



# Kapolei Charter School

## School Reopening Plan SY 2021-2022

Revised July 2021

## Contents

Letter to Parents on KCS Reopening .....	4
Kapolei Charter School Model for Reopening Fall 2021 .....	5
HIDOE Core Assumptions for Reopening Schools.....	5
The Three DOE Approved Models for High Schools:.....	5
School Models and Delivery of Instruction: .....	5
Face-to-Face Learning Model.....	5
Blended/Hybrid or Combination (Face-to-Face & Blended Rotation)... <b>Error! Bookmark not defined.</b>	
Full Distance Learning.....	5
Special Notes on the Models: .....	5
Reopening Thresholds: .....	5
Thresholds for Transitioning between in-person/blended/learning from home Models.....	5
KCS Model of Instruction: .....	6
KCS Online Learning Option .....	7
Students with High-Risk Medical Conditions.....	8
Campus Operations:.....	8
Classroom Environments:.....	8
Cleaning and Disinfection: .....	9
Visitors on Campus:.....	9
Technology Devices for Students:.....	9
Student Activities:.....	9
Softball and other Athletics .....	9
Student Field Trips and Off Campus Travel .....	9
Student Discipline.....	9
Health and Safety: .....	10
Screening for Potential Illness .....	10
Classrooms, Offices and Common Area Protocols.....	10
Drop-off/Arrival times .....	10
Frequent Hand Washing and/or Sanitizing.....	10
Promote and Practice Personal Hygiene .....	11
Social and Physical Distancing.....	11
Wear a Face Covering or Mask.....	11
Cleaning and Sanitizing of Facilities and Devices.....	12
Daily Cleaning of Facilities Protocol .....	12
COVID-19 Point of Contact .....	12

School Protocol for Dealing with Cases of COVID-19 .....	12
When A Student Becomes Sick .....	12
School Illnesses .....	13
Cleaning of Facilities Protocol in Case of COVID-19 confirmed Case.....	13

## Letter to Parents on KCS Reopening

Dear KCS Ohana,

As we move into the new school year, we hope that you and your family are doing well and thriving. We completed a challenging school year and are so proud of our school community. We have experienced some difficulties but overall our students did an amazing job. We graduated our first inaugural class and the stats are impressive; over 50% of students already earned college credits and over 90% said they are going to college. I want to say congratulations; this provides a tremendous amount of relief to know that you continue to engage and make education your top priority.

We heard from many of you and your preference to continue our virtual learning model and/or return to in-person learning. As we may not be able to accommodate all of you however, we will continue to address every student's needs. We believe the best way to move forward in the future of unknowns with COVID-19, is the continue our blended approach at least through Trimester 1. This will allow us to encourage all students to get vaccinated, collect data, and work on processes to ensure our students are safe.

As you know, during the COVID-19 Pandemic, all charter schools statewide follow the lead of the Hawaii Department of Education. We want to share with you our revised **KCS -Return to School Plan**, which provides useful information about what students can expect when school resumes.

Our overall goal is to follow the guidelines set forth by HIDOE, and assure our school operations and instruction meet the required public health conditions present at the time, while providing a quality education to our students. We are preparing to start our **Blended Model – Phase 1** for the first trimester and hope to transition to in-person learning. While the path the pandemic is still largely unknown, as a school community we can support each other and ensure a safe campus environment.

We know that we will continue to remain flexible and agile this school year, so this plan is subject to change as needed. We will continue to work to keep families informed each step of the way. On behalf of all of the teachers and staff at KCS, we want to thank you for your continued support of your child's education.

## **HIDOE Core Assumptions for Reopening Schools**

During the COVID-19 declared pandemic emergency, Kapolei Charter School, and all of the charter schools fall directly under the State of Hawaii, Department of Education (HIDOE) guidance for Reopening Schools safely.

1. Re-opened schools will be required to follow the Governor's Reopening Plan, which uses a matrix to determine levels of emergency and the actions to follow. The core operations of public education and school models will be adjusted accordingly.

**School Year Calendar:** All schools, including KCS will be participating in a common school year calendar for (SY) 2021-22. There will continue to be 180 instructional days with an array of delivery instructional models. Schools must adhere to the health and safety guidelines, and consider the unique conditions of the community regarding the impact of COVID-19.

