



UNIVERSITY LABORATORY SCHOOL
A HAWAI'I PUBLIC CHARTER SCHOOL

July 17, 2020

Return to Campus Plan

School Year 2020-2021

Introduction

As University Laboratory School (ULS) prepares for the opening of school year 2020-2021, there are many steps needed toward ensuring that school is safe to welcome back students and staff. Creating and maintaining optimal learning environments for all students while minimizing the risk of spreading infectious diseases, including COVID-19 is our main objective. While we acknowledge that this current learning model is not ideal, it is necessary to ensure the safety and well being of our school community.

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. Development of a vaccine would greatly reduce disease incidence

This return to campus plan provides important information affecting the opening of the school year (SY) 2020-21. It addresses the ongoing COVID-19 situation, and serves as a complement to current policies and procedures. This return to campus plan is a living document that will continue to be updated as conditions change throughout the 2020-2021 school year.

Despite these changes to our school program, we remain committed to ensuring that all ULS students receive the same level of dedication and care towards their learning and growth that is supported through our Mission, Vision, and Schoolwide Learner Goals.

Vision

University Laboratory School's vision is that all students will graduate ready for college, work, and responsible citizenship.

Mission Statement

The mission of the University Laboratory School is to provide the best possible education to our students while supporting the creation, evaluation, and dissemination of quality educational programs for all students and teachers, Kindergarten through Grade 12.

Schoolwide Learner Goals

University Laboratory School will prepare its students to be ready for college, work and responsible citizenship, through a program emphasizing disciplines of knowledge and habits of mind, as indicated by demonstrating skills development in the areas of critical thinking, collaboration, creativity, and communication. In addition, our school focuses on three strategic areas: education of our own students, research in the area of educational best practices, and dissemination of educational best practices via professional development.

Guiding Principles

ULS will reflect a culture of care that is consistent with the BOE principles of Giving Hope, Acting with Kindness, and Working toward Togetherness. Thus, our school models will demonstrate:

1. Adherence to the health and sanitation directives to ensure the health and safety of our students, employees, families, and community members.
2. Priority for students who have challenges with online learning or need additional support to be successful academically for on-campus learning.
3. Flexibility as schools address facilities and workforce capacity and health and safety guidelines to provide supervision and optimal learning conditions for their most vulnerable students.

Accommodations, in compliance with the Americans with Disabilities Act (ADA), will be provided for teachers, administrators, school staff, and students who are at heightened risk for severe illness from COVID-19 due to their age or other health conditions.

School Instructional Models

For the school year 2020-2021, ULS has chosen a K-5 grade levels model and a 6-12 grade levels model from the models provided in the HIDOE School Reopening Plan. In selecting our models, ULS considered the impact on school operations, the impact on personnel, and the delivery of non-academic learning activities such as social emotional learning.

The following were also given consideration:

- Prioritize Kindergarten through Grade 2 and Pre-Kindergarten students for face-to-face learning on campus (as applicable);
- Prioritize vulnerable students, including but not limited to children with disabilities, English learners, and economically disadvantaged students, for face-to-face or online learning, as appropriate, on campus;
- Allow for student support services to be provided;
- Ensure compliance with social distancing and health and sanitation guidelines from state health officials and the Centers for Disease Control and Prevention (CDC); and
- Abide by the current collective bargaining agreements.

The ULS models provides for in person learning and online learning otherwise known as a blended learning model to support social distancing while ensuring academic learning continues to the greatest extent possible.

In the event that school closures occur due to state mandates in reaction to the COVID-19 pandemic, ULS is prepared to move all grades to a distance learning model. ULS will continue to build teacher capacity for virtual engagement with their students by providing professional development and by supporting the use of appropriate web based platforms that assist teachers in online learning.

ULS K-5 Grade Levels Model

Face-to-Face Learning Model

- All students on campus daily (full-time) for face-to-face instruction.

ULS 6-12 Grade Levels Model

A/B Two-Day Rotation Learning Model

- 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.
- Blended learning strategies will be implemented to deliver lessons to students, Group A and B.
- Priority will be given to vulnerable students for daily face-to-face instruction to the greatest extent possible.

