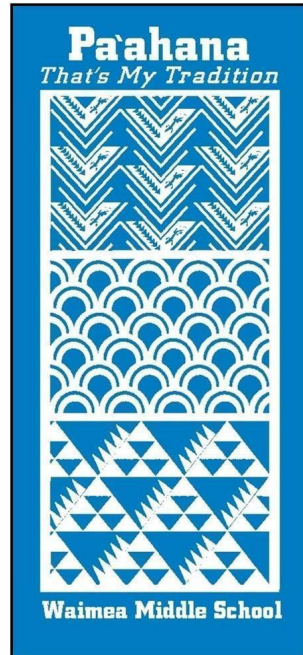


Current Draft 8/10/2021



**Waimea Middle School**

# **Face-To-Face Learning – Safely!**

*(This is what's best for our students!)*

**School Plan - 2021-2022 SY**

**August 10, 2021**



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## **Introduction**

Waimea Middle School is proud and grateful for being able to provide high-quality learning opportunities for all students throughout the COVID-19 crisis. As our school continues to be resilient through this pandemic, we appreciate the ongoing support and partnership from our entire school community. Waimea Middle has and will continue to stay true to our unique mission and vision, while keeping all stakeholders – students, families, teachers, staff and our extended community - safe.

**Waimea Middle School Mission:** “Waimea Middle School empowers all students with the skills, values, and cultural understanding to successfully navigate high school and beyond.”

**Waimea Middle School Vision:** “A Place of Infinite Possibilities”



## Important Dates for August through December 2021

- Week of August 2: First day of the 2021-2022 school year: Tuesday, 8/3
- Week of August 16: Statehood Day Friday, 8/20 - No School
- Week of August 23: Virtual Family Open House & Title I Annual Mtg. Wednesday, 8/25 – 4-5:30 pm
- Week of September 6: Labor Day, Monday, 9/6 – No School
- Week of October 11: Fall Break - No School all week
- Week of November 8: Veterans Day Thurs., 11/11 – No School
- Week of November 22: Virtual Family Conferences By Appointment, Monday thru Wednesday, 11/22-24 – No Classes but students must join in virtually with family member
- Week of November 22: Thanksgiving Holiday, Thursday-Friday, 11/25-26 – No School
- Weeks of December 20 & 27: Winter Break – No School. Classes resume Tues., Jan. 4.

**WMS Local Advisory Panel (LAP)** meets monthly. Includes representatives of all school-community stakeholders - families, teachers, staff, community representatives and Ho'okako'o Corp. board members and staff. All welcome. For now, meetings are virtual: 4:30-5:30 p.m., Tuesdays: **July 27, Aug. 17, Sept. 21, Oct. 19, Nov. 16, Jan. 18, Feb. 15, March 22, April 19 and May 1.** **More info about LAP on the school website.**

## Our Approach to Face-To-Face Learning – Safely – August 2021 and beyond

The school is aligned with the Hawai'i Department of Education and the Hawai'i Public Charter School Commission to ensure consistency in policy and procedures. Specifically, Waimea Middle School has been working closely with our DOE colleagues and community. From the beginning of the pandemic, we have pooled resources and innovative ideas to best support all the students within our 'ohana.

Additionally, the school administrator gathers input from faculty and staff, and reviews other learning models to provide the best possible learning experience for our students.

## The Importance of 'Ohana

Families are essential to the success of each student and Waimea Middle. We are asking for parents' full cooperation and flexibility. Likewise, Waimea Middle will be understanding and willing to work with families to address unique needs and situations. There are a few simple ways to support your child:

- Communicate with your child about his/her Covid safety – the importance of wearing a mask, distancing, washing hands frequently or sanitizing – exercising caution to protect themselves, their family, fellow students and entire community.



