

Waimea Middle School

Return to Campus Plan

Internal Document: Not for community distribution

August, 2020

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Introduction

Waimea Middle School prides itself on being able to continue 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 within our entire school community. Waimea Middle has and will continue to stay true our unique mission and vision.

Waimea Middle School Mission

Waimea Middle School empowers the whole child with the skills, values, and cultural understanding to successfully navigate high school and beyond.

Waimea Middle School Vision

“A Place of Infinite Possibilities”



Tentative Important Dates for Returning to School
Gear Up

Mon., July 20 - 7:30am-10:30am 8th grade A-K

Mon. July 20 - 12:30pm-3:30pm 8th grade L-Z

Tues., July 21- 7:30am- 10:30am 7th grade

Tues. July 21 - 12:30pm-3:30pm 7th grade L-Z

Wed., July 22- 7:30am-11:00am 6th grade A-K

Wed., July 22- 12:30pm-4:00pm 6th grade L-Z

July 29th: Teachers report back to school

August 4th- Students return A/B rotation (4 day work weeks) Friday for vulnerable students 8-noon, meetings, potential field trips.

Teacher work week is AA/BB with Friday meetings and potential student check ins, planning, etc.

Our Approach to Returning to Campus

The school administrator has operated in alignment with the Hawaii Department of Education and the 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 forged together to pool resources and ideas of innovation to best support all the students within our Ohana.

Additionally, the school administrator has been gathering input from faculty and staff, researching evidence-based practices, and reviewing other national reopening models to provide the best possible learning experience for our haumāna.



Guiding Principles and Priorities

Safety for ALL staff and students

- Following CDC/ DOH/ DOE guidelines

Access to learning for All students

- Face to face instruction for all students 10 hours per week
- Access to technology for all students
- Distance learning opportunities for students (parent choice, asynchronous)

Food Service daily for ALL students when on campus

- Students lunch period 15 minutes per day. Students eat outside.

Professional Development/ Training for staff/ students/ families

- Health/ safety
- Teaching and learning a “new way”

The Importance of ‘Ohana

Families will be essential to the success of each student and Waimea Middle. We are asking for parents full cooperation and flexibility as we return to campus. 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:

- 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.
- Location for asynchronous learning.
- Please provide Waimea Middle School with input and feedback as we navigate this new normal together. phonemessage@wmpccs.org or (808)887-6090.



Monitoring COVID 19

WMS will continue to follow the direction of the State of Hawaii and the Governor’s State of Hawaii Reopening Strategy

State Reopening Strategy for Businesses and Operations

May 18, 2020

(Strategy will be implemented by County and is subject to change)

<u>BUSINESSES & OPERATIONS</u>	STAY AT HOME (Major Disruption)	SAFER AT HOME (Moderate Disruption)	ACT WITH CARE (Minor Disruption)	RECOVERY (Minimal Disruption)	NEW NORMAL (No Disruption)
Accommodations	○	○	◐	◑	●
Agriculture, non-food	⊗	◐	◑	◑	●
Auto dealerships, car washes	⊗	◐	◑	◑	●
Childcare	○	◐	◑	◑	●
Education facilities (K-12, higher)	○	○	◑	◑	●
Healthcare, social assistance, government	○	◐	◑	◑	●
Indoor gathering places, including places of worship	⊗	⊗	◑	◑	●
Indoor exercise facilities, including gyms and fitness centers	⊗	⊗	◑	◑	●
Large venues, bars, clubs	⊗	⊗	⊗	◑	●
Manufacturing, construction	○	◐	◑	◑	●
Museums, theaters	⊗	⊗	◑	◑	●
Office settings	○	◐	◑	◑	●
Outdoor spaces	○	◐	◑	◑	●
Personal services	⊗	⊗	◑	◑	●
Restaurants	○	○	◑	◑	●
Retail & Repair	○	◐	◑	◑	●
Shopping malls	⊗	◐	◑	◑	●

What will this look like at Waimea Middle?



Stay at Home (Major Disruption)	Safer at Home (Moderate Disruption)	Act with Care (Minor Disruption)	Recovery (Minimal Disruption)	New Normal (No disruption)
<p>Online distance learning and instructional packets for all students</p>	<p>Distance learning Groups A and B</p> <p>Face-to-face learning for the most vulnerable students (1-4 days per week)</p> <p>In compliance with CDC and DOH</p> <p>Limited Staff on campus</p>	<p>Face-to-face learning for the most vulnerable students (up to 5 days per week)</p> <p>Face-to-face learning for all other students (up to 2 days per week) Groups A and B</p> <p>Blended and distance learning available All Groups In compliance with CDC and DOH</p> <p>Faculty and staff are on campus.</p>	<p>Face-to-face learning is available for all students.</p> <p>Face-to-face learning for the most vulnerable students (up to 5 days per week)</p> <p>Blended and distance learning may continue in efforts to limit the number of students on campus to allow for social distancing. (2 days per week) Groups A and B</p> <p>In compliance with CDC and DOH</p> <p>Faculty and staff are on campus.</p>	<p>All students are back on campus.</p> <p>Continued monitoring and collaboration with HIDOE and Charter School Commission.</p> <p>In compliance with CDC and DOH</p> <p>Faculty and staff are on campus.</p>