Each grade level will be divided into two groups: Group A and Group B. Within each group, students will be divided into two sections: Group A1, Group A2, Group B1 and Group B2. Students will be assigned to either Group A or B.

Group A Students	Group B Students
<ul style="list-style-type: none"> Attend school in person on Mondays and Thursdays. Distance/online learning on Tuesdays, Wednesdays and Fridays. 	<ul style="list-style-type: none"> Attend school in person on Tuesdays and Fridays. Distance/online learning on Mondays, Wednesdays and Thursdays.

For grades 6-12 within this blended learning model, teachers will take a modified flipped classroom approach to better utilize the in person time with students. A flipped classroom is designed to provide students with online teacher prepared lessons and videos aimed at engaging student interest and curiosity on the subject matter and to promote student-led learning. Teachers will then be able to utilize the in person learning time to engage in student discussions, projects and other learning activities that work best in an in person learning environment.

Bell Schedule

In order to accommodate health and safety procedures while providing a quality learning experience for all students, there will be a new bell schedule for SY 2020-2021. This Bell Schedule allows for both student groups to have instructional time with teachers every day whether it be in-person or virtually. Attendance is mandatory for all on campus and virtual periods.

Grades K-5

Students in grades K-5 will attend school in person Monday through Friday.

- School will start at 8:00am for this current K-5 bell schedule.
- Dismissal times for K-5 are:
 - Monday/Tuesday/Thursday/Friday- 2:15pm
 - Wednesday- 1:15pm

K-5		K-5	
Mon/Tues/Thurs/Fri		Wednesday	
Period	Times	Period	Times
HR	8:00-8:05	HR	8:00-8:05
1	8:05 - 8:50	1	8:05 - 8:50
2	8:55 - 9:40	2	8:55 - 9:40
Break	9:40 - 9:55	Break	9:40 - 9:55
3	9:55 - 10:40	3	9:55 - 10:40

4	10:45 - 11:30		4	10:45 - 11:30
Lunch/Recess	11:30 - 12:10		Lunch/Recess	11:30 - 12:10
6	12:15 - 1:00		6	12:15 - 1:10
7	1:05 - 1:40		Dismissal	1:10-1:15
8	1:45 - 2:10			
Dismissal	2:10-2:15			

Grades 6-12

Students in grades 6-12 will be divided into two groups:

Group A (A1 14 students / A2 14 students)

Group B (B1 14 students / B2 14 students)

- Students in Group A will attend school in person on Mondays and Thursdays during the week. On Tuesdays and Fridays, students will complete online coursework consisting of teacher prepared lessons and learning activities to ensure continuity and daily learning.
- Students in Group B will attend school in person on Tuesday and Fridays during the week. On Mondays and Thursdays, students in Group B will complete online coursework consisting of teacher prepared lessons and learning activities to ensure continuity and daily learning.
- On Wednesdays, both Groups A and B will be required to check-in online with teachers for student support. Online check-in times will be based on the in person class schedules.
- On the days the students attend school in person, dismissal times will be staggered.
 - Dismissal times for students in Grade 6 AND Grade 12-- 3:15pm
 - Dismissal times for students in Grades 7 THROUGH 11-- 2:25pm

Grades 6-8			Grades 6-8	
Schedule A (Mon/Thur) Group A			Schedule B (Tues/Fri) Group B	
Period	Times		Period	Times
HR	7:45-7:50		HR	7:45-7:50
1	7:50 - 8:35		1	7:50 - 8:35
2	8:40 - 9:25		2	8:40 - 9:25
Break	9:25 - 9:40		Break	9:25 - 9:40
3	9:40 - 10:25		3	9:40 - 10:25
4	10:30- 11:15		4	10:30- 11:15

Lunch	11:15 - 12:00		Lunch	11:15 - 12:00
6	12:00 - 12:45		6	12:00 - 12:45
7	12:50 - 1:35		7	12:50 - 1:35
8	1:40 - 2:25		8	1:40 - 2:25
*9	2:30 - 3:15		*9	2:30 - 3:15
*Grade 6 ONLY				

