



UNIVERSITY LABORATORY SCHOOL

A Hawai'i Public Charter School

1776 University Avenue UHS #3-121, Honolulu, Hawai'i 96822

Telephone (808) 956-7833 Fax Number (808) 956-7260

July 26, 2021

TO: State Public Charter School Commission
FROM: University Laboratory School
RE: University Laboratory School Reopening Plans for 2021-2022

The University Laboratory School (ULS) is submitting the following school plan to satisfy the requirements of the State Public Charter School Commission to provide a description of our school program for 2021-2022 school year.

For the school year 2021-2022, ULS will be returning to campus (full-time) for face-to-face instruction. In the event that a school closure occurs in reaction to the COVID-19 pandemic, ULS is prepared to move all grade levels to a distance learning model.

Due to the COVID-19 pandemic, ULS has three distinct learning models that allow us to provide the best possible education to our students in reaction to state mandates or situations involving COVID-19.

In-person Learning	Blended Learning	Distance Learning
Students participate in in-person learning daily	Combined approach of rotating in-person attendance and online learning from home (decreases in-person class size and allows physical distancing)	Students and teachers engage in virtual-only classes

The University Laboratory School has taken many steps to ensure that we are able to welcome students, faculty and staff back to campus in a safe manner for the 2021-2022 school year. Creating and maintaining optimal learning environments for all students while minimizing the risk of spreading infectious diseases, including COVID-19 is our main objective.

During this time of uncertainty and crisis, there are a few assumptions that must be made in order to achieve our main objective.

1. COVID-19 will not be totally eliminated, there will always be cases in our communities.
2. Every COVID-19 case cannot be prevented; need to manage spreading the disease.
3. Vaccinations for employees and students ages 12+ will greatly reduce disease incidence.

The following ULS 2021-2022 school year plan includes health and safety protocols to help to address the ongoing COVID-19 situation, and supersedes any previous health and safety policies and procedures.

Due to the nature of the global pandemic, this plan acts as a living document that will continue to be updated as conditions change throughout the 2021-2022 school year. Should updates be made, our stakeholders will be updated as soon as possible.

A copy of the ULS Governing Board [agenda](#) and [minutes](#) with the Fall 2021 plan update was presented in open public session at the June 15, 2021 Governing Board meeting.

Health and Safety Guidelines

Daily Wellness: Screening for Potential Illness at Home

All students, staff, and visitors must complete a wellness check each morning before going to school or the office. If the answer is “yes” to any of the questions below, stay home and follow the [Return to School/Work Criteria](#) before returning to campus. Please report any illness or COVID-19 exposure to the school.

Parents/Guardians: You are required to do a wellness check on your child each morning at home to determine if your child should attend school. To stop the spread of illness, students and staff must stay home if they are feeling sick.

STEP 1: Check for Symptoms of Illness

Do you or your child have any of these symptoms? If yes, **do not go to school.**

- ☐ Fever greater than 100.4 degrees, feeling feverish (chills, sweating), unusually warm (has flushed cheeks).
If you are able to, use a thermometer to take your child’s temperature.
- ☐ Coughing/Sneezing
- ☐ Sore throat
- ☐ Shortness of breath/Difficulty breathing
- ☐ Headache/Stomach ache/Nausea
- ☐ Unexplained muscle pain/body aches/unusual fatigue
- ☐ Loss of senses of taste or smell
- ☐ Skin rash
- ☐ Chest pain or pressure

If any of these symptoms are present, your child should not attend school. Please report any illness or COVID-19 exposure to the school.

STEP 2: Check for Recent COVID-19 Exposure

Do any of the following apply to you or your child? **If yes, do not go to school. Report any illness or COVID-19 exposure to the school.**

- ☐ Recently tested positive for COVID-19
- ☐ Required to quarantine due to possible COVID-19 exposure (e.g. travel quarantine)
- ☐ You or a household member are waiting for COVID-19 test results*
- ☐ Recent close contact with someone with COVID-19*

* Someone who is fully vaccinated or has had COVID-19 and recovered within the past three months is not required to quarantine following exposure to COVID-19 and may go to school/work as long as they do not develop new symptoms. A [printable Wellness Check visual](#) has been created for awareness to help keep our schools safe.

STEP 3: LumiSight Health Check-In App

ULS will utilize LumiSight Campus as our systemwide daily check-in app for all students, parents, employees, and visitors, consistent with our published COVID-19 response guidelines, as an integral part of our strategy to operate our school campus in a manner to help keep our community safe during the current public health crisis. LumiSight Campus supports the CDC recommended daily self-attestation of health for any of our community that will be present at our campus.

Parents/guardians will answer a health check-in screening containing a symptom checklist for each child enrolled at school. Based on the response to the symptom check, the check-in app will instruct parents/guardians to keep their child at home or welcome the student to school. If your child is sick, please follow the school attendance reporting procedures by leaving a message if calling (956-7833) before 7:30 a.m. or by email at

attendance@universitylaboratoryschool.org. Information from the daily health check-in app will be used to cross-check attendance and monitor adherence to the School health policy. Compliance on the use of the symptom screening checklist will be monitored and followed up by the ULS Administration if there is chronic non-compliance.

Daily Wellness: Screening for Potential Illnesses at School

The school shall screen employees, students and visitors for overt signs of illness in a safe and respectful manner. 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 (from at least 6 feet away) using the following COVID-19 symptom checklist:

- ☐ Feverish (chills, sweating), unusually warm (has flushed cheeks).
- ☐ Coughing/Sneezing
- ☐ Sore throat
- ☐ Shortness of breath/Difficulty breathing
- ☐ Headache/Stomach ache/Nausea
- ☐ Unexplained muscle pain/body aches/unusual fatigue
- ☐ Loss of senses of taste or smell
- ☐ Skin rash
- ☐ Chest pain or pressure

If any of these symptoms are present, the person will be sent home immediately.




When A Student Becomes Sick

When a student becomes sick at home, parents must notify the school office immediately by emailing attendance@universitylaboratoryschool.org or by calling 956-7833. ULS will also notify parents of the return to school protocols (see below).

Students cannot return to school until the return to school protocol has been met AND parents have received a confirmation allowing the student to return. **If a student comes to school without being cleared first, parents will be called to pick up their child immediately.**

Return to School Protocols:

If a student is experiencing COVID-19 like symptoms (see list of symptoms above) parents are to follow through with ONE of the following actions in order for your child to return to school. ULS will email parents with a confirmation and a clearance for your child to return.

 Negative COVID-19 Test	 Doctor's Note	 At Least 10 Days
<ol style="list-style-type: none"> 1 Proof of a negative COVID-19 test result, 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3 Symptoms have improved. 	<ol style="list-style-type: none"> 1 A signed note from a licensed healthcare provider, 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3 Symptoms have improved. 	<ol style="list-style-type: none"> 1 At least 10 days have passed since symptoms first appeared, 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3 Symptoms have improved.

If a student is experiencing an illness not linked with a COVID-19 symptom and no known risk of exposure to COVID-19, parents are to follow through with the following actions in order for your child to return to school. ULS will email parents with a confirmation and clearance for your child to return.

For Someone with SYMPTOMS of ILLNESS That Are NOT COVID-19-like

Must meet ALL criteria below



1 No known risk of recent exposure to COVID-19,



2 At least 24 hours have passed since last fever without the use of fever-reducing Medication. If child is ill 3-days or more, a doctor's note is needed to return.



3 Symptoms have improved.

When a student becomes sick at school, the school office will be notified immediately by a teacher or staff member. The school designate will follow the appropriate protocols to assist the sick student.

- The student will be evaluated by the school designate in the school health room.
- The school health room is equipped with the necessary supplies needed to care for and assess an ill student. The room is cleaned and sanitized before and after use and all materials are kept secure.
- The school health designate will call the student's parent/legal guardian to pick up the student.
- A parent/legal guardian or an emergency contact must pick up their child immediately.
- While waiting to be picked up, the sick student will be isolated from those who are well in the isolation room.
- The school health designate will communicate with parents the return to school protocols and provide documentation as to what care was provided to the student. Parents will be asked to sign off acknowledging understanding the return to school protocols.

