

# **REOPENING PROCEDURES**

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# **WE NEED YOUR KŌKUA!**

## ***PO‘O KULA MESSAGE School Year 2020-2021***

Aloha mai kākou,

As we prepare to re-open for School Year 2020 - 2021, we are all well aware of the constraints and safety guidelines presented to ensure a safe return to our Hālau Kā Māna (HKM) campus. These new experiences will involve everyone's understanding and cooperation specific to our 'ohana, haumana, kumu, staff and community. It is pertinent that together we maintain an optimal learning environment for all students while consciously adhering to the parameters of face protectors and social distancing at all times. The priority is to provide a safe and healthy environment by setting up sanitizing stations throughout the campus and in each classroom. This means all students and staff must frequently sanitize their hands, upon arrival, before and after meals, after bathroom use, after coughing or sneezing and before dismissal until it becomes habitual.

We are restricting the campus to personnel and students with the exception of arrangements with the HKM office at (808-945-1610) prior to entering school grounds. This is to ensure the screening process for all individuals on the campus has been administered. Although the school's focus is to maintain the educational continuum, it is critical we are sensitive to unpredictable change. The first quarter of the school year will require the communication skills and patience to monitor the necessary adjustment as we continue to deal with the evolving challenges and guidelines that may impact the landscape of HKM. We will transition the new school year to a "Blended Model" which means the weekly schedule will provide for two days online curriculum and two days on campus curriculum due to class size. The PBI day will be determined by each individual project Kumu for online only or part of the A or B schedule rotation. The objective is to find a positive balance in dealing with the circumstances at hand. Together let us keep a close eye on the day to day challenges and stay consistent as individuals and responsive to resilience with the understanding that having to go completely online could happen at any given time. In reviewing current school programs, resources, services, capacity and protocol, we have kept in mind the function of the HKM system and the means to address the safety requirements. The procedure manual is your Hālau Kū Māna safety guide to reopening.

## HEALTH & SAFETY

### THE IMPORTANT ROLE ‘OHANA PLAYS IN KEEPING US SAFE

‘Ohana play an important role in maintaining the health and safety of our school community.

**The most important thing you can do to assist us in keeping our school healthy is to keep your child home from school if they are sick.** We will work with ‘ohana to support students in their adherence to safety measures and procedures while they are on campus. We understand that there are ‘ohana with high risk members in their households, and know that we must all do our part to follow the local and federal health recommendations and regulations.

As we work to create a safe and healthy learning environment on campus, we will need your support as our extended ‘ohana to continuously take precautions when not at school. This includes:

- Wearing of face masks/ face shields when in public
- Continuing to social distance when around others
- Avoid large social gatherings
- Avoid unnecessary travel
- Monitoring household members for symptoms of illness
- Self-quarantining when advised

All members of the ‘ohana will contribute to the successful reopening of school and it is everyone’s kuleana to keep each other safe and healthy. As an ‘ohana we know that you will continue to have questions as conditions are constantly changing and we are here to help each individual family navigate any concerns that may arise. Please feel free to contact us at [info@halaukumana.org](mailto:info@halaukumana.org) and we will be in touch.

### HĀLAU KŪ MĀNA UPDATED HEALTH POLICY

#### *Daily Health Screenings*

Before arriving on campus, please check your child for any symptoms of illness. When students arrive on campus, they will pass through a thermal screening kiosk designated near the drop-off area. This thermal screening is made to detect temperatures above 100.0 degrees (F). If a student has an elevated temperature, they will be asked to sit in a waiting area and will be re-screened again 10-15 min later. If elevated temperature continues, parent or designated contacts will be notified and asked to pick-up the student immediately.

### ***Staying Home when Sick***

Students with any illness or even mild symptoms should remain home from school. If students require medication to reduce illness symptoms, they should also not come to campus. This is especially true for COVID-19 where individuals can remain asymptomatic. Key symptoms to be aware of are:

- Cough
- Shortness of Breath
- Fever
- Headache
- Chills
- Sore Throat
- Muscle Pain
- Loss of Taste or Smell

‘Ohana will need to call their child’s absence into the office by 9:00am. Adherence to this policy is essential to keeping our HKM ‘ohana and community safe and healthy.