## **The Three DOE Approved Models for High Schools:**

**School Models and Delivery of Instruction:** Charter schools have been presented with basic models of instruction that will be allowed by the DOE. From within those modes, a school is allowed to be flexible to choose the type of instruction to create an educational environment that will deliver quality instruction to our student using a variety of in-class learning, blended learning and virtual/online learning.

The three available school models include:

### **Face-to-Face Learning Model**

- All students on campus daily (full time) for face-to-face instruction.
- Students are required to attend class during regular schedule time. If not, they will be marked absent.

### **Blended, Hybrid (Face-to-Face & Blended Rotation) or Combination**

- Most vulnerable students on campus daily for face-to-face instruction.
- Blended learning strategies will be implemented to deliver lessons for the other students.
- Group(s) of students to be present on campus receiving face-to-face instruction while the other group(s) participates in distance learning, on a rotational basis.
- Provide flexibility to principal to determine rotational schedule
  - Possible rotations: A/B/C, A/B/C/D, AM/PM, alpha, grade level, houses, academies, geographic.

### **Full Distance Learning**

- All students learning virtually

### **Special Notes on the Models:**

For the most vulnerable students, including SPED students, families/guardians may request an in person learning option by contacting the school director

## **Reopening Thresholds:**

### **Thresholds for Transitioning between in-person/blended/learning from home Models.**

In general, the risk of COVID-19 spread in schools increases across the continuum Learning from Home, Blended Learning, to In-person Learning with the risk moderated for Blended and In-person learning based upon the range of mitigation strategies put in place and the extent to which they are followed. Charter schools have been presented with basic models of instruction that will be allowed by the DOE. From within those models, a school is allowed to be flexible to choose what type of instruction they will use to create an educational environment that will deliver quality instruction to our student using a variety of in-person learning, blended learning and virtual/online learning.

**At KCS, we make decisions regarding learning models based on available data on levels of community transmission, facility capabilities, and our ability to accommodate enrollment numbers and social distancing guidelines.**

### **Preparedness and Capacity to Implement Mitigation Strategies**

In addition to levels of community transmission of COVID-19, selecting a Learning Model will depend on KCS's level of preparedness and capacity to implement the recommended mitigation strategies outlined below. As part of the learning model determination process, KCS will carefully assess preparations to ensure all recommended health practices are addressed to confirm the school is prepared **to operate student learning in-person, regardless of whether they plan to operate an in-person, blended, or learning from home model.**

**Additionally, KCS uses a policy regarding following strategies required for In-Person and Blended Learning:**

Masking Policy

Physical distancing

Policies that encourage students/families/staff to stay home if sick

Plan for organizing students/staff into cohorts that remain together, with limited mixing between groups.

- Plan for monitoring and excluding if someone gets sick at school
- All Student Support Personnel equipped with PPE including a face shield and mask
- Promotion of appropriate hand hygiene through signage, accessibility to restrooms to wash hands or availability of hand sanitizer
- Cleaning/disinfection plan including schedule for at least daily cleaning high-touch surfaces throughout the day and additional cleaning as needed, person(s) responsible for cleaning and availability of cleaning/disinfection supplies
- Limiting nonessential visitors/volunteers/external groups
- Discontinuing large gatherings/activities that do not allow for physical distancing
- Communication Plan when COVID-19 case identified at school

Further, these strategies will be required for Blended Learning:

- School facilities at 50% capacity
- Sufficient staffing levels to meet the requirements of the model
- Plan to incorporate and continually reinforce routines of hygiene education and safe practices.

### **KCS Model of Instruction:**

- KCS plans to use Model C, Hybrid (Face-to Face & Blended Rotation) for most students.
- More Frequent Face-to-Face instruction will be available for vulnerable and SPED students.
- While KCS will start the school with Blended Model – Phase 1, it is important to note, that if the level

is changed by the State of Hawaii, KCS, will change its instructional model to react. A copy of each instructional model is at the end of this plan.