Return to School Protocols:

If a student is experiencing COVID-19 like symptoms parents are to follow through with **ONE** of the following actions in order for your child to return to school. ULS will email parents with a confirmation and a clearance for your child to return.



Negative COVID-19 Test

- 1** Proof of a negative COVID-19 test result,
- 2** At least 24 hours have passed since last fever without the use of fever-reducing medication, and
- 3** Symptoms have improved.



Doctor's Note

- 1** A signed note from a licensed healthcare provider,
- 2** At least 24 hours have passed since last fever without the use of fever-reducing medication, and
- 3** Symptoms have improved.



At Least 10 Days

- 1** At least 10 days have passed since symptoms first appeared,
- 2** At least 24 hours have passed since last fever without the use of fever-reducing medication, and
- 3** Symptoms have improved.

If a student is sent home due to any illness symptom other than COVID-19 symptoms, he/she should be excluded from school until fever-free for at least 24 hours without the use of medication. The student can return to school based on the following criteria. ULS will email parents with a confirmation and a clearance for your child to return.

For Someone with SYMPTOMS of ILLNESS That Are NOT COVID-19-like

Must meet ALL criteria below



1 No known risk of recent exposure to COVID-19,



2 At least 24 hours have passed since last fever without the use of fever-reducing Medication. If child is ill 3-days or more, a doctor's note is needed to return.



3 Symptoms have improved.

Sibling and Household Members of Individuals Who Become Sick at Home or at School

If a student is sick at home with COVID-19-like symptoms, siblings shall also remain at home.

Or

If a student is sent home from school with COVID-19-like symptoms, siblings shall also be sent home and remain at home.

Both students shall remain at home with all household members until the ill person receives a COVID-19 test result, a doctor's clearance, or at least 10 days have passed since the symptoms first appeared.

If the COVID-19 test results are **negative**:

- Siblings may return to school if they are symptom-free and household members no longer need to quarantine if they are symptom-free.
- A doctor's note with negative test results and clearance to return to school must be submitted for all students in the household who are enrolled at ULS prior to their return. Doctor's notes/test results can be submitted via email at attendance@universitylaboratoryschool.org

If the COVID-19 test results are **positive**:

- Siblings and/or household members are considered close contacts and must remain at home until 10 days have passed since they had contact with the person with COVID-19, or until 10 days after the person with COVID-19 is released from isolation if there is ongoing contact.
- A doctor's note with clearance, or Department of Health clearance letter or negative test result must be submitted for all students in the household who are enrolled at ULS prior to their return. These documents can be submitted via email at attendance@universitylaboratoryschool.org.

If the sibling of the ill student has been fully vaccinated or has had COVID-19 and recovered in the past three months, he or she may continue to go to school/work as long as new symptoms do not develop. In this case, proof of vaccination is required to return to school.

Students with High-Risk Medical Conditions

Parents and families should be encouraged to consult their child's healthcare provider to discuss the appropriateness of students with high-risk medical conditions attending campus for in-person instruction.

When a student is at high risk for infection due to an underlying medical condition, the parent or school may request a meeting to discuss Section 504 eligibility and accommodations. In these cases, when a student is eligible for a Section 504 plan, providing online instruction and other distance learning opportunities may be an appropriate accommodation to the school's instructional model.

Frequent Hand Washing and/or Sanitizing

All students and staff will 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 will be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

Promote and Practice Personal Hygiene

Parents should talk to their child about:

- not touching their eyes, nose, or mouth.
- Sneezing or coughing into a tissue and throwing it away. If no tissue is available, they can reduce the spread of germs by coughing or sneezing into their elbow.
- having good personal hygiene practices.

Social and Physical Distancing

Social distancing of at least a three-foot distance will be maintained to the greatest extent possible.

- There will be a distance of at least three feet between seats in the classroom.
- Social distancing signs will be posted around the school to help remind students.

Non Sharing of Personal Items

To minimize risk, personal items are not to be shared with others at school.

- No personal items (toys, recreational items, electronic devices, books, games, school supplies, clothing, water bottles etc.,) can be shared with others at school.
- Students should not share any snacks or food items brought from home or school purchased meals with others.

Wear a Face Covering or Mask

All individuals, including employees and students, will wear face coverings that cover the mouth and nose consistent with public health guidance.

- In the classroom, adults and students will wear face coverings to the greatest extent possible.
- Face coverings for adults and students must be worn when outside the classroom (e.g., moving from class to class, to an office, restroom, or walking on to and leaving campus).
- Parents/legal guardians will be responsible for providing their child with face coverings or masks and for properly maintaining it. Label your child's mask with his/her first and last name.
- Students should wear masks that fit well so that it fully covers their nose and mouth.
- If using fabric masks, ensure that your child's mask is cleaned regularly.
- Masks with exhalation valves or vents are not allowed.
- Students and employees may also wear face shields as an optional added layer of protection.
- Staff are responsible to bring and properly maintain their own masks.
- According to the most recent CDC guidance on face coverings, cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. If your child falls under one of these categories, a medical note must be provided.

Ventilation

Ventilation systems will be operated properly to increase circulation of outdoor air.

- Open windows and doors when possible.
- Do not open windows and doors if doing so poses a safety or health risk (i.e., risk of falling, triggering asthma symptoms) to children using the facility.

Restroom Usage during the school day

At any given time of the day, the maximum occupancy of a restroom will be equal to the individual stalls in that restroom. Restrooms will be marked to ensure social distancing. If stalls are occupied the student must wait outside of the restroom until a stall becomes available. Signs and floor markings will be posted in the outside area to direct students where to wait safely. Teachers will also manage the flow of students in restrooms during class time and transition times to avoid crowding or long waiting periods. In addition to washing hands prior to leaving the restroom, each student will need to use hand sanitizer prior to returning to their desk.

Cleaning and Sanitizing of Facilities and Devices

School facilities will be cleaned daily and high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains will be disinfected frequently throughout the day. Periodic quality assurance reviews of facilities will be required by the administration to ensure the safety of the students and staff. The cleaning schedule for school facilities will adhere to guidance from the CDC and the state Department of Health as available. All individuals responsible for the cleaning and sanitation of facilities are trained on proper procedures, supplies, and frequency of cleaning.

Signage and Health Promotion

Signage will be placed inside, outside, and throughout the school to remind and clearly state expectations for health, safety, physical distancing, and social responsibility.

Physical Examinations and Immunizations

All kindergarten and grade 7 students must have a physical examination and all needed immunizations including TB clearance before the first day of school.

Annual physical examinations are required for all students in grades 7–12 participating in organized sports activities. Physical exams for sports activities are good for one calendar year. Physical examination forms must be turned in by the first day of practice. The Physical Examination Form and Parent Consent Form must be completed and turned in to the Athletic Office before the student can participate in practice or games. (Forms can be found on the school website.)

Contagious Health Concerns

Please contact the office immediately if your child has a serious or highly contagious illness. A doctor's release will be necessary in some cases before a student may return to school.

Head Lice (Uku) Policy: ULS follows the DOH and HIDOE policy with regard to Head Lice/Uku management.

Ukus do not transmit disease and should not be the reason for children to miss school or be shunned.

The school health practice for ukus will include:

- Inspection by the school personnel of a student who may have ukus or nits;
- Notification of the parent/guardian that the student has ukus or nits;
- After the parent is notified, the student will return to class where they will remain until the end of the school day, unless the parent opts to take their child home to begin treatment; and
- Provision of information on home treatment to the parent/guardian.

Chronic Illness

If your child has a chronic health problem causing excessive absences that may affect his or her functioning academically, a note from the doctor is required. Please make sure you indicate any chronic illness on the emergency form.

Medicine/Medication

The school staff is prohibited from dispensing any form of medication to students. Students will be responsible for taking their own medication.

