



SY 21-22 Return to School Plan

As we prepare for the 2021-2022 school year, our School Leadership analyzed recommendations from various organizations including Hawai'i Department of Health, Center for Disease Control, Hawai'i Department of Education, other charter schools, Hawai'i State Teachers Association, KKP Complex Area Schools and Administration, in order to develop a plan that would best meet the needs our school.

DOE Guidance for Reopening School Recommendation:

1. **Cohorts:** Keep the same group of students with the same staff throughout the day; all day for younger students and as much as possible for older students.
2. **Physical Distancing:** Maintain a distance of at least 3 feet between seats, including group tables.
3. **Face Coverings:** Face coverings must be worn when outside the classroom, especially when physical distancing is difficult. * Wearing of masks is appropriate only if the child can safely and reliably wear, remove and handle the masks following CDC guidance throughout the day. Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering.
4. **Travel:** Pursue virtual activities and events only; no off site field trips. (We may revisit this as guidelines change.)
5. **Shared Use:** Discourage 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.
6. **Personal Items:** Separate each child's belongings from others.
7. **Ventilation:** Open windows for greater natural air circulation.
8. **Visitors:** Limit nonessential visitors, volunteers and activities involving external groups and organizations on school campuses.

CDC Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

CDC resources found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Learning Models:

We will implement any one of these Learning Models throughout the school year to best support the needs of our students and to ensure the safety and wellbeing of our community in response to the COVID-19 pandemic.

Model 1: No Modifications

This model involves students and teachers coming to school similar to what it was pre Covid-19. If, we are able to continue education without any interruptions, we will continue to hold school as it was prior to March 14, 2020.

Model 2: Minimal Modifications

This model involves students and teachers coming to school with some modifications such as wearing masks, limiting visitors, not sharing supplies, etc. The instruction would be similar, but there would need some modifications and increase number of supplies. All students would return to school every day in a face-to-face setting with 3 feet distancing.

Model 3: Blended Learning Environment

This model involves students being divided into two groups: Group A and Group B. Group A will attend classes face-to-face on Mondays and Tuesdays and will work at home on online/packet work on Wednesday, Thursday, and Friday. Group B will attend face-to-face classes on Wednesdays and Thursdays and will work at home on online/packet work on Monday, Tuesday, and Friday. Fridays will be set aside for teachers to do their planning as well as any trainings that they may need. In addition, Fridays is set aside to allow for a more thorough cleaning of the campus.

Model 4: Fully Distance Learning Environment

If there are increased outbreaks of COVID-19 requiring us to resume a stay at home order, this model would require students to log-on to their virtual learning platform to receive instruction, attendance will be taken, and work would be required. Our teachers would utilize Google Classroom as the learning platform in this situation.

Teachers understand that should the Hawai'i State Governor and/or the Hawai'i County Mayor issue a stay at home or safer at home declaration, that there may be a need to move to fully distance learning where attendance and school work are required.

Virtual Learning Program

We are offering a Virtual Learning program via Acellus and Google Classroom to the families who chooses to continue their child's/children's education at home due to concern over safety regarding the COVID-19 pandemic. The students enrolled in the Virtual Learning program will receive instruction for all core content area via Acellus and 'Ike Hawai'i and Māla via Google Classroom, which will be implemented and supported by our Virtual Learning Coordinator, Kumu Akalā Neves-Chinchilla. Any interested family must schedule a meeting with our Po'okumu Kūikawā (Interim Principal), F. Kapua Francisco to ensure that the student and family can meet the requirements to participate in the program.

Schedule

Nā Wai Ola PCS will start school on August 4, 2021. The daily schedule will be as follows.

MONDAY - THURSDAY 8:00AM - 2:00PM

FRIDAY 8:00AM - 12:30PM

Learning Planning:

Teachers will provided face-to-face instruction and have Distance Learning Platforms via Google Classroom available to use during the online class portion of learning if necessary. If we move to a Blended Learning Model, Teachers will also prepare hard copy packets and have those materials ready for students to take with them when they attend face-to-face instructional days so that they can work on them on the days they are off campus.

The schedule for the Blended Learning Model could vary where teachers record their lessons and/or allow students at home to watch them at the same time as the students in the face-to-face class instruction.

The Virtual Learning Coordinator will implement and provide guidance and support to students and families who are in our Virtual Learning program via Acellus and Google Classroom. All core content areas will be taught on Acellus and 'Ike Hawai'i and Māla will be taught on Google Classroom.

Attendance

Attendance will be taken regularly when students are on campus. Attendance for off campus days will be based on student completion of work through Google Classroom and/or Packets. Assignments may be submitted while students work at home or when they return in the case of packets.

For families who select to enroll in our Virtual Learning program, attendance will be taken based on meeting curriculum requirements set each week and monitored by the Virtual Learning Coordinator.

Distance & Virtual Learning Expectations:

Below are some of the different ways students will complete their work and meet their attendance requirements.

- Complete all assignments in Acellus and Google Classroom
- Complete all Google Quizzes;
- Submit all required documents into your personal Google folder;
- Take a picture of your work and upload it into a Google folder or email it to your teacher;
- Record a video that shows how you are able to do something;
- Email a message summarizing your learning;
- Engage in a Chat session; or
- Engage in an online video "Office Hour"

Computers and Technology

We will sign-out one Chromebook to each student to use for the year while in classes:

Elementary teachers have one Chromebook per student. Each student is assigned a specific Chromebook for use during the school year. At the end of the day, the student has the option to take home if they need for online days or to keep at school.

Parents should complete the “Nā Wai Ola Public Charter School Technology Device Usage Agreement Form”, TRUF, and TRUG.