Grades 9-12			Grades 9-12	
Schedule A (Mon/Thur) Group A			Schedule B (Tues/Fri) Group B	
Period	Times		Period	Times
HR	7:45-7:50		HR	7:45-7:50
1	7:50 - 8:35		1	7:50 - 8:35
2	8:40 - 9:25		2	8:40 - 9:25
Break	9:25 - 9:40		Break	9:25 - 9:40
3	9:40 - 10:25		3	9:40 - 10:25
4	10:30- 11:15		4	10:30- 11:15
5	11:15 - 12:00		5	11:15 - 12:00
Lunch	12:00 - 12:45		Lunch	12:00 - 12:45
7	12:50 - 1:35		7	12:50 - 1:35
8	1:40 - 2:25		8	1:40 - 2:25
*9	2:30 - 3:15		*9	2:30 - 3:15
*Grade 12 ONLY				

Wednesday Virtual Schedule				
Grades 6-8			Grades 9-12	
Period	Times		Period	Times
HR	7:45-7:50		HR	7:45-7:50
1	7:50 - 8:35		1	7:50 - 8:35
2	8:40 - 9:25		2	8:40 - 9:25
Break	9:25 - 9:40		Break	9:25 - 9:40
3	9:40 - 10:25		3	9:40 - 10:25

4	10:30- 11:15		4	10:30- 11:15
Lunch/TCOB	11:15 - 12:00		5	11:15 - 12:00
6	12:00 - 12:45		Lunch/TCOB	12:00 - 12:45
7	12:50 - 1:35		7	12:50 - 1:35
8	1:40 - 2:25		8	1:40 - 2:25
9	2:30 - 3:15		9	2:30 - 3:15

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.

ULS will utilize our student information system, PowerSchool to record daily attendance.

Pursuant to the BOE resolution adopted on June 18, 2020, *“BE IT FURTHER RESOLVED that the Board decrees that public school students engaged in distance learning being delivered by the Department or a charter school shall be considered in attendance at a public school for compulsory attendance purposes, pursuant to Section 302A-1132, HRS, provided that the Department issues clear directives to Department schools and guidance to families and the public regarding how Department schools are to determine whether a student is engaged in distance learning and in attendance...”*

Attendance for Grades K-12

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. 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.

Procedures for Absences/Tardies for Grades K-12

Reporting Absences to the School

For health and safety reasons, parents must notify the school no later than 7:45 a.m. for grades 6-12 and 8:00am for grades K-5 to report that their child will be absent or late in arriving. Parents may leave a message if they call before 7:30 a.m. or by email at attendance@universitylaboratoryschool.org.

Tardy to School

All K-12 students arriving after their specific scheduled start time must sign in at the ULS school office before going to class. Numerous tardies will require an administrative conference.

Tardy to Class (Periods 1–9)

Teachers report students tardy to their classes. Numerous tardies will require an administrative conference.

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.

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 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. The student must bring the note to the office before their scheduled school start time. If a student must leave during a class time, the student must show the teacher the off-campus pass before leaving the class. Should parents have questions or concerns about scheduling appointments for their child, please contact the school office.

Emergency Situations

If an emergency occurs, parents should contact the school office. An off-campus pass will be issued and may be picked up in the office at the time the student leaves campus.

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.

Travel

Per the Governor's order, all out-of-state travelers entering Hawaii are currently subject to a mandatory 14-day quarantine upon arrival.

- Starting September 1, 2020, out of state travelers will be exempt from the mandatory 14-day quarantine, if they present a negative COVID-19 test result upon arrival to Hawaii. This test must be taken within 72 hours of departure to Hawaii. No testing will be provided upon arrival to the airport.
- Inter-island travelers are no longer subject to the mandatory 14-day quarantine, as of June 16, 2020.
- Only the traveler is subject to the 14-day quarantine, not the entire household.
- If the traveler develops symptoms of illness while in quarantine, he/she should see a health care provider. At that point, the health care provider will give counsel to the patient as well as household members/close associates as to next steps.
- No off-site field trips for school groups; pursue virtual activities and events.