The school administration shall be notified of any student taking medication, and individual student medication

should be stored in the school office.

If a student is on long-term or as-needed daily medication, parents should enter the name of the medicine as well as the reason for it on the emergency form. If a student is on temporary medication, parents are asked to inform the office staff of the medication and the length of time it must be taken.

RESPONSE PROCEDURES TO COVID-19

COVID-19 Point of Contact and Response Team

The ULS COVID-19 team consists of the following individuals:

- School Principal and point of contact for team
- Governing Board Chair
- School Administrative Team

Conditions for reporting confirmed cases

- Cases should be confirmed by a medical professional and Hawai'i Department of Health (DOH).
- ULS should be notified by an individual first (employee or parent/guardian of a student) of a confirmed positive case. The principal will request to see official documentation results (e.g. screenshot of lab results or a letter from a healthcare professional). These results will be stored in a manner consistent with other confidential files.

Confirmed Case of COVID-19 at ULS

- If the DOH does not reach out to the school to report the case, the Principal shall notify the DOH, Charter Commission, school's governing board chair, and the University of Hawaii with details of the confirmed case.
- The principal will obtain contact information for all students, faculty and staff who may have come into close contact with the individual.
- The principal will close and restrict access to the appropriate areas of the campus or office for cleaning and sanitizing.
- The COVID-19 Response Team will work together to communicate with the school community.
- The principal will follow up with the DOH concerning matters related to these situations.

Cleaning of Facilities for COVID-19 Confirmed Case

Upon consultation and confirmation by the COVID-19 Response Team, the principal will work with the cleaning staff to plan and schedule the cleaning and sanitization of affected areas. If someone is suspected to have COVID-19 while on campus, the principal will close off any areas used or accessed by the individual.

If seven or more days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. School custodial staff can continue with routine cleaning and disinfection.

Returning to Campus

- A person diagnosed with COVID-19 must remain at home in isolation until:
 - At least 10 days have passed since symptoms first appeared (or if there are no symptoms, at least 10 days have passed since the date the laboratory test was collected); and
 - At least 24 hours have passed since the person last had a fever without the use of fever-reducing medications; and
 - Symptoms have improved (e.g. cough, shortness of breath).
- Certain persons with COVID-19 (severely ill [e.g., hospitalized in ICU] and those with severe immune system problems) may require a longer period of isolation (up to 20 days after symptoms first appeared).
- A doctor's note is required in order to return to campus. The doctor's note should include a clearance to return to school/work. Doctor's notes can be submitted through email at attendance@universitylaboratoryschool.org.

- A letter is not necessary to clear close contacts to return to school once 10-days have passed since last exposure to the case.
- Anyone with symptoms of illness should stay at home.
- DOH [Guidance: COVID-19 Interim Return to Work/School Guidance](#)

Response Procedures for Possible Exposure and Close Contacts

Conditions of exposure and close contact situations

- The infectious period begins two days prior to the onset of symptoms, or if the individual is not exhibiting any symptoms, two days prior to the positive COVID-19 test specimen collection date.
- A close contact at school is someone who was exposed to the individual who tested positive with COVID-19 during their infectious period:
 - Within 6 feet for 15 minutes or longer over a 24-hour period
 - In direct contact with secretions (e.g. being coughed on)
 - In the same classroom for 15 minutes or longer
- The determination of close contact should be made irrespective of persons wearing face covering/masks.
- ULS should be notified by an individual first (employee or parent/guardian of a student) of a close contact to a confirmed positive case outside of school. The principal will request to see official documentation results (e.g. screenshot of lab results or a letter from a healthcare professional). These results will be stored in a manner consistent with other confidential files.

Confirmed Close Contact Exposure to COVID-19

- The principal will notify faculty, staff and students who may have come into contact with the individual.
- DOH is the lead when it comes to contact tracing and will call close contacts to officially notify them of exposure (this is separate from ULS outreach). These close contacts must follow the isolation and quarantine guidance provided by DOH. Persons not identified as close contacts do not need to be in quarantine and may return to work.
- They should be advised to consult with a healthcare provider, get tested for COVID-19, and self-quarantine for 10 days after last contact with the case. Official quarantine guidance should be sought or provided from a healthcare provider and DOH.
 - Documentation of quarantine requirements should be turned in to the school for monitoring purposes and to establish a timeline for a safe return to school/work.

Notifying the school community (not close contacts)

ULS will notify the school community via email about cases involving school employees, students, contract service providers and visitors that accessed campus. Messaging prior to confirmation of diagnosis or for cases where an individual will be evaluated on a case-by-case basis with the COVID-19 Response Team.

For cases where an individual was not on campus for two weeks or more prior to the start of the infectious period or COVID-19 test, a notification is at the discretion of the principal since there is no impact to staff or students while at school.

ULS Students in the Same Household Who Become Sick at School

If a student is displaying COVID-19 like symptoms, siblings will also be sent home for observation. If a COVID-19 test is warranted, the siblings (and all household contacts) shall remain at home until the test results return.

Both students shall remain at home with all household members until the ill person receives a COVID-19 test result, a doctor's clearance, or at least 10 days have passed since the symptoms first appeared.

If the COVID-19 test results are **negative**:

- The ill student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medications.
- Siblings (household contacts) may return to school if they are symptom-free and household members no longer need to quarantine if they are symptom-free.
- A doctor's note with negative test results and clearance to return to school must be submitted for all students in the household who are enrolled at ULS prior to their return. Doctor's notes can be submitted via email at attendance@universitylaboratoryschool.org

If the COVID-19 test results are **positive**:

- The ill student must remain at home until:
 - At least 10 days have passed since symptoms first appeared AND
 - At least 24 hours have passed since last fever without the use of fever-reducing medication AND
 - Symptoms have improved (cough, shortness of breath).
- Siblings (household contacts) must remain at home for 10 days if they have no further contact with the person with COVID-19, or until 10-days after the person with COVID-19 is released from isolation if there is ongoing contact.
- A doctor's note with clearance, or Department of Health clearance letter or negative test result must be submitted for all students in the household who are enrolled at ULS prior to their return. These documents can be submitted via email at attendance@universitylaboratoryschool.org.

If the student's physician has determined that the child has an illness other than COVID-19, the siblings may return to school as long as he/she is symptom free and he/she has no fever for 24 hours without the use of fever-reducing medication.

If the sibling of the ill student has been fully vaccinated or has had COVID-19 and recovered in the past three months, he or she may continue to go to school/work as long as new symptoms do not develop. In this case, proof of vaccination is required to return to school.

Vaccination for COVID-19

Vaccination is important for the health and well-being of school staff.

- Vaccines are an important tool to help stop the COVID-19 pandemic.
- Vaccinating teachers and school staff can be considered one layer of mitigation and protection for staff and students.
- Access to vaccination should not be considered a condition for reopening schools for in-person instruction.
- Implementation of layered mitigation strategies will need to continue until we better understand potential transmission among people who received a COVID-19 vaccine and there is more vaccination coverage in the community. In addition, vaccines are not yet approved for use in children under 12 years old. For these reasons, even after teachers and staff are vaccinated, schools need to continue mitigation measures for the foreseeable future, including requiring masks in schools, hand hygiene, ventilation, and physical distancing to the greatest extent possible.

Following vaccination, it is still critical to implement DOH-recommended mitigation strategies such as mask wearing and physical distancing to prevent COVID-19 transmission.

Employees who have symptoms, including the side effects below, should not report to work:

- Muscle aches or pain
- Fever
- Chills
- Fatigue
- Headache

Do not return to work until the symptoms are resolved. If post-vaccine side effects are substantial or persist longer than 48 hours, individuals are encouraged to contact their healthcare provider and consider testing for COVID-19. In these situations, follow the [Return to Work/School Criteria](#) before allowing an employee to return to campus or designated worksite. Sick leave will be used for the days that an employee is unable to return to work due to side effects.

