is on a virtual session day, the class may be cancelled or as sub used; teacher must post an announcement with the assignments for the day on Google Classroom (release assignments at scheduled time of period)

Schoolwide Behavior

- *General guidelines provided here (not comprehensive)*
- Chapter 19 applies to both face-to-face and virtual sessions
- **Synchronous** face-to-face sessions
 - Follow school wide behavior and referral procedures as usual
 - Considerations: referral process for teachers, discipline options due to limited face-to-face days (admin)
- **Synchronous** virtual sessions
 - Verbal warning, Contact parent, Notify counselor and/or admin
 - Possible (immediate) removal of the student from the current video conferencing session
 - Considerations (*not exhaustive, to be updated*):
 - Monitor chat in Zoom, comments on shared docs, etc.
 - Screenshot evidence of misconduct
 - Refer to [HIDOE Technology Responsible Use Guidelines](#)

Recess **(schedule being drafted)**

- No playground equipment usage
- No ball playing with others, no community equipment cart
- Recess times are staggered.

Restrooms

- Maintain six feet physical distance and wear a mask at all times
- Limit 4 students to each restroom at one time to reduce interaction
- Classrooms will follow set schedule for each class to use assigned restrooms
- Students will be allowed to use restroom outside of assigned times since numbers should keep numbers low due to rotation

- Social distance urinals and sinks
- Use paper towel to turn on/off sink
- Soap and paper towel dispenser will be checked regularly to ensure supplies are stocked at all times
- Safety Practice signs and decals posted

Lunch and Cafeteria

- Lunches will be served and picked up from the cafeteria. (schedule being drafted)
- Lunches will be eaten outside. (procedures being drafted)

Library

- Library will be closed to groups for the start of school

Emergency Procedures

- Ka‘ōhāo School’s School Health & Safety Committee will refer to UPDATED HIDEOE Guidance for REOPENING SCHOOLS for drafting revisions to COVID-19 Emergency Procedures.
- Before and After School Programs
 - A+ will adhere to COVID-19 Ka‘ōhāo School procedures.

Faculty Operations

- Attendance: electronic signing in/out (if can and if not leave it with paper sign in as usual)
- Work Room
 - Only 1 individual at the Xerox machine wearing PPE
 - 3 individuals in the Library Work Area and Lunch Room at a time
- Lunch: Teachers will still have a 30 minute duty free lunch while students eat. (schedule being drafted)
 - Meetings of 10+ members: All meetings will remain virtual
 - PLCs: Coaches will meet with grade levels in the Conference Room maintaining physical distance.

Daily Screening Questions

Screening will be conducted while student remains in vehicle; for students who walk or bike to school, screening will be conducted in designated location while social distancing. All students will be screened each morning (at least 6 feet apart) using the following CDC screening questions: (assignments being drafted)

- Do you feel hot or feverish?
- Do you have a sore throat?
- Have you been coughing and sneezing recently?
- Do you have any trouble breathing?
- Do you have headaches, sore stomach, muscle pain?
- Do you have new loss of sense of smell or taste recently?
- Did you have contact with someone diagnosed with COVID-19 in the past 14 days?
- Did you travel out of state in the past 14 days?
- Did you visit a place that has community transmission of COVID-19?

Classroom Setup

- Desks facing front and arranged 3' apart with all students facing forward
- Classrooms and frequently touched surfaces will be cleaned and sanitized daily.
- Classrooms will be supplied with hand soap and paper towels with access to sink/water daily.
- Individual and Shared Classroom Supplies
 - No sharing of electronic devices, supplies, toys, games or learning materials (i.e.: manipulatives).

Morning Routines (procedures being drafted)

- Waiting outside the classroom
- Take attendance for students on campus & virtual
- Temperature Checking on an as needed basis

Entering/Exiting the classroom

- Mark six foot separation and install social distancing decals.
- One door to ENTER and one door to EXIT.

Classroom Procedures:

- Greet students at the door, maintaining proper distance
- Dispense hand sanitizer as students enter the room
- Remind students to practice proper cleaning and sanitization

Afternoon Routines (procedures being drafted)

- Procedures for parents picking up students.

Classroom Cleaning Routines (procedures being drafted)

- Wash hands after the students enter the classroom
- Wipe down the materials that are touched
- Sanitize desks and materials at the end of the day

Focus for initial Two Weeks of School: August 4-14, 2020

1. Student/Parent Relationships
2. Classroom Management (Routines/Schedules)
3. COVID-19 Routines
4. Co-Constructing Criteria for Rules, Behaviors, Routines
5. SEL
6. Pre-Assessments
7. Goal Setting

Distance Learning

See [Ka'ōhāo School Distance Learning Technology Plan](#)

Social Emotional Safety and Support

Social & Emotional Learning (SEL) is an important part of developing the whole child. SEL provides a foundation for safe and positive learning and enhances students' ability to succeed in school, careers, and life. We have provided activities and lessons that can be done at home with the whole family to promote SEL. Please visit our Counselors Corner to see what you can do at home to address your child's needs.

If your child is struggling with any type of anxiety, depression, or you notice any mental health concerns please contact our counselors today for both student and parent support.

Support and Resources for Special Resources

Upon return to school next year, IEP teams will hold individualized contingency meetings to discuss impact of school closure and supports needed.

- Special Education
 - FSC
 - Resource
 - Inclusion
- ELL-
 - Newcomers program
 - Mainstream
 - Resource