### ***Return to School***

Students that have experienced a non-COVID-19 illness may return to school when they have been symptom free for at least 24 hours, without medication. Please call the office the day before you intend to return your child to school to confirm their readiness.

### ***COVID-19 in School Community***

In the event that a student or staff member receives a positive COVID-19 test or has been identified as a close contact or household member to someone who has tested positive, we will follow the guidance of the Department of Education and Department of Health.

According to the DOE Reopening Guidelines,

- DOH will conduct an investigation and those individuals involved will be directed to a 14 day home quarantine or isolation.
- DOH will send a letter to the principal with start and end dates of an individual’s quarantine or isolation.
- The principal will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school.

## ENHANCED CAMPUS HEALTH & SAFETY MEASURES

### ***New Sanitization Equipment***

We have installed no-contact hand sanitizing stations in each classroom, and throughout campus. These will provide students and staff the ability to frequently sanitize their hands. New soap dispensers have also been installed in the bathrooms. We have also added a handwashing station near the office and Kākea. All will encourage good hand hygiene throughout the day.

### ***Signage and Physical Distancing***

In preparation for our students to practice physical distancing at all times, we have installed new signage on the walkways and throughout campus as daily reminders of our new normal on campus. Students will notice that hallways are now “one-way only” so as to not congest any area. A campus flow chart has been included in this reopening document for your review. Please go over this with your child before the first day of school. Our staff will also teach and reinforce these new walkway procedures during the first two weeks of school.

### ***Daily Cleaning and Disinfecting of Campus***

Classrooms and bathrooms will be cleaned and disinfected on a daily basis by professionals. Additionally the school will have cleaning supplies on hand to disinfect high touch areas throughout the day, (ie. disinfecting wipes, spray, etc). Students will be able to sanitize their workspaces multiple times while in class.

### ***Minimized Movement & Mixing of Students***

A benefit of Hālau Kū Māna’s unique curriculum is that students are already grouped into their grade level cohorts and remain with them throughout the normal day. Schedules will be modified to ensure that 6ft of physical distancing is followed in each classroom. These measures will greatly reduce the amount of other students and staff that individuals will come into contact with during the day. This will also limit the risk of transmission and need to quarantine exposed students in the event an infected person is on campus.

In addition, when students are on campus they will not share school supplies to the greatest extent possible to avoid unnecessary contact. If equipment needs to be shared, they will be disinfected before each use. Please ensure that your child has ALL of their school supplies prior to the first day of school. This will further assist in keeping belongings to each individual.

### ***Face Coverings***

Face Coverings are an important measure in keeping everyone on campus safe and healthy and we will require each student and staff member to wear one **at all times** while on campus. This is

in accordance with City & County of Honolulu regulations which mandate the wearing of face masks when outside of the home.

Hālau Kū Māna will provide one face shield per student at the beginning of the school year. We will also have a small supply of disposable face masks on hand in the office. To preserve their durability and eliminate the students forgetting them at home; students will leave their face shields in their classroom and will sanitize them before and after use.

## **CAMPUS ACCESS**

### ***Visitors***

Campus access will be limited to students and staff only. All nonessential visitors or volunteers will be restricted at the current time. In the event that a visitor must come on to campus, they will need to have a pre-arranged meeting time with the appropriate faculty or administrative staff. Visitors will check-in at the office window to go through a temperature and wellness check before being able to proceed.

## **WHEN A STUDENT IS SICK...**

In the event that a student becomes sick while on campus, the student's teacher will send the individual to the office. The office will then call the student's parent/legal guardian to pick him/her up immediately. While waiting to be picked up, the student will wait in an isolated area outside of the office supervised by a staff member.

For students who are sent home due to any illness symptom other than a respiratory illness or influenza, they will need to remain home until they are symptom-free for at least 24 hours without the use of medication.