It is possible that a person could be infected with COVID-19 just before or after vaccination and still get sick. According to the CDC, it takes time for your body to build protection after any vaccination. COVID-19 vaccines that require two shots may not protect you until a week or two after your second shot.

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

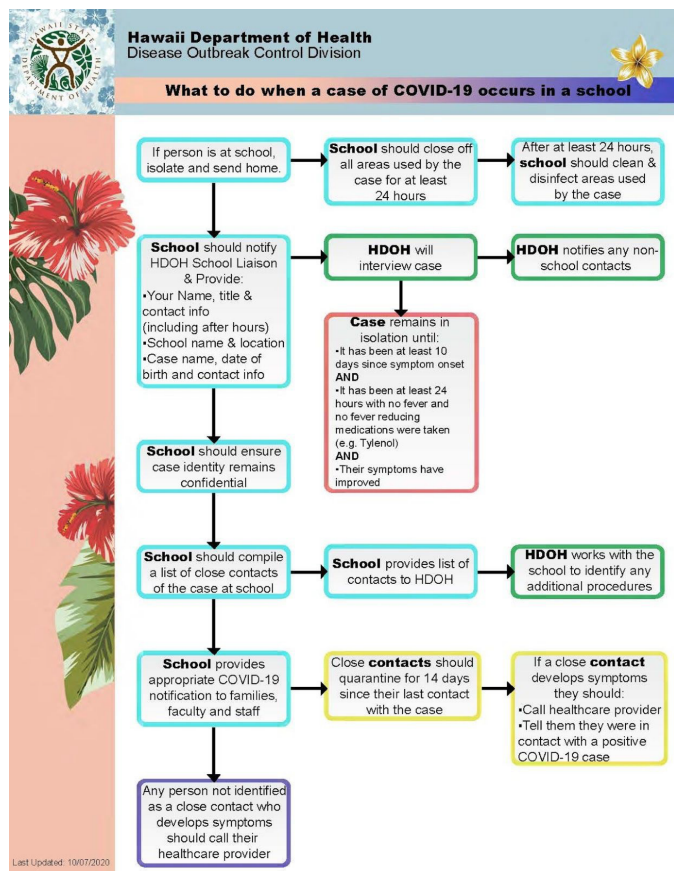
- Are fully vaccinated with a COVID-19 vaccine authorized for emergency use in the United States by the Food and Drug Administration (FDA) according to a schedule recommended by the Advisory Committee on Immunization Practices (ACIP).
- Are at least 14 days beyond completion of the vaccine series as of their earliest date of exposure.
- Have remained asymptomatic since the current COVID-19 exposure.
- Are not an inpatient or resident in a healthcare or other congregate care setting.

A flyer developed by Hawai'i Keiki with frequently asked questions about the COVID-19 vaccine is available here, bit.ly/3bqsAVW.

Absentee Rate at School Due to Illness

If 10% of the entire school or 20% of one classroom are sent home with COVID-19-like illness symptoms, the school administrator will call the Hawai'i State Department of Health Disease Investigation Branch.

Positive Case in a School Procedural Flowchart



ULS LEARNING MODELS (COVID-19)

Due to the COVID-19 pandemic, ULS has three distinct learning models that allow us to provide the best possible education to our students in reaction to state mandates or situations involving COVID-19.

In-person Learning Students participate in in-person learning daily	Blended Learning Combined approach of rotating in-person attendance and online learning from home (decreases in-person class size and allows physical distancing)	Distance Learning Students and teachers engage in virtual-only classes
---	---	--

Guidelines During Blended/Distance Learning Situations

Technology Devices for Students

ULS is prepared to provide devices for any student in need during blended and distance learning.

ULS Online Learning Guide and Protocols

University Laboratory School will be using online learning resources to support instruction during the school year. Please read the following virtual learning guidelines and protocols that will help support a positive learning experience for all students.

Student Expectations during blended and distance learning

1. Students are required to attend class every day. Attendance will be taken at the beginning of the day and for each class period. Students who are absent or tardy to their classes too often will be referred to the Administration.
2. Students are responsible for checking the Google Classrooms (grades 6-12) and Seesaw (grades K-5) for each of their classes to access the class work assigned for the day. Daily work is extremely important in preparing students for the online live class days. If students do not keep up with the assigned daily work, they will NOT BE PREPARED for live online classes and will be at a disadvantage. Students should reach out to their teacher for help when needed.
3. It is extremely important that students meet due dates, turn in work on time, and turn in quality work. Students need to stay organized, pay attention to class expectations, study and prepare for assessments, and manage their time wisely. If students need help, they should contact their teacher or counselor.
4. All work that is assigned as well as any assessments given by teachers will have a direct effect on a student's grade. Students will be held accountable for their participation, attendance, and preparation. It is important that students contact their teachers for help and support.
5. Students are required to follow all school rules in the Student/Parent Handbook. There is no change in how students are disciplined if school rules are broken. School rules and policies extend to distance learning.

General Guidelines

All students should be logged in to their University Laboratory School gmail account.

- Students should be ready to login a few minutes prior to the start of class to ensure prompt attendance.
- Students must remain present and engaged during instructional time with the teacher.
- Your computer must have working audio and a camera.
- University Laboratory School's Code of Conduct remains in effect whether schooling is done in person, with a blended model, or virtually. Students are subject to disciplinary action as a result of any code of conduct infraction.
- All students must sign and complete the Acceptable Use Policy [AUP], Photos/Video Release Form, ULS laptop contracts documents and quizzes for this school year.

Google Meets

Online live classes via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow our live lesson guidelines.

Virtual classroom spaces are subject to school privacy laws, taking screenshots or screen captures and redistributing them in either altered or unaltered states is strictly prohibited. Students who do this are liable under Hawaii state law and the ULS Code of Conduct, and may be held accountable in a civil manner by those victimized.

1. Students should choose a comfortable space in their home away from distractions or noise. Make sure that the space is appropriate for everyone to view as you will be on video. You may need to discuss with your parents the best place for you to be. The learning space or environment must allow students the ability to sit up comfortably. Lying down is not acceptable during online live classes.
2. Student microphones must be muted during the online live classes. If a student forgets to mute, teachers have the ability to mute students. Why do students have to be muted? When too many people talk at the same time, nothing can be heard. When it's your turn to talk, your teacher will unmute you or ask you to unmute yourself.
3. Students will use the chat button to ask questions. Teachers will be monitoring the chat and will be able to see student questions and comments. Chats must be on topic and appropriate.
4. Students will have their camera on during online live classes. This is for attendance purposes and to keep track of student participation. Any person that cannot be positively identified will be removed from the virtual room.
5. Appropriate clothing and behavior is expected during all online live classes. Any insubordinate, disruptive or disrespectful behavior will result in disciplinary action from the Administration. The Student Code of Conduct that also includes the dress code policy will be fully enforced.
6. All classes will be recorded. This is so the teacher can make the class available for students to view later.
7. In order to attend any online live class, students have to be logged in to their ULS account. If students are having a hard time joining, they should check that all other Google accounts have been logged out first. This is for students/families that have their own personal google account.
8. We want to remind you that all of the online behavior policies in the AUP that you and your parents signed at are in full effect. Anyone not behaving or following these rules will not be able to participate in online live classes. Other disciplinary action may be taken as well.

Digital Citizenship

Digital citizenship is about much more than online safety. It is a concept that helps teachers, parents, students, technology leaders, and others understand what technology users should know to use technology appropriately. It is about behavior, ethics, respectfulness, responsibility, safety – all the things that help a technology user build and shape a digital footprint that is positive and effective.

Characteristics of a Good Digital Citizen

A good digital citizen is...

- careful about what is shared online
- treats others well by providing positive comments, telling the truth, and being polite
- safe and doesn't divulge personal information, passwords, addresses, etc. to strangers
- aware of the rules and terms of use of online sites, applications, social media, etc.
- vigilant and looks out for bad behavior like cyberbullying, unwanted solicitations, etc.
- respectful and doesn't share content that they don't own or is copyrighted without getting permission and giving credit to the source
- aware that not everything online is true and searches for facts
- aware that once something is posted online, it is there forever
- careful about managing the amount of time spent online
- aware of and follows acceptable use guidelines, policies, etc. that are set by the school and does not misuse technology and resources.