- Communicate with your child's teacher regularly and get involved with the learning that is happening inside and outside of the classroom.
- Ask questions when you are unsure.
- **Daily wellness checks before school; do not send child to school if ill.**
- Observe quarantine requirements if child or family member has Covid or is exposed.
- Please provide Waimea Middle School with input and feedback as we navigate this new normal together. [phonemessage@wmpccs.org](mailto:phonemessage@wmpccs.org) or (808)887-6090 Ext. 222.

HAWAI'I STATE DEPARTMENT OF EDUCATION

## RETURN TO LEARN: DAILY WELLNESS CHECK

### WE NEED YOUR HELP!

HIDOE employees, contracted service providers, visitors, and students must complete a wellness check each morning before going to school. Please report any illness or COVID-19 exposure to the school.



#### 1 CHECK FOR SYMPTOMS OF ILLNESS

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

<input type="checkbox"/> Fever (higher than 100°F or hot to the touch)	<input type="checkbox"/> Headache
<input type="checkbox"/> Chills	<input type="checkbox"/> New loss of taste or smell
<input type="checkbox"/> Cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Congestion or runny nose
<input type="checkbox"/> Fatigue (tiredness or weakness)	<input type="checkbox"/> Nausea or vomiting (stomach ache)
<input type="checkbox"/> Muscle or body aches	<input type="checkbox"/> Diarrhea



#### 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.**

- ☐ Recently tested positive for COVID-19
- ☐ Waiting for COVID-19 test results
- ☐ Self-quarantining due to possible COVID-19 exposure (e.g. travel quarantine)
- ☐ Living with someone with COVID-19
- ☐ Been in close contact with someone with COVID-19

**HELP US TO KEEP OUR SCHOOLS HEALTHY AND SAFE!**

10-29-2020 Photo credit: Centers for Disease Control and Prevention.

<https://forms.gle/KkKxWDC1Hi1NVFxNA>



## Overview of Teaching and Learning

Waimea Middle strives to meet the needs of every student with:

- **Face-To-Face Instruction**
  - This is what our dedicated, experienced teacher teams do best! As part of our schoolwide Accreditation and Title I commitment to continuous academic progress for all students, our teacher teams are focused on Literacy, Numeracy and Student Care. We are also committed to smaller class sizes and actively pursue and welcome community partnerships to help support the academic and social-emotional needs of students.
  - Academic instruction includes core curriculum in English Language Arts, Math, Science and Social Studies, plus Extended Core classes including 'Ike Hawai'i cultural lessons, art, technology and physical education/health. Students also enjoy enrichment opportunities and lessons in the outdoor Mala'ai School Garden that are integrated with core curriculum. Project-based learning opportunities integrated with core curriculum, technology and 'Ike Hawai'i are also provided and, as circumstances permit, include huaka'i (field trips) and ho'ike (celebrations of learning).
  - Every student has been issued their own Chromebook loaner, which must be brought to school - fully charged - daily. Technology is incorporated throughout the curriculum.
- **Communication with the School & Families**
  - It is extremely important that families keep the school office updated with their most current contact information - most notably, phone number and email address.
  - WMS admin, teachers and staff communicate with students and 'ohana via ClassDojo (an online communications platform), gmail or School Connects (calls and emails/- also via texts providing the family has "opted in").
  - To review student assignments or communicate with teachers, see Grade Level HUBs on the home page of the school website: [www.WaimeaMiddleSchool.org](http://www.WaimeaMiddleSchool.org)
- **Student Support Services**
  - WMS prioritizes its schoolwide IKAIR core values as well as mandatory privacy requirements in all student-family interactions.
  - WMS has a full time certificated Counselor, plus new this year - a trauma informed art teacher/counselor. These individuals work closely with the principal and all teachers and staff to provide social-emotional learning opportunities as well as to closely monitor student needs/concerns. The principal, counselor, office team and staff communicate with families and relevant providers as warranted.
  - Faculty and staff utilize relevant data to provide students who require additional help with appropriate interventions.