Nā Wai Ola Public Charter School Technology Device Usage Agreement Form

Please note that by checking out the NWOPCS 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 school 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 NWOPCS Chromebook, parent/guardian(s) and student(s) are required to sign the Technology Device Usage Agreement Form.

Cleaning and Disinfecting

Routine Cleaning:

As part of standard infection control practices in school or office settings, routine cleaning will 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.
- Fogging all classrooms at least once per week.

Routine Disinfecting

The maintenance team will continue the infectious illness protocol that we currently have in place which includes disinfecting high touched surfaces include but are not limited to:

- Door Handles
- 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, NWOPCS purchased a backpack mister that allows for deeper cleaning on a regular basis.

NWOPCS 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 disinfectants.

Ventilation

- We will ensure ventilation systems operate properly and increase circulation of outdoor air.
 - Open windows and doors when possible.
 - If a room has an air conditioner, the current recommendation is to open doors for ventilation when it is feasible and to keep the air conditioner turned off.
 - Keep doors closed while the air conditioner is running.
- Do not open windows and doors if doing so poses a safety or health risk

Shared Items

We will 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.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.

Frequent Hand-Washing and/or Sanitizing

Hand-washing or sanitizing stations will be available at the entrances of school, near or inside of classrooms, and in all meeting areas

- 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).

Lunches

We will likely provide Grab-n-Go meals on the days that students work from home.

Typically elementary students already eat lunch as a group and are monitored by available staff members. We will mark the ground in the lunch area for the lunch line with 6 feet distancing. Students will not be able to eat at lunch tables facing each other but would need to eat facing forward. We will mark off seats available with social distancing requirements.

The NSLP Coordinator will complete the waiver for NWOPCS for the school year if needed.

With the blended learning environment, there would need to be breakfast and lunch pick up for students not scheduled to be on campus. These meals would be Grab-n-Go meals.

Proposed Schedule

7:15 – 7:45 Students can get breakfast.

8:30 – 9:00 Off campus students get Grab-n-Go breakfasts

10:45 – 11:15 Lower Elementary students get lunch

11:15 – 11:45 Upper Elementary students get lunch

12:30 – 1:00 Off campus students get Grab-n-Go lunches

Sick students and staff

To stop the spread of illness, students and staff must stay home if they are feeling sick.

Schools are NOT expected to screen students or staff specifically for COVID-19. The purpose of screening would be for general symptoms of illness. Any designated adult can perform the screening.

Upon arrival, interview and visually inspect all individuals using the following symptom checklist:

- 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

Any student or staff symptoms should be reported immediately, ensure a face covering is being worn, and be required to wait in an isolation area until they can be transported home or to a healthcare facility as soon as practicable. They should not return to school unless tested and symptom free for a minimum of five (5) days. If a student is home sick, parents can request school work for them to complete while at home.

Communication to Parents

We plan to send a parent letter out with details about the plan. Some information included is

- 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 coughing/sneezing
- 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.
- 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 utilized for temperature checks upon arrival to school. Students arriving on campus must be wearing a face mask. Teachers will have the option to take students' temperatures before they enter the classroom. If a teacher feels uncomfortable taking a student's

temperature, this may be assigned to an Educational Assistant or other school designee. Students who have a temperature above 100.3 need to keep their face masks in place and isolated until they are picked up by an adult.

Wearing Masks or Face Shields

Masks or shields of appropriate size shall be properly worn to cover fully the mouth and nose, at all times. Teachers may allow students to remove their masks when academically appropriate or when students are eating; however, a three foot physical distance must be maintained during that time.

NWOPCS will have face shields available for those who have medical conditions that prohibit masks.

Confirmed Cases

If there is a confirmed case of COVID-19 on campus, we would dismiss the entire school and close the school for up to two weeks to allow for very deep cleaning of the buildings. Distance learning will occur during this time. The names of the affected will not be shared under any circumstances.

Per HIDOE principals' manual:

When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

The Hawaii State Department of Health (DOH) will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.

- The DOH will work with the school principal if someone (student or employee) at the school is identified as being affected by COVID-19.
- HIDOE will provide requested information to DOH related to COVID-19, including contact tracing.
- The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- NOTE: It is the employee's responsibility to notify his/her HIDOE supervisor if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested positive while working at a non-HIDOE site or other non-HIDOE situation. (e.g., at a second job, attending a conference/workshop, attended a gathering).
- The principal (or designee) will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school, as they have a template letter to ensure consistency of messaging.

While we will follow the suggestions of the Department of Health, some components of the plan include:

- Dismiss students and most staff for 5 days.
- Communicate with stakeholders, staff, parents, and students.
- Clean and disinfect thoroughly.
- Implement strategies to continue education and related supports for students.
- Ensure continuity of meal programs.

FAPE Services

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. If, however, students need to come in to meet with their caseworker or service provider, they can as it would still be in a small group (physical distancing) setting. Students with IEPs/504s will also be moved into Groups A or B; however, SPED teachers may have the option of meeting with their students on days that are not scheduled as “on campus” work days. Fridays will still be reserved for PD and planning time for Special Education teachers.

School Bus Service

If we continue to have the school bus services for our ‘ohana we will need to limit the number of seats available. At max we would be able to have 24 students on the school bus. This, however, would only allow 3 feet distancing from side to side and not front to back.

Telecommuting

Currently we do not have an MOU that would allow for teachers to telecommute, so telecommuting is not an option for our teachers.

Testing

iReady/HMH

Can be done in small group settings as needed. iReady/HMH could also be done online with some instructions.

Smarter Balance

This would be based on state waivers, but we could do small group testing as needed.

Field Trips and Community Events

We have decided to cancel field trips and community events based on the current situations and recommendations from DOH, CDC, and the Governor. However, we will revisit this decision as guidelines change.

Visitors

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

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