SCHOOL INFORMATION

ULS Daily School Schedule

The school year begins on Monday, August 9, 2021 and ends on Thursday, May 19, 2022.

School hours are as follows:

Kindergarten – Grade 5

Mon., Tues., Thurs., Fri. 8:00am-2:15pm.
Wednesday 8:00am-1:15pm

Grades 6 – 12

Mon., Tues., Thurs., Fri. 7:45 a.m. – 3:15 p.m.
Wednesday 7:45 a.m. – 2:35 p.m.

Drop-off/Pick up Procedures

Your child's health and safety are our primary concern. We appreciate your help in reminding your child of all school safety rules. Working together will assure that your child has a safe and happy year.

Due to safety reasons, parents will not be allowed to enter school buildings or accompany their child to the classroom during these drop off and pick up times. Parents must wear a mask if walking on campus to drop off and pick up their child from the designated areas. Students must also wear a mask when arriving and leaving school.

As a reminder, the UH Mānoa campus and other neighboring schools will be open this school year. This means that there will be more traffic congestion and occupied parking stalls on the streets around our campus. We ask that you follow all traffic rules and drive with caution and aloha.

Please refer to your child's grade level drop off and pick up times and adhere to those directives. Each grade level has a specific protocol in order to ensure the health and safety of all students arriving and leaving our campus.

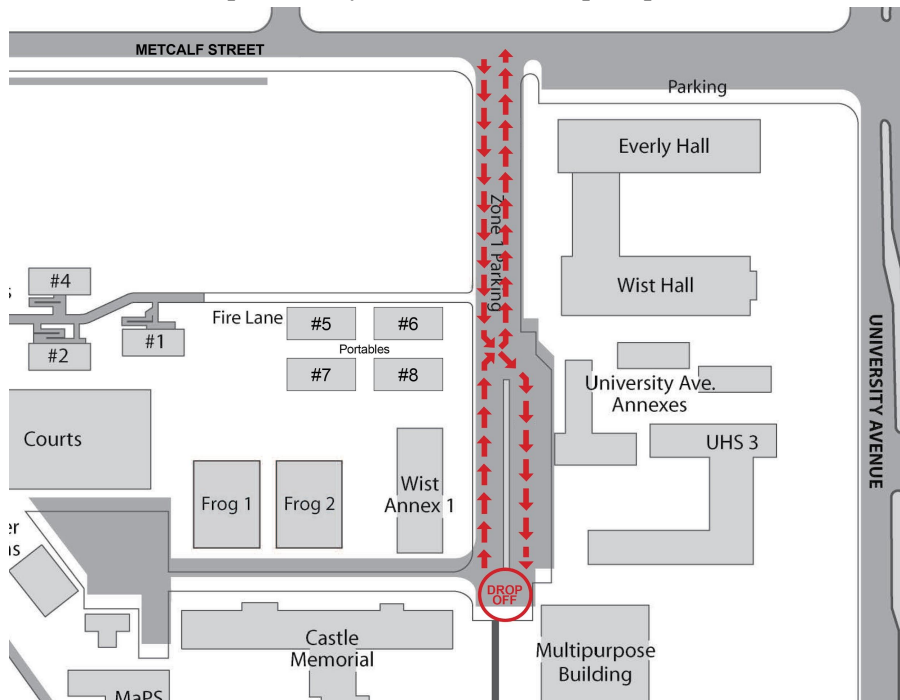
For Students in Grade Kindergarten to Grade 5-ONLY

Drop off/Arrival (K-5)

K-5 students may arrive on campus beginning at 7:30 a.m. There is no school supervision before 7:30am. Classes begin at 8:00 a.m. Staff will be on hand at each of the drop off areas to escort or direct students to their classrooms. Please see maps on the next page for more information.

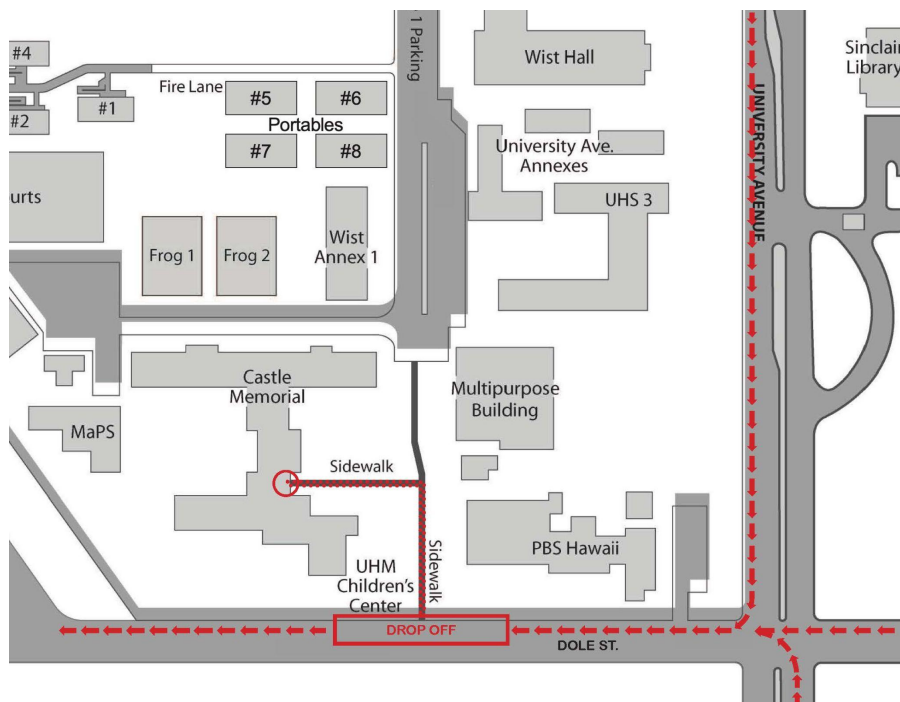
Grade K-3

Students will check in at the ZONE 1 parking lot drop off area near the MPB, use the Zone 1 (Metcalf entrance) parking lot as the point of entry. ULS will provide each family with one entry placard that must be displayed on the car dashboard. If the placard is not displayed properly, you may be denied entry into the ZONE 1 parking lot. Students will be supervised by an adult at the drop off point and escorted to the classroom at the appropriate time.



Grades 4-5

Students will be dropped off on Dole St. Parents are not allowed to enter the ZONE 1 parking lot. Students will be supervised by an adult at the drop off area on Dole St. and be directed to their classroom.



Pick up/Dismissal (Grades K-5)

After school, K-5 students will be escorted to the pick up area on Metcalf St. at the designated dismissal times (M, T, TH, F 2:15 p.m. and Wed. 1:15 p.m.).

Parents of students in K-5 must pick up their child immediately after the K-5 school day. For safety reasons, K-5 students are not permitted to be on campus past their dismissal time. If your child is found to be on campus after 30 mins from the daily dismissal time, parents or those on the approved emergency contact list will be called to pick up your child immediately. There is no after school supervision.