**The KCS Model is as follows:**

<b>Kapolei Charter School Model, SY 21-22</b>				
<b>Face-to Face Learning Model - Vulnerable, and SPED Students</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
All students on campus daily (full time) for face-to-face instruction.	Vulnerable, and SPED Students	Vulnerable, and SPED Students	Vulnerable, and SPED Students	Vulnerable, and SPED Students
<b>Blended Model - Phase 1</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
<p>Priority will be given to vulnerable students for daily face-to-face instruction to the greatest extent possible.</p> <p>Blended learning strategies will be implemented to deliver lessons to students.</p> <p>One group of students to be present on campus receiving face-to-face instruction while the other groups participates in distance learning.</p> <p>Principal will have the flexibility to determine the rotational schedule. Possible rotations include, but are not limited to, grade level or cohort.</p>	In person learning <b>Tuesday</b> . Online Learning M,W - F.	In person learning <b>Wednesday</b> . Online Learning M,T,Th,F	In person learning <b>Thursday</b> . Online Learning M,T,W,F.	Online Learning M-F.
<b>Blended Model - Phase 2</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
<p>Most vulnerable students on campus daily for face-to-face instruction</p> <p>Blended learning strategies will be implemented to deliver lessons for the other students.</p> <p>Groups of students to be present on campus receiving face-to-face instruction while the other groups participates in distance learning, on a rotational basis.</p> <p>Provide flexibility to principal to determine rotational schedule, possible rotations grade level or cohort.</p>	In person learning T, TH. Online Learning M, W, F.	In person learning M,W. Online Learning T, TH, F.	In person learning on Friday. Online Learning M,T,W, TH.	Distance Learning M-F. In person check ins, every other week to be scheduled by the principal
<b>Face-to Face Learning Model - All Students</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
All students on campus daily (full time) for face-to-face instruction.	All Students	All Students	All Students	All Students
<b>Notes:</b>				
Students are required to attend class when scheduled. 100% Distance Learning Options will not be an option as our focus will be to return to in-person learning.				

KCS will monitor announcements from the Governor’s office, HIDOE and the Department of Health daily to estimate the impact of COVID-19 on school programs.

**KCS Online Learning Option**

The approved school models provide for online and blended distance learning to support social distancing while ensuring academic learning continues in whatever environment students may be provided. KCS is prepared for the possibility of future school closure by increasing device accessibility to students, and building teacher capacity for virtual engagement with their students.

## **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.

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).

## **Campus Operations:**

All models are also designed to reflect the required health and sanitation directives issued by the State of Hawaii, a copy that is included in this document. For KCS, this includes:

### **Classroom Environments:**

- Small groups of same students throughout the day.
- Physical (social) distance between students facing each other.
- Face coverings guidelines as required.
- Lunch to be eaten in the classroom, or at designated outdoor areas.
- Discourage shared use of items and separating of a student's personal items from other students.
- No off-site field trips.

### **Campus Safety:**

- Hand Hygiene to have soap and water, and/or hand sanitizer available for student's frequent use.
- Stay home if ill protocols to educate students on staying home if they have symptoms of illness, or if they experience a fever of 100.4 degrees, (the school has a no touch thermometer for its use).
- Health Monitoring to help students and families assess any potential symptoms.
- Additional educational signage on symptoms of COVID-19, and good health and hygiene practices.
- Limitation of nonessential visitors on school campus.

### **Cleaning and Disinfection:**

- Frequent cleaning and disinfection of surfaces such as doorknobs, faucet handles ET.
- Daily disinfection of classrooms using innovative electrostatic spraying technology, which will clean the air, as well as classroom surfaces to eliminate 99.9% of any virus present.

### **Visitors on Campus:**

KCS will take all reasonable precautions to maintain and enforce social distancing and mask requirements when meeting with parents and the public at school offices.

- Appointments will be required to properly schedule and maintain health and safety measures.
- The school has the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.
- The school may also restrict access to the campus if a visitor does not have an appointment, to maintain health and safety measures.
- Persons who are restricted from physical presence at the school or office may conduct business by telephone or other appropriate audio-visual technology.

### **Technology Devices for Students:**

KCS encourages students to use their personal devices to access online learning, which gives them greater flexibility and personalization, such as downloading their own content. If a student does not have a personal device, KCS will provide one for them. This includes situations where students may need to access their parent/guardian or other household member's devices. Any student assigned a device will need to have parent/guardian permission and sign an acknowledgement that they understand the rules for using the device. School devices will not allow for downloading personal content.

### **Student Activities:**

Student activities are an integral part of the curriculum but must be maintained by adhering to current health and safety requirements while practicing necessary social and physical distancing.

#### **Softball and other Athletics**

Currently, KCS is collaborating with the Hawaii High School Athletic Association, for JV and Varsity Softball. KCS will follow the HDOE lead for restarting high school athletics. Guidelines will adhere to state and county declarations and health and safety guidelines.