Overview of Teaching and Learning

Waimea Middle strives to meet the needs of every haumāna throughout this crisis. Our aim is to provide every student with:

- **Face-to-face instruction**

- All students will be given the opportunity to attend a minimum of 10 hours per week on a rotating schedule. The majority of our students will be placed in either group A (Na Paniolo Blue) or group B (Na Paniolo Silver). These students will attend school on campus twice a week with three days of distance learning. Students will be grouped by alpha order A-K and L-Z. Additionally will offer field trips and Tiered Support for some students on Fridays.
- During distance learning days, students will be required to complete independent learning assignments assigned by teachers. – student sign in to a document by noon?- who generates this?

Grouping students will allow for smaller group sizes with more individualized support. As a result of small numbers of students in each classroom, students will experience:

- High-quality small group instruction in heterogeneously grouped classrooms.
- Differentiation of curriculum and instruction to suit the needs of all students.
- Opportunities to relearn concepts through digital learning platforms.
- Opportunities to move at their own pace through the curriculum which will ultimately benefit students who are struggling and those who wish for additional enrichment.

- **Access to high quality blended learning**

- WMS will continue to offer core curriculum in a virtual format. Secondary Core Curriculum: course maps created at the school level.
- Students will receive curriculum aligned assignments to work on at home that students have the appropriate resources for (computer to pencil/paper).
- All students will receive a chromebook and case to access materials both at school and off campus. Online platforms include, but are not limited to:
- Jay or Brent to clean this up
 - Class dogo
 - Google meets- G-suite
 - Amplify
 - Membean (8th grade)
 - ALEKS (math)
 - IXL

- **Options for digital only learning**



- Families who choose to select a virtual only setting should contact the front office 808-887-6090. The administrator will be in contact with the family to gather more information.
- **Personalized communication with the school**
 - Teachers, students and ‘ohana will communicate through either ClassDojo or gmail.
- **High quality student support services**
 - Social and Emotional Learning
 - Counseling
 - Social work support (DOE, SBBH)

Parents will receive support through online informational sessions (virtual open house) to learn more about the curriculum, expectations for student learning on distance learning days, and how to provide support for students through blended learning.

What will learning look at the various different business and operation levels?



**Stay at Home
(Major Disruption)**

Distance Learning for All students

- Online, virtual, daily instruction
- Students work on curriculum aligned assignments which may be offered digitally or through paper and pencil activities.
- Teachers to create daily schedules and expectations for assignments.
- Students will have access to technology devices to learn at home.
- Community partnerships will be in place to provide better internet access to areas surrounding campus.

**Safer at Home
(Moderate Disruption)**

Distance Learning for Most students

- Online, virtual, daily instruction
- Students work on curriculum aligned assignments which may be offered digitally or through paper and pencil activities.
- Teachers create daily schedules and expectations for assignments.
- Only vulnerable will be on campus for face to face learning.

**Act with Care
(Minor Disruption)**

Blended learning for most students

- Students in groups A and B attend school, in-person, twice a week with three days of distance learning.
- Students in the vulnerable group attend school, in-person, up to five days a week with the possibility of one day of distance learning.
- During distance learning days, students will be required to complete independent learning assignments assigned by teachers.

**Recovery
(Minimal Disruption)**



Blended learning for most students

- Students in groups A and B attend school, in-person, twice a week with three days of distance learning.
- Vulnerable students identified by teachers can attend school up to 5 days a week.
- During distance learning days, students will be required to complete independent learning assignments assigned by teachers and an attendance accountability document.

New Normal (No disruption)

All students at school daily. Five full days of instruction.



Typical 6-8 Blended Weekly Schedule

For all students 6-8 the following applies if we move to a blended learning model (see the chart above for color code Orange, Yellow, or Green).

- Monday and Wednesday- Paniolo Blue group students on campus, Paniolo Silver group students do distance learning.
- Tuesday and Thursday- Paniolo Silver group students on campus, Paniolo Blue group students do distance learning.
- Students in the vulnerable group attend in their Paniolo Blue and Paniolo Silver and Friday if a teacher recommends or IEP minutes call for it.

Sample Weekly schedule for 6th grade students...