- The Migrant Education Program, Special Education, 504, and ELL supports provide targeted students with additional help.
- Individual and Small Group Counseling is available to all students.
- Social Work Support (DOE, SBBH)
- **Additional Academic Support**
  - WMS offers its Hot Chocolate Club before school Mondays, Wednesdays and Fridays, and Homework Help+ after school Tuesdays and Thursdays - free of charge. These programs include both assistance with homework and skill building. Attendance is monitored.
  - As circumstances permit, WMS works with community partners to provide student mentoring, after-school athletics, robotics, K(Arts) and other enrichment programs.

## **Protecting Students and Staff: COVID-19 Mitigation Strategies**

Multiple mitigation strategies (e.g., promoting vaccination, directing students and staff to stay at home when sick, correct and consistent masking, hand hygiene, improving ventilation, physical distancing, and cleaning and disinfection) must be implemented. Students, families, teachers, school staff, and all community members must take action to protect themselves and others.

As of 8/4/21, CDC added a recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, regardless of whether they have symptoms.

## **Stay Home When Sick**

Staying home when sick is a core essential strategy to keep COVID-19 infections from spreading in schools and to protect others. Adhering to the DOH guidelines is very critical and your child must stay at home under the following conditions:

- Sick or tested positive for COVID-19
- Unvaccinated and had a recent close contact with a person with COVID-19.
  - Student close contact in a K-12 indoor classroom setting, where everyone is wearing a mask correctly and consistently, is defined as within 3 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.
  - Adult and student close contacts who are fully vaccinated and asymptomatic do not have to quarantine and can go to school.
  - Students and staff who have symptoms of any infectious illness or symptoms consistent with COVID-19 should **not** attend school and should get tested.



## Close Contacts

Definitions of close contacts in the school setting:

- An adult close contact is defined as within 6 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period (regardless of mask use).
- A student close contact in a K-12 indoor classroom setting, where everyone is wearing a mask correctly and consistently, is defined as within 3 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.
- In cafeterias or indoor rooms (e.g., breakroom, classroom) where people were eating and drinking and not wearing masks, a close contact is any adult or student who was within 6 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.
- Waimea Middle will notify, to the extent allowable by applicable privacy laws, staff and families of students who are identified as close contacts as soon as possible (i.e., the same day if possible) after they are notified that someone in the school has tested positive for COVID-19.
- All persons in a class may not be identified as close contacts.
- Examples where all persons in the class would be considered close contacts include:
  - Cohorts in classrooms that spend the entire day together and interact with others within the cohort (typically younger grade levels).
  - Classrooms that do not have assigned seats and/or students are frequently moving around in class.
  - Cohorts that engage in activities that may increase the risk of transmission (e.g., eating and drinking indoors, singing indoors, playing brass or woodwind musical instruments indoors).
- Examples where all persons in the class may not be considered close contacts include:
  - Classrooms with assigned seating and students remain seated throughout class.

## When Close Contacts Are Identified At School

- Unvaccinated students and staff who are in close contact with a person with COVID-19 infection must quarantine for 10 days and should be tested.
- Unvaccinated students and staff who are close contacts can return to school when both of the following conditions are met:
  - At least 10 days have passed since the last contact with the infected person; **and**
  - No symptoms
- Fully vaccinated students and staff who had close contact with a person with COVID-19 infection **and** remain asymptomatic do **not** have to quarantine or be tested.

## Communication

Staff and families must self-report to the school if they or their students/child have COVID-19 symptoms, a positive COVID-19 test, or were in close contact with someone with COVID-19 within the last 14 days.





## What To Do If a Person At School Has COVID-19

- Students and staff who have tested positive for COVID-19 or have symptoms consistent with COVID-19 **must** isolate at home.
- Waimea Middle School will notify, to the extent allowable by applicable privacy laws, staff and families of students who are identified as close contacts as soon as possible (i.e., the same day if possible) after they are notified that someone in the school has tested positive for COVID-19.
- Students and staff can return to school when all the following conditions are met:
  - 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 last fever without use of fever reducing medications; **and**
  - Symptoms have improved.