For students that are experiencing symptoms of respiratory illness or influenza, they should take the following precautions; isolation and remain home from school for 7 days after illness onset or until 24 hours after being symptom-free of fever or respiratory illness, whichever is longer.

## **STUDENT EXPERIENCE & WHAT TO EXPECT**

### **FIRST TWO WEEKS OF SCHOOL**

As agreed upon by the Department of Education and the Charter School Commission, the first nine (9) days of school will be dedicated to orienting students to the new school procedures and

enhanced safety and health measures. We will take time to go over with each class what physical distancing looks like and how to maintain good hygiene. Our staff will also spend this time teaching students how to get online, access their Google Classrooms, locate assignments, log on to Zoom or Google Meets, etc. in the event that we need to deliver instruction online. Students will also be able to socialize and build relationships with their classmates, following all physical distancing guidelines.

It is our priority to ensure that each student knows their kuleana as we navigate a new school year. We intend to provide time for students to ask questions and voice their concerns so that each one feels safe at school.

*School Hours for the first nine (9) days of school: 8:15am-1:00pm.*

## **DROP-OFF & PICK-UP PROCEDURES**

### ***Drop-Off Procedures***

When arriving on the school campus, please drop-off all students in Kalae. If multiple students arrive at the same time, please remind your child to keep 6ft of physical distance as they walk toward upper campus.

Students will then arrive and directed to our temperature screening kiosk located on the lanai of Ahupua‘a for an elevated temperature. If students are flagged with a temperature above 100.0 degrees (F), they will have to wait on the side for a period of 10-15 minutes and be re-screened. If their elevated temperature is reconfirmed, student parents or designated emergency contacts will be notified and asked to pick-up the student immediately.

After completing and passing their temperature screening, students will then be allowed to move toward their designated waiting area for school to start. These designated areas will be supervised by staff to ensure physical distancing is kept at all times.

### ***Pick-Up Procedures***

After school has been dismissed for the day, students will be asked to remain in their designated dismissal area. Staff will again supervise students until they are picked up to ensure physical distancing is maintained.

When arriving to campus at the end of the day, please have your placard on your dashboard so that the waiting staff member can see and call for your child to start walking down to Kalae. These placards are to ensure that our pick-up procedure follows a no-contact process and