A	B	C
	Blue 6	Silver 6
Time	Attend Monday and Wednesday	Attend Tuesday and Thursday
7:15-8AM	bus ride	bus ride
8-9	core	core
9-10	core	core
10-10:30	Adv	Adv
10:35-11:20	EX Core	EX Core
11:25-11:40	Lunch	Lunch
11:40-12:40	pd 6	pd 6
12:50	students home	students home

Sample Weekly schedule for 7th grade students



	Blue 7	Silver 7
Time	Attend Monday and Wednesday	Attend Tuesday and Thursday
8-10	teacher prep and CTP	teacher prep and CTP
9:15-10AM	student bus ride	student bus ride
10-10:30	Adv	Adv
10:30-11:30	pd 6	pd 6
11:35-11:50	lunch	lunch
11:55-12:55	Core	Core
12:55-1:55	Core	Core
2-2:45	ExCore	ExCore
2:50	home	home

Sample Weekly schedule for **8th grade students**



	Blue 8	Silver 8
Time	Attend Monday and Wednesday	Attend Tuesday and Thursday
8:15-9AM	student bus ride	student bus ride
8-9	teacher prep	teacher prep
9-9:30	Adv	Adv
9:30-10:30	core	core
10:30-11:30	core	core
11:35-12:20	EX Core	EX Core
12:25-12:40	Lunch	Lunch
12:45-1:45	pd 6	pd 6
1:50	home	home

How to Protect Students and Staff

Waimea Middle will align with the CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
















for returning to campus. School Principal, Janice English will be designated the COVID-19 contact person. She can be reached at Janice_English@wmpccs.org or (808) 887-6090.



Campus Safety Overview



	<p>Face Coverings</p>	<p>Students and staff are expected to wear a mask or face shield while on campus. Masks must always be worn when 6 foot distancing is not possible indoors or outdoors. Students may remove their mask in class when they are 6 feet or more apart from another person. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Students and staff should bring their own masks or shield to ensure the safety of all members of our school community. Masks will be provided for those that are in need.</p>
	<p>Physical Distancing</p>	<p>Students and staff are to maintain physical distancing (6 foot) in classrooms and common areas when feasible. Classroom seating and the number of occupants in each space will be limited and regulated. Six foot distancing is mandatory in classrooms. Waimea Middle will have posted reminders and teach students and staff new procedures.</p>
	<p>Pod/ Cohort Approach</p>	<p>Whenever possible, students will maintain a cohort of students to reduce the risk of transmission and allow for strategic quarantining should the need arise. We will be making efforts to have students learn, play, and eat together within the same consistent small groups.</p>
	<p>Limited Students on campus</p>	<p>In an effort to ensure that physical distancing is successful, all students may not be able to be on campus at all times. Some students may only be on campus two days per week. Other students may be on campus up to five days per week.</p>
	<p>Hand Hygiene</p>	<p>Hand washing will become an important routine and culture within the school. Students will be 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>Enhanced Cleaning</p>	<p>Waimea Middle will be following the HDOE guidance 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 mālama our campus.</p>
	<p>Health Screening</p>	<p>Families will be asked to do a wellness check on their child each morning. Upon entry to a school, students will have a general symptoms check. The purpose of the screening would be for general</p>

		<p>illness symptoms. Any designated adult can perform the screening.</p> <p>Interview and visually inspect person for:</p> <ul style="list-style-type: none"> ● Feeling feverish or unusually warm ● Coughing/sneezing ● Sore throat ● Shortness of breath/difficulty breathing ● Headache/stomach ache/nausea ● Muscle pain/fatigue ● New loss of taste and smell. <p>Students that exhibit symptoms will be isolated (W105) and monitored until parents/ guardians can pick up the child from school. Staff that exhibit symptoms will also be sent home. Condition of return, student or staff- 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.</p>
	Food Service	Waimea Middle is committed to ensuring that our students have access to food daily. Students will be eating in the outdoor environment.
	Field Trips	There will be no traveling field trips until further notice.
	Visitors	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.
	School Assemblies and gatherings	Assemblies and school gatherings will be limited and in compliance with the Hawaii Department of Health and CDC guidelines.
	Travel	If any student travels off-island they must follow the guidelines set forth by the state department of health in regards to self-quarantine. The current guidelines indicate a 14 day self-quarantine. The school office should be notified to ensure that distance learning opportunities can be provided during self-quarantine.
	Use of Facilities	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.

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 affected.
- 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.

Community Expectations

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

- Follow the guidelines set forth by the CDC and the Hawaii Department of Health. Be sure to avoid community spread. We can do this by practicing social distancing and wearing masks outside of school.
- 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 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 the building will be strictly limited.
- Be sure the school has updated contact information in the event that your child needs to be sent home.

Food Service

Waimea Middle will continue to provide haumāna with food options throughout any disruptions to a traditional school schedule.



- Our aim is to provide a meal when students are on campus in the A/B instructional model.
- Our aim is to continue the fresh fruits and vegetables program for 6th grade.

Educational Supervision for staff haumāna

We have a small number of staff that may need supervision for their children when they are teaching or working on campus. This is currently under consideration.

Contact, Questions, and Ongoing Communication

We want to hear from you. Please email us at phonemessage@wmpccs.org or call 808-887-6090. We will continue to provide updates as the situation progresses and we get closer to the start of the school year.

You can also follow us on:

- Facebook
- Instagram
- www.waimeamiddleschool.org