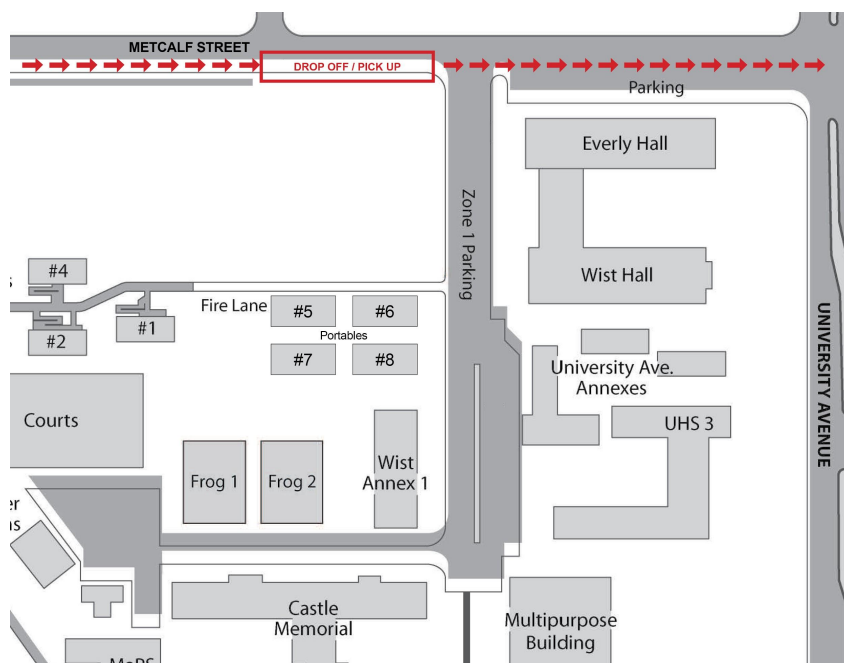
Please make arrangements to pick up your children at their designated times if you have more than one child attending ULS.

There are community after school programs for parents who are seeking after school care. Please contact those programs to inquire about their after school care services.

For Students in Grades 6-12-ONLY

Drop off/Arrival (Grades 6-12)

Grades 6-12 students may arrive on campus beginning at 7:15 a.m. There is no school supervision before 7:15am. Drop off area is on Metcalf Street. See map below. Parents are **NOT ALLOWED** to drive into the school parking lot (Zone 1). Please follow this directive to help us alleviate traffic and congestion in the lot.



Designated Waiting Areas

Students are restricted to these designated areas before school for middle and high school students:

Grade 12	Senior locker area	Grade 8	Bldg 3 2nd floor (makai side)
Grade 11	School office courtyard	Grade 7	Bldg 3 2nd floor (mauka side)
Grade 10	FROGs/Portables	Grade 6	MPB courtyard/FROGs
Grade 9	MPB courtyard/field		

These designated waiting/holding areas for students in each grade level are to address social/physical distancing requirements. It is strongly recommended that students arrive at school between 7:15 a.m. - 7:40 a.m. Students may leave the holding/designated areas to go to HR/Period 1 classroom starting at 7:30 a.m. Parents are highly encouraged to remind their child(ren) to remain on the University Laboratory School campus upon arrival for safety reasons.

Pick up/Dismissal (Grades 6-12)

Upon your child's dismissal time, please pick up your child at the designated area on Metcalf Street or make alternative transportation arrangements for your child to leave campus. Students are not to stay on campus after school. If your child is found to be on campus after 3:45 pm (Wed. 3:00pm), parents or those on the approved emergency contact list will be called to pick up your child immediately. There is no after school supervision.

For students in grades 7-12: If your child is in an approved ULS athletic program that is in season, your child should follow the directives set forth by the Athletic Program.

ACADEMIC PROGRAM

All students at the University Laboratory School receive a comprehensive academic program by grade-level cohort, enrolling each year in English, social studies, science, mathematics, art, and instrumental or vocal music, plus physical education, and in grades 10–12, a second language and an elective. Technology is integrated in various courses and grade-levels, and represents a pillar of our effort to prepare students to succeed in the 21st century.

Our school program is more than academics. Other facets of the ULS experience support and complement academics and help create a busy, welcoming, and hospitable place for students and their families. These features mark our educational program:

- ◆ Our curriculum emphasizes the ideals of a liberal arts education.
- ◆ We utilize a long-term curriculum that promotes learning and meets or exceeds state and national standards.
- ◆ We communicate to students and their families that learning is expected of all and that every effort will be made by the staff to achieve this goal for every student.
- ◆ All students have an equal opportunity to experience our program and achieve our educational objectives.
- ◆ We do not group students by perceived ability or have tracked programs. All classes are heterogeneous.
- ◆ Our instructional methods stress direct experience, hands-on activity, inquiry and experimentation, simulations, role-playing, and cooperative learning.
- ◆ Our school's program opens doors for post-high school opportunities. We prepare all students for admission to post-secondary education so that they have choices for their futures.

Curriculum

An individual learns essential knowledge best when it is presented in a consistent, logical, developmental pattern over a long span of time. Short, modular bits of knowledge do not fit into patterns or reinforce each other, hence are quickly forgotten. The learning process for each person (including the skills, concepts, and processes that make up knowledge) must be consistent and developmental from lesson to lesson, from unit to unit, from semester to semester, from teacher to teacher, and through all years of schooling. For example, instruction in composition includes daily practice over the years of schooling. Each lesson on writing integrates knowledge and skills taught earlier with new and more complex features, so that review and integration of the old with the new is continuous. This strategy consists of two interrelated parts. Students must be working throughout their educational careers in a selected number of essential fields of knowledge: the sciences—both natural and social; the humanities—art, music, and literature; and technology—the study of human processes and institutions. This study must be augmented with sports, activity in organizations, and other extracurricular activities to build a balanced top-quality program.

Varied Instructional Approaches

There is a place for telling, lecturing, and assigning and monitoring seatwork and homework. But most instructional activity consists of inquiring, questioning, probing, hypothesizing, thinking critically, and other intellectual endeavors. Students of all levels of age and ability are steadily immersed in interesting and challenging tasks, problems, and well-written, significant pieces of literature. It is best if each student acts as both a learner from and with others, and a “teacher” to others. It is best if students see more sophisticated practitioners, both teachers and more advanced students, working at the task and exemplifying or modeling the integrated, humane aspects of all intellectual and practical work. A curriculum that continually integrates part to whole, earlier to later, simpler to more complex, and theoretical to applied is most likely to relate to differences in students' rates and styles of learning.

Student Support and Assistance

Most of our students are able to learn in our usual format of classes of twenty-five to twenty-eight students meeting four or five times a week for forty-five to fifty minutes, but some are not. We supplement our regular pattern of classes with individual and small-group tutoring, extra class sessions, year-round activities, and before-school and after-school opportunities. We believe that all students can be successful, and that multiple opportunities to learn should be available for students to pursue in and out of class. Guidance and counseling are regular parts of our school programs. We adhere to the Hawai'i state laws for provision of special education services and federal laws.

Student Activities

In addition to classroom activities, students learn through other experiences. The school offers a rich program of student activities such as sports, music, speech, clubs, and field trips and other extracurricular activities.

Grade K–5 Academic Program

Grade K–1	Grade 2–3	Grade 4–5
Art	Art	Art
English Language Arts	English Language Arts	English Language Arts
Learning Workshop	Learning Workshop	Learning Workshop
Mathematics	Mathematics	Mathematics
Music	Music	Music
Physical Education	Physical Education	Physical Education
Science	Science	Science
Social Studies	Social Studies	Social Studies

Social Emotional Learning: Toolbox, Voices Literature & Writing

Grades 6–8 Academic Program

	Grade 6	Grade 7	Grade 8
English	Dramatic Language & Writing*	Comedic Language & Writing*	Narrative Literature & Writing*
Math	Mathematics	Mathematics	Mathematics
Science	Foundational Approaches in Science Teaching I	Foundational Approaches in Science Teaching II	Foundational Approaches in Science Teaching III
Social Studies	Pacific Studies & Anthropology	World Geography & Early Civilizations	Early America & United States Constitution
Art	Drawing & Painting	Sculpture, Drawing & Painting, Ceramics, Fiber Arts, Printmaking & Mixed Media	
Music	Band, Choir, Orchestra	Band, Choir, Orchestra	
Physical Education	Physical Education		
Other (required)	Learning Laboratory		