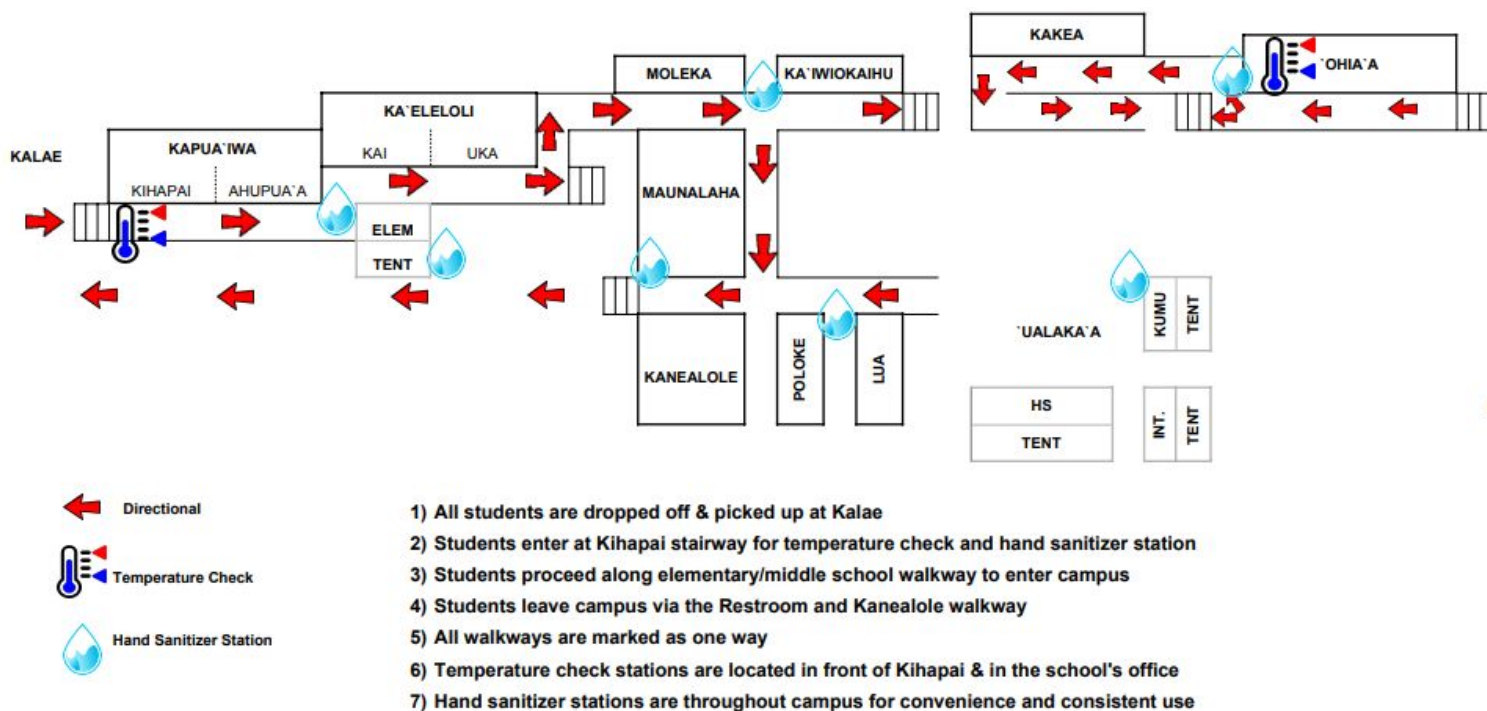


students are always physically distanced. You have been provided with 2 placards for the year. If you arrive on campus before school has been dismissed for the day, please remain in your car. There should be no waiting outside or socializing with others during this time.

## BEFORE & AFTER-SCHOOL SUPERVISION

Due to staff availability, there will be no one on campus before 7:15am. Please try to drop off your child no earlier than that time. We cannot ensure student safety when there is no adult supervision. In addition, there will be staff on after-school supervision until 4:00pm. After this time, we cannot ensure students safety when there is no adult supervision. Please try to make arrangements to have your child dropped off and picked up within these hours.

## SOCIAL DISTANCING CAMPUS FLOW CHART



## USE OF COMMON SPACES, BATHROOMS & LUNCH

### *Ualaka'a*

The use of Ualaka'a will be used for drop-off and pick-up waiting areas, and an outdoor classroom. Tables will have designated areas for sitting and will be sanitized after each use. They will also be sanitized at the end of the day.

### ***Ōpu***

The use of Ōpu will be used as a drop-off waiting area, and for hula class. Physical distancing will be maintained throughout the hula class and will be sanitized after each use.

### ***Elementary Tent***

The use of the elementary tent will be use for drop-off and pick-up waiting areas, and an outdoor classroom. Tables will have designated areas for sitting and will be sanitized after each use. They will also be sanitized at the end of the day.

### ***Bathrooms***

One student from each class will be allowed to use the bathroom at a time. If there is already a student in the bathroom, others will need to wait on physically distanced markers.

### ***Lunch***

Students will remain with their class for lunch to minimize student contact. Lunch areas may include: common spaces or classrooms with physical distancing and students facing the same way. There will be NO sharing of food or drink for any reason. Siblings will need to hold their own lunches for the day. Older students will not be able to give lunch to their younger siblings. If your 'ohana chooses to purchase lunch, they will each be pre-packaged.

## **OFF-CAMPUS EVENTS & ACTIVITIES**

### ***Place-Based Ike (PBI) Project Days***

Hālau Kū Māna's curriculum is centered around our Place-Based Ike (PBI) projects. Due to the uncertainty around our off-campus sites, PBI days will be held on campus for the beginning of the school year.