## When a Student Becomes Sick

If a student has symptoms at school, he/she will be sent home immediately. A student's parent/legal guardian will be contacted to pick up the student.

- The School Health Assistant (SHA) will call the student's parent/legal guardian to pick up the student.
- The student will be placed in a supervised, isolated area until he/she is picked up.
- If a student is experiencing symptoms of respiratory illness or influenza, he/she should take the following precautions:
  - Isolation and exclusion from school should be continued for 7 days after illness onset or until 24 hours after the resolution of fever and respiratory symptoms, whichever is longer.
- If a student is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from school until fever-free for at least 24 hours without the use of medication.
- The SHA will send a note home with the student which conveys the recommendations above.
- For a student who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student as to his/her subsequent care and return to school.
- If a student has a sibling(s), he/she will be sent home as well and will follow the same protocol as the student being sent home.

## Cleaning and Sanitizing of Facilities Protocol

Custodial workers responsible for the cleaning and sanitation of facilities are trained on proper procedures, supplies, and frequency of cleaning. Daily cleaning procedures expectations for Custodial Service Workers are available on the [OSHA Link](#).



## Classrooms

Desks are set up facing forward and at least 3 feet apart, to the maximum extent possible, to ensure proper social distancing. Each classroom is equipped with hand sanitizer and disinfectant. Classroom windows and doors are expected to be kept open to ensure maximum ventilation. Students are required to wear a mask when in the classroom. Classrooms are cleaned daily by custodians and high touch surfaces are sanitized. High touch surfaces include:

- Chairs, desks and table tops.
- Light switches and door handles
- Sink handles and the surrounding countertops.

## Buses

Everyone on the bus including the driver is required to wear a mask at all times. Windows will be open to the extent that is possible and safe to support proper ventilation. Bus riders will have assigned seats. Students sitting in their assigned seat every day will assist in identifying close contact if there is a positive case identified on the bus.



Waimea Middle is aligned with CDC guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>.




School Principal Janice English and School Health Aide are working closely with DOE, DOH and related organizations re: COVID-19 safety and mitigation.

Contact info: [Janice\\_English@wmpccs.org](mailto:Janice_English@wmpccs.org) or (808) 887-6090 Ext. 222.  
[Deandraleen\\_Kalahiki@wmpccs.org](mailto:Deandraleen_Kalahiki@wmpccs.org) or (808) 887-6090 Ext. 222.






## Campus Safety Overview

	<b>Face Coverings</b>	All students and staff are expected to wear a mask while on campus.  Masks will be provided for those that are in need.
	<b>Physical Distancing</b>	Students and staff are to maintain physical distancing (3 foot minimum) in classrooms and where the number of occupants in each space will be limited and regulated. Students and staff are to maintain physical distancing (3 foot minimum feet) in common areas when feasible. Waimea Middle will have




		posted reminders and teach students and staff new procedures.
	<b>Hand Hygiene</b>	<p>Hand washing is an important routine and culture within the school. Students are expected to wash hands at scheduled times throughout the day. Students and faculty will also have access to hand sanitizers throughout the campus including all classrooms and common areas for times when soap and water hand washing are not the most appropriate.</p> <p>Key Times to Wash Hands - CDC advice</p> <ol style="list-style-type: none"> <li>1- When entering a classroom</li> <li>2- Before, during and after preparing food</li> <li>3- Before eating</li> <li>4- After using the toilet</li> <li>5- After blowing your nose, coughing, or sneezing</li> <li>6- After touching trash</li> </ol>
	<b>Enhanced Cleaning</b>	<p>Waimea Middle is following the <a href="#">HIDOE guidance</a> on cleaning and disinfecting the campus. Our custodial staff will ensure that the campus is clean and safe for learning. As always, we will be asking all members of our school community to care for our campus. This includes students keeping their work areas clean/sanitized.</p>
	<b>Health Screening</b>	<p>Families are asked to do a Wellness Check on their child each morning. Please do not send your child to school if they are ill - fever, coughing. If any household member is being tested for COVID-19, please keep your child home until a negative test result is returned from the DOH or your physician.</p> <p>Any designated adult can perform the before-school student screening. Interview and visually inspect student for:</p> <ul style="list-style-type: none"> <li>● Feeling feverish or unusually warm</li> <li>● Coughing/sneezing</li> <li>● Sore throat</li> <li>● Shortness of breath/difficulty breathing</li> <li>● Headache/stomachache/nausea</li> <li>● Muscle pain/fatigue</li> <li>● New loss of taste and smell</li> </ul> <p>Students that exhibit symptoms will be isolated in W105 and monitored until parents/guardians can pick up the child from school. Staff that exhibit symptoms will also be sent home.</p>