Grades 9–12 Academic Program

	Grade 9	Grade 10	Grade 11	Grade 12
English 4 yrs. req.	Language, Literature & Writing	Asian, Pacific, & Local Literature & Writing	Literature of the Americas & Writing	British/ European Literature & Writing
Math 4 yrs. req.	Integrated Math I	Integrated Math II	Integrated Math III	Integrated Math IV
Science 4 yrs. req.	Marine Science with Lab	Practices in Physics & Technology with Lab	Chemistry with Lab	Biology With Lab
Social Studies 4 yrs. req.	Modern History of Hawai‘i	Modern World History	United States History & Government	Civics & Ethics
Second Language 3 yrs. req.	N/A	Hawaiian I Japanese I Spanish I	Hawaiian II Japanese II Spanish II	Hawaiian III Japanese III Spanish III
Art 4 yrs. req.	Students choose from Mixed Media, Sculpture, Fiber Arts, Ceramics, Drawing & Painting, or Printmaking			
Music 4 yrs. req.	Students participate in Band, Chorus or Orchestra			
Physical Education	Phys. Ed., Health			
Other (required)	Freshman Seminar-Holomua	College & Career Seminar (3 semesters)		
Electives 3 credits	N/A	Computer Science; Fitness & Flexibility; Global Leadership; Hawaiian Studies; Hula & Chant; Japanese Traditional & Pop Culture; Kimono Culture; Math League; Science Research; Speech and Debate; Wearable Art; Weightlifting; Yearbook		

Academic Reports and Grades

PowerSchool

University Laboratory School utilizes PowerSchool, a web-based school information system. Through this system, we help provide students and their parent/guardian(s) access to a student’s grades, progress and attendance via the Internet.

Grades K–5

Progress Updates

All K-5 students and parents will be provided with updated information from teachers as to the academic progress of the student. Teachers may communicate with parents/guardians at any time during the course of the school year. These communications are usually issued when students:

- ◆ Make good progress in class
- ◆ Improve their effort in class

- ◆ Not meeting expectations
- ◆ Fail to complete assignments
- ◆ Receive low test scores
- ◆ Exhibit behaviors that are not conducive to learning

Parent Conferences

Scheduled teacher-parent conferences also offer the opportunity for dialogue about a child's progress at school. Parent conferences for students in kindergarten through grade 5 are held following the completion of the first quarter report in October. Refer to the school calendar for the K-5 conference dates. Teachers will provide a parent conference schedule for parents to sign up.

As needed throughout the school year, parents may request or be asked to attend a conference.

Grades K–5

Report Cards

Report cards are mailed at the end of each quarter/semester. The following evaluation marks are posted on the report card for each course.

E - Exceeding expectations

M - Meeting expectations

W - Working towards expectations

N - Not meeting expectations

Grades 6–12

Progress Updates on PowerSchool

All students and parents are provided updated information from teachers as to the academic progress of students throughout the school year. Teachers will input assignments and update grades on a weekly basis in PowerSchool so that students and parents receive current and accurate information when logging in to the PowerSchool parent and student portal.

Teachers may submit additional progress reports to parents/guardians at any time during the course of the school year. These are usually issued when students:

- ◆ Make good progress in class
- ◆ Improve their effort in class
- ◆ Receive a D, No Credit, or F
- ◆ Fail to complete assignments
- ◆ Receive low test scores
- ◆ Exhibit behaviors that are not conducive to learning

PowerSchool updates provide information about how the student is doing in class, and may include teacher comments. It is important that parents and students read the comments in order to have a better understanding of the grades earned.

Teachers may conference with students individually to provide support and guidance. Students are expected to follow through with the teacher's recommendations to ensure that they will meet or exceed the minimum requirements for passing the course.

Teachers, parents, students or administration may schedule a conference at any time during the school year.

Report Cards—Fall and Spring

Report cards are mailed home at the end of each quarter/semester. Letter grades and Credit/No Credit grades are posted on these report cards. The fall semester report card will reflect grade point average for the semester. The spring semester report card will reflect the current grade point average for the semester as well as the cumulative grade point average for the school year.

Academic Probation

Students are placed on academic probation if they receive a grade F or two or more Ds or a GPA below a 2.0 based on their quarter grade earned.

Parents and students will be notified by letter that the Academic Probation is in effect during the following quarter.

Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Students on academic probation need to earn grades of “C” or better in all classes and attend a weekly TCOB (Taking Care of Business Academic Accountability Program) session with a designated faculty member. Students will be monitored during the quarter.

Students who have one F grade or two or more D grades or below a 2.0 GPA at the quarter, may not compete in athletic events or participate in co-curricular activities. See “Academic Responsibility” section in the Athletic Handbook.

Grades K-12**Academic Failure**

Students who fail the course for the year (or semester if it is a semester course) will not be promoted to the next grade level until the course requirements are made up.

Students may be allowed to make up the requirements for only one failed ULS class. The University Laboratory School does not have a summer school program. If a child fails a class at the close of the fall or spring semester, the school administration will meet with the family to discuss an approved summer school program to meet the requirements needed for promotion. There are no accommodations for two or more class failures.

The summer school program will provide parents with a mid-term progress report and, at the close of the summer term, a report card with the final grade for the course. Students will be held accountable for completing all requirements and responsibilities of the summer course. The final grade report shall be directed to the University Laboratory School.

If the family decides that their child will not return to the University Laboratory School, the student will not be required by ULS to enroll in a summer school program to earn a promotion requirement. Upon notification from the parent, the ULS Administrative Office will prepare the student release form so the parent can enroll their child in another school.

Promotion to Next Grade Level

All students in grades K–12 must successfully pass all classes of the University Laboratory School’s prescribed academic program to be promoted to the next grade level at ULS.

Class Work/Homework

Parents and students must understand that daily class work and homework are integral parts of the school program. Every teacher has his or her own class work and homework requirements indicated in the course syllabus. All students are accountable for completing all class work and homework assignments.

Class Work/Homework During Absences

Students who are absent for one or more days should check their class website or email their teacher(s) to find out what homework must be done. Each teacher has a homework requirement for absences.

Extracurricular Activities

Students who participate in extracurricular activities must make arrangements with teachers for missed class work and/or homework.

Participation in Extracurricular Activities

All students are expected to be in school daily. Students who participate in extracurricular activities must perform successfully in their classes and demonstrate appropriate behavior in school and in the community. If at any time a student is not performing satisfactorily academically, or is not meeting acceptable behavior expectations, the student may be deemed ineligible to participate in school sponsored activities/extracurricular activities. Any student who is not in attendance at school shall be deemed ineligible to participate that day. Extenuating circumstances may alter this rule at the discretion of the principal.

Student Support Services

The school offers academic, career, college, and personal counseling services. Because the school is small, many teachers act as personal and academic counselors. We adhere to the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004), and Hawaii law and regulations Hawaii Administrative Rules, Title 8, Chapter 60, Provision of a Free Appropriate Public Education for a Student with Disability and Chapter 61, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.

Home to School Communications

Parents are encouraged to contact teachers by email if they have concerns about their child's academic progress. Parents may contact the school administration about concerns regarding activities in or out of school that may affect the child's learning. As needed, parents of children in grades K–12 may be asked to attend a conference if an academic or social problem arises during the school year. The following table describes our primary forms of communication.

Type	Audience	Description and Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the Principal and Administrative Team. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well.
School Messenger	Faculty, Staff, Parents	The School Messenger email, phone, text system will be used for communications and announcements, including those from the Principal and Administrative Team. Please keep your email address current. The emails in this system are taken from our PowerSchool Student information system. If you have any changes to your contact information please use the Student Information Update Form [PDF] found on the ULS website under the Resources Tab.
Community E-mail	Parents, Students, Community Members	info@universitylaboratoryschool.org will remain open to the general public. Any questions or concerns can be sent to the school using this email.
ULS Website	General public	ULS will maintain general information for the parents at www.universitylaboratoryschool.org .