### ***Culture-Based Events & Activities***

Throughout the school year, Hālau Kū Māna participates in a number of off-campus events and activities. Due to the uncertainty around COVID-19, we will not participate in-person. Arrangements for virtual participation or integration into school curriculum will occur instead.

# PLANS FOR DELIVERY OF INSTRUCTION

## BLENDED LEARNING MODEL

### *Elementary School Blended (Hybrid, Modified) Learning Sample Schedule*

### *Middle School Blended (Hybrid, Modified) Learning Sample Schedule*

The following schedules outline what a blended learning model would look like for our 7th and 8th graders. Students will be designated on either an “A” or “B” rotation and will spend two days on campus and two days engaging in synchronous learning online. Though they will be learning from home, they will need to log on to each class and participate in their classes in real time.

#### 7th & 8th Grade - "A" Schedule 1st Quarter ONLY

August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 NO SCHOOL	4 On-Campus	5 Online	6 On-Campus	7 Online	8
9	10 On-Campus	11 Online	12 On-Campus	13 Online	14 On-Campus	15
16	17 Online	18 On-Campus	19 Online	20 On-Campus	21 NO SCHOOL	22
23	24 On-Campus	25 Online	26 On-Campus	27 Online	28 On-Campus	29
30	31 Online					

KEY
ONLINE INSTRUCTION
ON-CAMPUS INSTRUCTION
NO SCHOOL DAYS

September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 On-Campus	2 Online	3 On-Campus	4 Online	5
6	7 NO SCHOOL	8 Online	9 On-Campus	10 Online	11 On-Campus	12
13	14 Online	15 On-Campus	16 Online	17 On-Campus	18 Online	19
20	21 On-Campus	22 Online	23 On-Campus	24 Online	25 On-Campus	26
27	28 Online	29 On-Campus	30 Online			

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 On-Campus	2 Online	3
4	5 FALL BREAK	6 FALL BREAK	7 FALL BREAK	8 FALL BREAK	9 FALL BREAK	10

**7th & 8th Grade - "B" Schedule  
1st Quarter ONLY**

August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 NO SCHOOL	4 Online	5 On-Campus	6 Online	7 On-Campus	8
9	10 Online	11 On-Campus	12 Online	13 On-Campus	14 Online	15
16	17 On-Campus	18 Online	19 On-Campus	20 Online	21 NO SCHOOL	22
23	24 Online	25 On-Campus	26 Online	27 On-Campus	28 Online	29
30	31 On-Campus					

KEY
ONLINE INSTRUCTION
ON-CAMPUS INSTRUCTION
NO SCHOOL DAYS

September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Online	2 On-Campus	3 Online	4 On-Campus	5
6	7 NO SCHOOL	8 On-Campus	9 Online	10 On-Campus	11 Online	12
13	14 On-Campus	15 Online	16 On-Campus	17 Online	18 On-Campus	19
20	21 Online	22 On-Campus	23 Online	24 On-Campus	25 Online	26
27	28 On-Campus	29 Online	30 On-Campus			

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Online	2 On-Campus	3
4	5 FALL BREAK	6 FALL BREAK	7 FALL BREAK	8 FALL BREAK	9 FALL BREAK	10

***High School Blended (Hybrid, Modified) Learning Sample Schedule***

The following schedules outline what a blended learning model would look like for our 9th through 12th graders. Students will be designated on either an “A” or “B” rotation and will spend two days on campus and two days engaging in synchronous learning online. Though they will be learning from home, they will need to log on to each class and participate in their classes in real time.

**9th-12th Grade - "A" Schedule  
1st Quarter ONLY**

August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 NO SCHOOL	4 On-Campus	5 Online	6 On-Campus	7 Online	8
9	10 On-Campus	11 Online	12 On-Campus	13 Online	14 On-Campus	15
16	17 Online	18 On-Campus	19 Online	20 On-Campus	21 NO SCHOOL	22
23	24 On-Campus	25 Online	26 On-Campus	27 Online	28 On-Campus	29
30	31 Online					