		Condition of return for a student or staff member: the person should be symptom free for 24 hours without the use of medication before return. If the illness is COVID-19 suspected or confirmed, medical release is required.
	<b>Food Service</b>	<p>Waimea Middle is committed to ensuring that our students have access to food daily. We applied to become and pay to be a USDA Community Eligibility Provision (CEP) school due to our high Title I enrollment, and therefore provide all students free vended breakfast and lunch daily.</p> <p>Students may bring home lunches but no warming is available. Also, no food or beverage sharing permitted.</p> <p>Whenever possible, students will be eating in the outdoor environment and barriers will be in place to limit exposure.</p>
	<b>Field Trips</b>	There will be no traveling field trips until further notice.
	<b>Visitors</b>	Visitors to campus will be limited and must check-in at the front office. All visitors will be required to wear a mask while on campus and be screened for general illness symptoms.
	<b>School Assemblies and gatherings</b>	Assemblies and school gatherings will be limited and in compliance with the Hawaii Department of Health and CDC guidelines.
	<b>Travel</b>	<p>Employees and students 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, <a href="#">DOE travel memo</a>. 7/1/21</p> <p><b>Student travelers</b> must follow all applicable state and county rules at the time of the trip, including compliance with <b>any</b> required quarantine periods. There are three (3) options for students returning from out-of-state travel:</p> <ol style="list-style-type: none"> <li>1. Be fully vaccinated prior to the start of out-of-state travel and provide proof of vaccination to the school;</li> <li>2. Obtain a COVID-19 test <b>after</b> return and submit a negative test result to the school; or</li> </ol>



		<p>3. Quarantine for 10 days after return.</p> <p>Individuals 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 &amp; Johnson's vaccine.</p>
	<b>Use of Facilities</b>	<p>Waimea Middle will be limiting any third-party entities wanting to use the school facilities until further notice. This decision is based on COVID 19 pandemic concerns.</p>

## Positive Case Communication Protocol

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

- The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine.
- The DOH will work with the school principal if it is identified that someone (student or staff) at the school is confirmed or thought to have or been exposed to Covid-19.
- 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.
- It is the employee's responsibility to notify his/her supervisor if not working at a school site.
- The principal (or designee) will contact the Commission and DOE to assist with communication to the school community if COVID-19 affects the school.

## School-Community Expectations

**We are counting on all of us within our school-community to keep one another safe.**

- Follow the guidelines set forth by the CDC and the Hawai'i Department of Health. Be sure to avoid community spread. We can do this by practicing social distancing, wearing masks and avoiding group gatherings.
- Do a Wellness Check on your child each morning at home to determine if your child should attend school.
- Keep haumāna home if they are ill and call the school.
- Stay home if your child or family has been exposed to COVID-19.
- Practice good hand hygiene - wash or sanitize hands regularly.
- 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 campus will be strictly limited.
- Be sure the school has updated contact information in the event that your child needs to be sent home.

## **Questions and Ongoing Communication**

We want to hear from you. Please email us at [phonemessage@wmpccs.org](mailto:phonemessage@wmpccs.org) or call 808-887-6090 Ext 222. We will continue to provide updates as the situation progresses.

**Stay safe everyone!**