ULS IT Department	Parents, Students, Community Members	<p>Students and parents can report issues with a school issued device, seek support for at-home connectivity issues or ask for advice on technology related problems through our ULS Incident IQ Help Desk.</p> <p>Students can access the Incident IQ Help Desk on the ULS student portal to submit trouble tickets. Parents can submit a help desk ticket on behalf of your child at https://www.universitylaboratoryschool.org/uls-technology/. Visit the ULS Technology page found on the ULS website under the Resources Tab, for information including helpful technology resources and video tutorials on the different Google Apps for Education tools and other ULS technology programs. Email the ULS IT Dept at ulstech@universitylaboratoryschool.org for any questions related to technology or to request a school issued device</p>
Google G-Suite	Faculty and Students of all grade levels	Google G-Suite (including Gmail, Docs, Classroom, etc.) will continue to be the platform used by teachers.
Google Meet	Faculty and Students of all grade levels	Google Meet is an online video conferencing platform that allows for live group meetings, hosted by teachers.

Field Studies

As part of the instructional program at the school, teachers and researchers plan educational activities away from campus. These activities are carefully planned and supervised. By signing the Agreement to Participate form, you and your child agree to fully participate in each school-sponsored activity. In addition, parents will receive detailed information about each field trip, and may be required to sign additional permission forms.

Travel/Overnight Outings

For any field trip/athletic activity that entails travel or an overnight stay, a travel permission form will be sent home. This form must be signed and returned to the school before a student may participate.

School-Sponsored and Related Activities

School-sponsored and related activities are posted on the school calendar, or letters are sent home to parents when they are scheduled. Please call the school administration at 956-7833 if you are in doubt whether an activity is school-sponsored.

Parent Participation

Parents are urged to participate in school programs such as concerts, theatre programs, field trips, and the ULS Booster Club. The Booster Club raises money for school support and student activities in the school. All parents are encouraged to attend the Booster Club meetings. Booster Club family membership information and volunteer forms for various activities are mailed to parents in the summer and throughout the school year.

SCHOOL POLICIES AND PROCEDURES

Attendance

To satisfy the requirements of HRS §302A-1132, ULS will take daily student attendance. School attendance procedures will support our school models and learning opportunities, including in-person, online and blended instruction.

At the University Laboratory School, attendance is essential to the learning experience. We expect all students to attend classes and to be on time without exception. ULS will adhere to the statutory attendance requirements as

indicated in our attendance policy linked [HERE](#). Numerous absences, cuts, or tardies by a student are not acceptable. After a student's fifth absence in one semester, the parent and student will be required to attend an administrative conference to discuss the child's academic progress. Exceptions to the attendance expectations due to extenuating circumstances must have the administrative approval.

Daily Attendance procedure for grades K-12

Teachers take attendance Monday through Friday for each class (6-12) or mornings only (K-5). Teachers report absences and/or tardies using the student information system, PowerSchool, to submit daily attendance.

Reporting Absences for In-Person School

For health and safety reasons, parents must notify the school no later than 7:45 a.m. for grades 6-12 and 8:00 a.m. for grades K-5 to report that their child will be absent. Parents may leave a message if they call (956-7833) before 7:30 a.m. or by email at attendance@universitylaboratoryschool.org. Numerous absences or tardies will require an administrative conference.

Reporting Tardies for In-Person School

For health and safety reasons, parents must notify the school no later than 7:45 a.m. for grades 6-12 and 8:00 a.m. for grades K-5 to report that their child will be arriving late to school. Parents may leave a message if they call (956-7833) before 7:30 a.m. or by email at attendance@universitylaboratoryschool.org. Upon arrival to campus, all K-12 students must sign in at the ULS school office before going to class. Numerous tardies will require an administrative conference.

Outside Appointments

Appointments scheduled during the school day are considered an absence from class(es). Parents are strongly encouraged to schedule dental/medical and other appointments after school hours or on weekends. If a child needs to be released from school early, a phone call, signed note, or email attendance@universitylaboratoryschool.org) from a parent or guardian must be sent to school stating the time of release and the reason. Should parents have questions or concerns about scheduling appointments for their child, please contact the school office.

Students will be provided an off-campus pass from the school office any time they leave school during the school day. Students must report to the office prior to leaving campus to pick up their pass.

Emergency Situations

If an emergency occurs, parents should contact the school office immediately.

Leaving Messages for Students During the School Day

If you must contact your child during the school day, please call the school office at 956-7833.

Leaving Campus During the School Day

The school adheres to the State Compulsory Attendance Law that states that no student is to leave campus without an off-campus pass. **For their protection and safety, students in grades K-12 do not have off-campus privileges.** Students who disobey this law will receive disciplinary action that may result in detention or suspension from school.

Early Release for School Sports

Early release for sports games and/or practices held during the school day must be cleared by the athletic director (AD). Student athletes are not allowed to leave campus without clearance from the AD regardless of directives from coaches or others. The athletic director will inform the school office of student athletes who have early release and their release time. Student athletes are responsible for making up missed work and talking with teachers about due dates and deadlines.

Student Illness/Injury During the Day

A student who becomes too ill to attend class must report to the office so parents can be called and the child picked up as quickly as possible. An off-campus pass will be issued to the child. A student who becomes too ill to attend class will not be eligible for extracurricular activities on that day, including sports games and practices. See health and safety guidelines for more information on protocols for when a student becomes sick at school.

Students who sustain injuries during school (PE, Morning Break, etc.) must go to the school office if any first aid or other care is required.

Planned Absences of Three Days or More

If parents are planning to remove their child from school for three or more days, they must submit a communication to the dean of students two weeks in advance explaining the reason for the absence and the period of time their child will be out of school. Parents are responsible for making sure their child has made arrangements to make up any missed schoolwork.

Student Travel Policy

If parents are planning to travel off-island (inter-island, mainland or international) with their child during the school year, they must submit a letter or email to the dean of students at least two weeks prior to travel dates notifying the school of an absence due to travel.

Students are still responsible for all work (assignments, tests, quizzes) assigned while they are out. Students should communicate with their teachers prior to any travel about due dates and deadlines and if possible, have access to a computer and the internet to stay informed while away.

Student Travel Policy with Regards to COVID-19

ULS adheres to all state and local guidance for travel and travel restrictions. Students and employees are subject to the out-of-state and inter-island Safe Travel program requirements in order to return to a worksite or campus following any travel. Check the Safe Travel website for more information on state travel guidelines <https://hawaiiicovid19.com/travel>.

Student travelers must follow all applicable state and county rules at the time of the trip, including compliance with any required quarantine periods.

Students returning from inter-island travel

1. Students will no longer be required to provide proof of a negative test result for inter-island travel.
2. It is important that parents still notify the school of any inter-island travel for attendance purposes.

There are three (3) options for students returning from out-of-state (mainland and international) travel:

1. Be fully vaccinated* prior to the start of out-of-state travel and provide proof of vaccination to the school;
2. Obtain a COVID-19 test after return and submit a negative test result to the school; or
3. Quarantine for 10 days after return.

*People are considered fully vaccinated two (2) weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or two (2) weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

ULS will accept the following:

1. Screenshot, or scan of negative test results. Must clearly show the student's name, the test site and result.
2. Screenshot, scan, or picture of vaccination card. Must clearly show the student's name, and dates of vaccination.

Parents should submit these documents by emailing attendance@universitylaboratoryschool.org as soon as possible. Upon receipt, ULS will notify parents if their child has been cleared to return to school.

ULS must receive these documents **before** the student can return to school. If a student comes to school without clearance or with documentation in hand, parents will be called to pick up their child immediately. ULS requires time to approve clearances and make updates to student attendance status.

Visitors on Campus

ULS will take all reasonable precautions to maintain and enforce social distancing and mask requirements when meeting with parents and the public at school.

- Appointments are required to properly schedule and maintain health and safety measures.
- If approved, upon arrival, visitors must sign in at the University Laboratory School Office, indicating date and time, and will receive a temporary pass that must be worn in a visible place at all times while on campus.
- Visitors on campus without approval will be asked to leave. This action is for the safety of all students and employees. Students are prohibited from inviting friends or relatives to school, before, during, and after school, without prior permission from the ULS administration.
- Principals and their designees shall have the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.
- Principals 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.