School Calendar

August 10, 2020 is designated as the first day of school on the SY2020-21 school calendar.

The most notable changes are the following:

- Teacher work days extended to August 7, 2020. The extension of the teacher work days was done to provide more professional development/planning/training days in order to prepare for all of the new guidelines and protocols for the new school year.
- First day of school for students is MONDAY, AUGUST 10, 2020. We have pushed back our original start date for students from August 5th to August 10th to add more teacher work days. Week of August 10-14 will be on a half-day schedule to add in additional planning/preparation time. More information pertaining to individual grade level dismissal time for that week will be forthcoming.
- September 18 school-in-service converted to a regular school day. The fall school-in-service has been converted to a regular school day in order to have 170 student instructional days.
- K-5 parent conferences removed. K-5 parent conference dates have been removed from the calendar for this school year. Parent conferences have not been cancelled. More information regarding new parent conference procedures will be shared at a later date.

First Week of School

The first week of school will be on a half-day schedule to allow students and teachers the time to acclimate to the new schedule and practice following our health and safety

procedures. As well as allow time for teachers to assess learning needs and conduct reviews, introductions; and to test and adjust to schools' protocols, conduct employee training, and prepare for classroom and virtual instruction.

Beginning the school year with social distancing will affect all of our normal school routines. As a result, administration and staff will need time to train, test and adjust protocols to keep learning environments productive and safe. Therefore, training and planning will be prioritized for the use of the school campus.

ULS will monitor announcements from the Governor's office, Department of Health, HDOE, Charter Commission to estimate the impact of COVID-19 on school programs at the start of the school year.

Grades K-5 School Schedules

Grades K-5 First week of school schedule **(August 10 to August 14 ONLY)**

K-5	School starts at 8:00am and finishes at 12:15pm
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Grades K-5 Regular Schedule **(starting Monday, August 17, 2020)**

K-5	Monday/Tuesday/Thursday/Friday: 8:00am - 2:15pm Wednesday: 8:00am - 1:15pm
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Grades 6-12 School Schedules

Grades 6-12 First week of school schedule **(August 10 to August 14 ONLY)**

6-8	School starts at 7:45am and finishes at 12:00pm
9-12	School starts at 7:45am and finishes at 12:45pm

Grades 6-12 Regular Schedule **(starting Monday, August 17, 2020)**

6 and 12	School starts at 7:45am and finishes at 3:15pm
7-11	School starts at 7:45am and finishes at 2:25pm

Drop-off/Arrival times

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, there is no entry/parking or drop-off or pick-up in the Zone 1 parking lot without a valid Zone 1 parking permit. This regulation is enforced for the safety of all. See the ULS Student Parent Handbook for more information on parking.

For Grades Kindergarten - Grade 5

K-5 students may arrive on campus beginning at 7:30 a.m. in the Castle Memorial main entrance area. Students will be supervised by an adult and escorted to classrooms at the appropriate time.

After school, K-3 students will be escorted to the pick up area on Dole St. at the designated dismissal times. Grades 4-5 students will be escorted to the pick up area on Metcalf St.

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. Please make arrangements to pick up your children at the appropriate times if you have more than one child attending ULS. If your child is found to be on campus after school, parents or those on the approved emergency contact list will be called to pick up your child immediately.

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 Grades 6-12

Grades 6-12 students may arrive on campus beginning at 7:15 a.m. on the in-person school days and are restricted to these designated areas for middle and high school students: Multi-Purpose Building and adjacent MPB courtyard area. These designated waiting/holding areas for students in each grade level is 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 to remain on the University Laboratory School campus upon arrival for safety reasons.

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. Students are not to stay on campus after school. If your child is found to be on campus after school, parents or those on the approved emergency contact list will be called to pick up your child immediately.

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.

Lockers

Lockers will not be issued for the fall semester due to health and safety concerns. Students are not allowed to store personal belongings on the top of the lockers.