KEY
ONLINE INSTRUCTION
ON-CAMPUS INSTRUCTION
NO SCHOOL DAYS

September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 On-Campus	2 Online	3 On-Campus	4 Online	5
6	7 NO SCHOOL	8 Online	9 On-Campus	10 Online	11 On-Campus	12
13	14 Online	15 On-Campus	16 Online	17 On-Campus	18 Online	19
20	21 On-Campus	22 Online	23 On-Campus	24 Online	25 On-Campus	26
27	28 Online	29 On-Campus	30 Online			

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 On-Campus	2 Online	3
4	5 FALL BREAK	6 FALL BREAK	7 FALL BREAK	8 FALL BREAK	9 FALL BREAK	10

**9th-12th Grade - "B" Schedule  
1st Quarter ONLY**

August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 NO SCHOOL	4 Online	5 On-Campus	6 Online	7 On-Campus	8
9	10 Online	11 On-Campus	12 Online	13 On-Campus	14 Online	15
16	17 On-Campus	18 Online	19 On-Campus	20 Online	21 NO SCHOOL	22
23	24 Online	25 On-Campus	26 Online	27 On-Campus	28 Online	29
30	31 On-Campus					

KEY
ONLINE INSTRUCTION
ON-CAMPUS INSTRUCTION
NO SCHOOL DAYS

September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Online	2 On-Campus	3 Online	4 On-Campus	5
6	7 NO SCHOOL	8 On-Campus	9 Online	10 On-Campus	11 Online	12
13	14 On-Campus	15 Online	16 On-Campus	17 Online	18 On-Campus	19
20	21 Online	22 On-Campus	23 Online	24 On-Campus	25 Online	26
27	28 On-Campus	29 Online	30 On-Campus			

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Online	2 On-Campus	3
4	5 FALL BREAK	6 FALL BREAK	7 FALL BREAK	8 FALL BREAK	9 FALL BREAK	10

## **ONLINE LEARNING MODEL**

In the event that the local or school COVID-19 situation requires, we are prepared to provide an online only model where students will learn from home.

## **SUPPORT FOR OUR `OHANA**

### **FAMILY & STUDENT COMMUNICATION**

Communication is one of our top priorities to our 'ohana as a school. As the COVID-19 situation is constantly changing, we are committed to keeping an open line of communication with you. With that in mind, all 'ohana are entered into our *One Call Now* phone and email system where you will receive the most up to date information.

### **COUNSELING SERVICES**

We recognize that this can be a difficult transition for any child to navigate through, and each individual will cope with it differently. As a school, we are committed to putting your child's health and safety first; this includes their mental health. Kumu Kristen has an open door policy and any student can come to see her at any time she is in the office.

If your child would like to speak with our counselor and they are on campus, please have them communicate with their teacher that they would like an office pass to see the counselor. They will then be excused from class to walk to the office. Once they are done in the office, they will be written a pass back to class where they will join their classmates once again.

In the event that your child would like to speak with Kumu Kristen and they are not on campus (ie, online learning day), they can email [Kristen@halaukumana.org](mailto:Kristen@halaukumana.org) to set up an appointment time. Kumu Kristen will respond as soon as possible, within the day to ensure that students can be seen in the most timely manner.

### **SPECIAL EDUCATION & 504 STUDENT SUPPORT**

We are committed to providing the best education possible to all of our students, but especially those that are identified as our IDEA/504 population. If you have any questions regarding your child's Individualized Education Plans (IEP) or 504 plans, please contact the following individuals.

- 9th-12th Grade Care Coordinator & SSC - Kaleo Ramos, [kramos@halaukumana.org](mailto:kramos@halaukumana.org)
- 4th-8th Grade Care Coordinator - Melissa Lehua Novikoff, [melissa@halaukumana.org](mailto:melissa@halaukumana.org)
- 504 Student Care Coordinator - Kristen Terai, [kristen@halaukumana.org](mailto:kristen@halaukumana.org)

## **VULNERABLE STUDENTS & STAFF**

We know that this is a sensitive time for all involved. If your child has a pre-existing medical condition please let us know as we are willing to work with each ‘ohana on a case-by-case basis.