#### **Student Field Trips and Off Campus Travel**

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

### **Student Discipline**

KCS's Student Conduct and Discipline Policy (to include Chapter 19) 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.

## **Health and Safety:**

### **Screening for Potential Illness**

To stop the spread of illness, students and staff must stay home if they are feeling sick. Parents, student, and staff will conduct self-screening prior to arrival to school and stay home if symptoms are present.

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 should be sent home immediately.

## **Classrooms, Offices and Common Area Protocols**

### **Drop-off/Arrival times**

- Students may be dropped off/picked up 15 minutes before the start/finish of the school day.
- Students must remain outdoors, in a socially distanced manner until the building is open for classes.
- We discourage kupuna, and others with underlying medical conditions, from dropping off or picking up students.

### **Frequent Hand Washing and/or Sanitizing**

Hand-washing or sanitizing stations must be available at the entrance of school, and near or inside of classrooms.

- All students and staff should 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 must 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.
- As part of health education, deliver lessons to develop student skills related to personal hygiene.

### **Social and Physical Distancing**

Practice proper social distancing to the greatest extent possible. Keeping apart in the school setting is not always feasible. KCS will follow state's guidelines for recommended distancing.

- Each student's belongings should be separated from others'; kept in individually labeled cubbies, or areas; and taken home each day to be cleaned, if possible.
- Avoid sharing electronic devices, books, and other games or learning aids.

At KCS, we consider each class as a cohort (Ohana bubble), limit, and control interaction with other class cohorts.

During lunch times, individual meals are to be consumed only within the classroom only or at designated outdoor locations, with distancing precautions.

### **Wear a Face Covering or Mask**

KCS will follow state's guidelines on face coverings for adults and students and may change throughout the school year. Currently face coverings must be worn indoors (e.g., moving from class to class, to an office, restroom etc..) especially when physical distancing is difficult. Exceptions for face coverings/masks apply to those for whom it is not safe to do so due to age, medical condition, or other considerations. Students must speak to the School Director to request an exemption.

Students:

- Masks should be worn when keeping apart is not possible, or when students face each other and interact in similar ways.
- When students are outside the classroom and when physical distancing is not feasible, it is highly recommended that students wear masks.
- When students are not wearing a mask, they should avoid close proximity (minimum 6 feet apart without facing each other) during group activities such as exercising (physical education).
- Parents/legal guardians will be responsible for providing students with face coverings or masks.

Disposable Masks:

- Schools shall have backup disposable masks available for staff and students who need them.

### **Cleaning and Sanitizing of Facilities and Devices**

All employees responsible for the cleaning and sanitation of facilities will be trained on proper procedures, supplies, and frequency of cleaning.

### **Daily Cleaning of Facilities Protocol**

The cleaning schedule for KCS adheres to guidance from the CDC and the State Department of Health as available. School facilities are cleaned daily including high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains. KCS has invested in UV technology in all classroom and an Electrostatic Sprayer, which eliminates germs within the air and on surfaces.

### **COVID-19 Point of Contact**

At KCS, the designated point of contact for any COVID-19 related incidents is Anthony Silva, Life Coach and Dr. Wanda Villareal, School Director. We serve as the point of contact responsible for responding to COVID-19 concerns.

KCS has established a protocol to deal with cases of COVID-19.

### **School Protocol for Dealing with 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 director if it is identified that someone (student or staff) at the school is affected.
- The DOH will send a letter to the school director 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 student/families responsibility to notify the school director if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested positive.
- The school director will issue a communication to the school community if COVID-19 affects the school. Families are encouraged to keep their email/and or text numbers up to date to assure they receive communication.

### **When A Student Becomes Sick**

When a student becomes sick at school, the student should report to the school director or her designate.

- The school will call the student's parent/legal guardian to pick up the student.

- While waiting to be picked up, the student will be isolated in a designated area from those who are well, and will be asked to wear a mask.
- 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.
- 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.

### **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 director will call the Hawai'i State Department of Health Disease Investigation Branch to notify them.

### **Cleaning of Facilities Protocol in Case of COVID-19 confirmed Case**

When there is a confirmed case of COVID-19 on a school campus, protocols will intensify as decisions about closing school facilities, the duration of, and communication with stakeholders will be necessary. The school will keep students and their families updated on any revised protocols.