Technology Devices for Students

Students in grades K-5 will participate in an in school device program. Chromebooks and iPads are available for student use during the school day.

Students in grades 6-8 will participate in a 1:1 laptop program. Students will be issued a Chromebook to be used in school and at home. These computers are a major component in the learning experience, both at school and at home.

Students in grades 9-12 will participate in a BYOD and high school borrow laptop program. Students will decide between using their own personal device or borrowing a school issued Chromebook to be used at home and in school. These computers are a major component in the learning experience, both at school and at home.

ULS is prepared to provide devices for students in need in the event of statewide school closures.

Health and Safety Guidelines

Screening for Potential Illness

To stop the spread of illness, students and staff must stay home if they are feeling sick.

At Home

Parents/Guardians: Do a wellness check on your child each morning at home to determine if your child should attend school. This wellness check should include the following observations:

Feverish or 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
- ☐ Muscle pain/Unusual fatigue
- ☐ New loss of taste or smell

If any of these symptoms are present, your child should not attend school.

A general symptoms check will be performed as your child enters the school campus each day. If your child is suspected of being sick, you will be contacted, and you will be asked to pick up your child, or your child will be sent home if he/she drove to school.

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.

At School

Schools 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 symptom checklist:

- ☐ feverish or unusually warm (has flushed cheeks)
- ☐ coughing/sneezing
- ☐ sore throat
- ☐ shortness of breath/difficulty breathing
- ☐ headache/stomach ache/nausea
- ☐ muscle pain/unusual fatigue
- ☐ new loss of taste or smell

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

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

- Do not touch your eyes, nose, or mouth.
- Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.
- Promote good personal hygiene practices with students.

Social and Physical Distancing

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

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

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.
- 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.

Cleaning and Sanitizing of Facilities and Devices

All individuals responsible for the cleaning and sanitation of facilities are trained on proper procedures, supplies, and frequency of cleaning.

Periodic quality assurance reviews of facilities will be required by the administration to ensure the safety of the students and staff.

The use of the indoor school facilities will be limited to the operations of school programming and after school services for the students enrolled at the school, and for outdoor campus requests to essential services (e.g., community food distribution), until the Governor has declared the impact level of “New Normal.”

Daily Cleaning of Facilities Protocol

The cleaning schedule for school facilities will adhere to guidance from the CDC and the state Department of Health as available. 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.

Cases of COVID-19

When a student or employee either tests 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 or isolation.
- 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.

NOTE: It is the employee's responsibility to notify his/her school principal if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested

positive while working at a non-ULS site or other non-ULS situation. (e.g., at a second job, attending a conference/workshop, attended a gathering).

When A Student Becomes Sick

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

- The school designate will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, the sick student will be isolated from those who are well in the isolation room.
- A parent/legal guardian or an emergency contact must pick up their child immediately.
- 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 school designate 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.

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. This also includes students who depend on mechanical ventilation and students with tracheostomies.

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.

Parents of students with disabilities who are more susceptible to infections may want their child educated at home. When a student needs homebound instruction, ordered by a physician or medical practitioner, because of a medical problem for a period of 10 days or longer, the Individualized Education Program (IEP) team must meet to determine a change in placement (e.g. homebound). Schools should enlist the assistance of the public health nurse (PHN) and/or skilled nursing staff to assist the parent in obtaining a medical order by a qualified medical practitioner.

School Illnesses

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

Cleaning of Facilities Protocol in Case of COVID-19 Confirmed Case

If there is a confirmed case of COVID-19 on our school campus, protocols will intensify as decisions about closing school facilities, the duration of such closures, and communication with stakeholders will be necessary.

Signage and Health Promotion

Physical guides, such as tape on floors and sidewalks, and signs on walls to ensure that staff and students remain at least six (6) feet apart (e.g., guides for creating 'one- way routes' in hallways) will be displayed around campus.

Signs will be posted in highly visible locations, such as the office, restrooms, hallways, and classrooms, to promote everyday protective measures to prevent the spreading of germs and illnesses.

