**Hakipu`u Academy School**

**School OPENING Plan**

7/7/2020

DOE Definition:

**A/B Two-Day Rotation Learning**: Blended learning strategies will be implemented to deliver lessons to students, Group A and B. One group of students to be present on campus receiving face-to-face instruction while the other group participates in distance learning, rotating twice a week. Principal will have the flexibility to determine the rotational schedule. Possible rotations include, but are not limited to, alphabetical order, grade level, or academies. Priority will be given to vulnerable students for daily face-to-face instruction to the greatest extent possible.

**Assumptions**

1. COVID-19 will not be totally eliminated, there will always be COVID-19 cases.
2. Every COVID-19 case cannot be prevented - need to manage the disease.
3. Development of a vaccine would greatly reduce disease incidents.

**Objective: Minimize Risk**

**School OPENING Plans**

Plans are commutable and will adhere to Hawaii Government Directives

**School OPENING Plan A: 3’ Social Distancing (3SD)**

* Safe Practices are established, rigorously taught, and continuously reinforced to institutionalize the “new normal”.
* All students return and classrooms are reassembled to accommodate to 3’ distancing and Safe Practices. \*Safe Practices will be defined by prevailing CDC industry and regulatory guidelines.

**School OPENING Plan B: 6’ Social Distancing (6SD)**

* Safe Practices are established, rigorously taught, and continuously reinforced to institutionalize the “new normal”.
* Homerooms divided into 2 groups that will report to school on alternating weeks.
* Homerooms will be divided in alpha groups (A-K) and (L-Z) to align with the complex High School schedule. Assumption: High School students will be able to support family child care needs.
  + **Group A**: In School Learning (7:55 a.m.-2:05 p.m.)

8:00-8:30 *Morning Meeting*: Community and Relationship Building

* + **Group B**: Virtual Learning (7:55 a.m. -12:00 p.m.)

8:00-8:30 *Morning Meeting*: Community and Relationship Building

Virtual project-based activities and assignments (Grading will be an important

discussion)

**School OPENING Plan C: Social Distancing School Closure**

* Hakipu`u Academy is closed to the public.
* Only essential workers are permitted on campus with physical distancing and Safe Practices.

**Schoolwide Procedures**

* COVID-19 CDC, Industry, Regulatory Guidelines
  + Leadership Team and School Safety Committee will update school policies and procedures based on COVID-19 CDC, industry and regulatory guidelines
  + Instructional Staff will teach students updated policies and procedures
    - Instructional COVID-19 Routines videos will be created.
* Screening
  + “*Per the CDC, schools are not expected to screen students or staff specifically for COVID-19. The purpose of screening would be for general illness symptoms. Any teacher or designated adult can perform the screening. No special training is required*.” [HEALTH/SAFETY GUIDELINES FOR REOPENING OF SCHOOLS](https://docs.google.com/document/d/1nkOnotiaGGkdUhu_0zf3C4L6nDq2U7N1Wfo-gp3h0BY/edit)
  + All students will be screened each morning with a UV thermometer. Students with a fever will be verified by the School Health Aide. If confirmed, the student with a fever will be isolated/monitored in the Triage Room located in the Health Room. Parents will be contacted to pick up their child from school.
* Face Coverings
  + Masks are required to be worn on campus
    - Masks will be provided for students if needed. Adults will need to wear a mask in order to enter the campus.
    - Teachers and students may remove their masks in the classroom provided that physical distancing is enforced.
  + Teachers/Staff and students will wear a mask outside of the classroom, especially when social distancing is difficult.
* Social Distancing
  + Students entering campus will maintain social distancing.
  + Students returning home procedures:
    - After School pick up
      * Group 1: Wait for pick-up in front of the library
      * Group 2: Walk to A+ in the library
      * Group 3: Walk home
  + Walking throughout the campus
    - Sidewalks: Walk along the right side.
    - Stairs: Use designated stairwells to access and exit the 2nd floor.
    - Hallways: Walk along the right side.
* Recess
  + No playground equipment usage
  + No ball playing with others, no community equipment cart
    - Option 1: Run around the field
    - Option 2: Recess times are staggered.
    - Option 3: Grade levels are staggered throughout the campus
* Restrooms
  + Maintain six feet social distance and wear a mask at all times.
  + Set a schedule for each class to use the Restrooms.
  + Social distance urinals and sinks.
  + Use paper towel to turn on/off the basin faucet.
  + Safety Practice signs and decals posted.
* Emergency Procedures
  + Your School Safety Committee (YSSC) will refer to HIDOE Guidance for REOPENING SCHOOLS before drafting COVID-19 Emergency Procedures.
  + Before and After School Programs
    - TBD
* Faculty Operations
  + Attendance: electronic signing in/out
  + Work Room
    - Only 1 individual at the Xerox machine wearing PPE
    - 2 individuals in the D1 Work Room at a time
  + Lunch: Teachers eat in the classrooms with your students.
  + Meetings of 10+ members: All meetings will remain virtual.
  + PLCs: Coaches will meet with grade levels in the Conference Room maintaining social distance.

**Classroom Procedures**

* Entering/Exiting the classroom
  + Mark six foot separation and install social distancing decals.
  + One door to ENTER and one door to EXIT. ENTER and EXIT door signs posted on respective doors.
* Classroom Setup
  + Desks facing front and arranged 3’ (Plan A) or 6’ (Plan B)
  + Classrooms and frequently touched surfaces will be cleaned and disinfected daily.
  + Classrooms will be supplied with hand soap, hand sanitizer and disinfectant wipes.
  + Individual student supply -- no sharing of Classroom Supplies
    - Individual cubby containers labeled with the student's name.
    - No sharing of electronic devices, supplies, toys, games or learning materials (i.e.: manipulatives).
* Morning Routines (procedures are being drafted)
  + Waiting outside the classroom
  + Attendance Reporting
  + Lunch Count
  + Lunch Payment
* Afternoon Routines (procedures are being drafted)
  + Procedures for parents picking up students.
* Classroom Cleaning Routines (procedures are being drafted)
  + Wash hands after the students enter the classroom
  + Wipe down the materials that are touched
  + Clean/disinfect desks and materials at the end of the day

**Focus for initial Two Weeks of School: August 4-14, 2020**

1. Student/Parent Relationships
2. Classroom Management (Routines/Schedules)
3. COVID-19 Routines
4. Co-Constructing Criteria for Rules, Behaviors, Routines
5. SEL - MindUp with all students
6. Active Engagement (SQS data)
7. Baseline Data
8. Pre-Assessments
9. Review Q4 instruction and materials from previous grade level, as appropriate
10. iReady Lesson 0 (Review from previous year)
11. Goal Setting
12. iReady Diagnostic