Additional resources to reinforce good personal hygiene

[DOH COVID-19 Home Care Guide](#)

[DOH COVID-19 What You Need to Know](#)

[CDC Take 3 Actions to Fight Flu](#)

[CDC A Healthy Future Is In Your Hands!](#)

[CDC Germs Are Everywhere](#)

[CDC How to Protect Yourself](#)

[CDC 10 Things You Can Do To Manage Your Health At Home](#)

[CDC How to Protect Yourself and Others](#)

[A Parent's Guide: Helping Your Child Wear a Face Mask](#)

[Help your Child Feel Good about Using and Seeing Others Wearing Face Masks](#)

[I Can Stay Healthy by Wearing a Face Mask \(PPT\)](#)

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.
- 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.
- Persons who are restricted from physical presence at the school or office shall be allowed to conduct business by telephone or other appropriate audio-visual technology.

Student Activities

ULS student activities are an integral part of our school culture. ULS will, while adhering to current health and safety requirements and practicing necessary social and physical distancing, continue to promote student voice, civic engagement and responsibility as aligned with our school model.

ULS Athletics

ULS athletics is undetermined at this time until proper health and safety procedures are determined by Hawaii High School Athletic Association, and various athletic leagues (Big Island Interscholastic Federation, Kauai Interscholastic Association, Maui Interscholastic League, and the Oahu Interscholastic Association).

Music Performances and Academic Competitions

ULS administrators will evaluate music performances and concerts throughout the school year to ensure student and chaperone health and safety.

ULS administrators will evaluate academic competitions and other contests throughout the school year to ensure student and chaperone health and safety.

Student Travel

Student travel off-site during the school day and to off-island destinations will not be allowed until further notice.

Student Discipline

ULS Code of Conduct remains in effect whether schooling is done in person, with a blended model, or virtually.

If an infraction occurs during virtual schooling, teachers are expected to address the incident and provide the appropriate discipline and follow-up support.

Should a student need to be removed from group work in a virtual setting, education for this student can continue via learning packets or in an individualized virtual setting.

Online/virtual learning should not be used as a means to remove a student with behavioral challenges out of the class. Further, it should also not be used in lieu of suspension.

Dress Code

All students at the University Laboratory School are expected to dress appropriately for school and school-related functions. Faculty and staff will determine the appropriateness of student attire. If your clothing causes a distraction or disruption, you will be asked to change into something more appropriate. Final determination of appropriateness of attire will be determined by the administration.

Parents/guardians will be contacted if there is a student violation of the dress code. Continued violation of the dress code may result in further administrative action.

ULS Dress code includes the following guidelines:

- Student ID: identification as a University Laboratory School student is a mandatory part of a student's apparel. Throughout the school day, students are expected to wear their school ID on a lanyard around their neck or visibly clipped to the front portion of their clothing. The student ID shall not be defaced, obstructed with stickers, or marked. Students must have their ULS Photo ID when picking up their school purchased meals. Parents will be notified if a student habitually forgets their ULS Photo ID. Students who forget their school ID must report to the school office for a temporary ID before the start of school. Students who lose their ULS Photo ID must purchase a new one for \$5.00.
- Appropriate clothing shall be worn at all times during in person and virtual online classes.

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- Face masks or shields are to be worn in alignment with public health guidance measures.
 - Clothing, face masks, jewelry, or other accessories with pictures, words, or logos containing profanity, gang identification, violence, or sexual connotations, advocating the use of illegal drugs or alcohol, or any other offensive material cannot be worn on campus.
 - Footwear must be worn during school hours. Physical Education classes require tennis or athletic footwear, and science classes require covered shoes for safety reasons.
 - Hats or sunglasses cannot be worn during in person or virtual online classes.
 - Underwear/undergarments shall remain unseen at all times
 - No overly revealing apparel, such as bare midriffs, necklines or armholes that are too low or too loose. Students are not to wear tops that are strapless or one-strapped. Clothing shall not be too tightly fitted. Shorts and skirts shall be mid-thigh length.