

**October 12, 2020:**  
**Message From Principal Burns**

Dear Parents, Guardians, Community Members, and Friends,

I would like to express my sincerest thanks to everyone in our school community for all you are doing to support our students during this global pandemic. During this challenging time, it has been heart-warming to see everyone's resilience and commitment to student learning.

Kaiser Complex Area Superintendent, Dr. Rochelle Mahoe, said in her September 28<sup>th</sup> letter to families, "It is our goal to slowly and gradually phase in the number of students returning to campus during the second quarter. It is our intention to start with kindergarten at the elementary level..." Keeping this in mind, our school plan is to begin a phased return of students to our campus one grade level at a time in our school's blended model during this quarter. This would begin with Kindergarten group 1 students on Monday, November 16<sup>th</sup>, and group 2 students on Tuesday, November 17<sup>th</sup>. The attached Phased Return to School Timeline shares the specific dates in which each grade level is expected to return to campus.

The present impact level metrics from the Hawaii Department of Health in the vicinity of Aina Haina is "yellow", which puts us in a good position of all areas on Oahu to begin a phased return of students to campus. Student and staff safety and well-being are of paramount importance to our school. With the reopening of tourism on October 15<sup>th</sup>, our school will continue to monitor the number of Covid-19 cases in our community and adjust this plan accordingly as needed based on this data. With this phased return of students, we as a school are committed to following the return to school guidance from the Center for Disease Control and Prevention, the Hawaii Department of Health, and the Hawaii Department of Education.

Attached to this message are:

- 1) Phased return to school timeline – (This includes information on when groups 1 & 2 may return for each grade level).
- 2) FAQ's return to school plan.
- 3) HIDOE Health & Safety Handbook Version 8.

Please read them at your convenience. As there are further updates, we will let you know.

To everyone in our 'Aina Haina 'ohana, please stay safe and stay well.

Your Partner in Education,  
Brendan P. Burns

Grade Level	Targeted Group 1 Start Date	Targeted Group 2 Start Date	Distance Only Opt In Declaration Please inform you Child's Teacher on or before these dates regarding choosing the Distance Only Plan (We will assume if you have already opted in that your choice remains the same unless otherwise indicated)
<b>All Grades</b>	<b>10/12-11/13</b>	<b>10/12-11/13</b>	<b>All Grades Continue with Distance Only</b>
Grade K	16-Nov	17-Nov	2-Nov
Grade 1	8-Dec	7-Dec	23-Nov
Grade 2	13-Jan	12-Jan	14-Dec
Grade 3	1-Feb	2-Feb	18-Jan
Grade 4	17-Feb	16-Feb	1-Feb
Grade 5	1-Mar	2-Mar	15-Feb

Grade Level	Holiday or Event	Dates	Notes
All Grades	Fall Break	10/5 - 10/9	
All Grades	First Day of 2nd Qtr.	12-Oct	Return to School Rollout Plan to Parents
School Administration	Verify DOH/State Covid Numbers	30-Oct	These numbers, two weeks after State reopens to tourism, will help to confirm that we are still good to move forward with 11/16 K return to campus.
All Grades	PT Conferences	11/4 - 11/13	Your child's teacher will schedule with parent/guardian for virtual conference between 12:15-3:00 during conference window. There will be no synchronous events after 12:00pm between 11/4-11/13
All Grades	November Holidays	11/ 3, 11, 26, 27	
All Grades	Winter Break	12/21 - 1/4	
All Grades	January Holidays	1/11, 18	
All Grades	February Holidays	2/8, 15	
All Grades	Spring Break	3/15 - 3/19	
All Grades	March Holiday	26-Mar	

What is our school community's most important responsibility?	Under no circumstance should a student, visitor or staff member come on to campus if experiencing any symptoms of illness, may have been in contact with someone who may have been themselves exposed to the virus or to someone who may be ill with respiratory symptoms. We need our entire Aina Haina community to care for each other by staying away from campus if there is any chance of having a respiratory illness.
Are wellness checks/screenings required when students, staff or visitors come on to campus?	Parents should be doing wellness checks of their children before leaving their homes to drop off at campus. Staff members should be doing personal wellness checks before coming onto campus. We will not be doing universal screening for students, staff or visitors who are entering campus. All of our staff have reviewed how and what to look for as we monitor students throughout the day for evidence of potential respiratory illness. (flush cheeks, fever, cough, runny/stuffy nose, gastrointestinal issues, loss of taste/smell, headaches, trouble catching your breath)
What time will grab and go lunch be once grade levels begin to return?	Until 11/16, the grab and go time will remain the same, 11:00-11:30. Once we begin moving to F2F blended on campus, this lunch time may be adjusted. Any changes to our grab and go times will be communicated to parents and families at least one week prior to the change.
Will there be parent teacher conferences? If so, when are they scheduled and how will they be executed?	Parent teacher conferences will be done via Webex from 11/4-11/13 as previously scheduled. It will be scheduled by the classroom teachers with their parents/guardians between 12:15 and 3:00 in the Parent Teacher Conference window of 11/4-11/13.
How will A+ or during school day care work?	As we finalize our phased return schedule, we are working with our A+ and School day providers to see what will be available for our families. Currently all current programs they have made available in quarter 1 will continue to be available in quarter 2. Should that change we will communicate that with our families and staff. We are hopeful that the opportunities we had in place to start the year for after school and during school day care will continue to be options for staff and families. However, it may vary slightly due to the phased in nature of the return to campus plan.
What happens with Distance Only Opt In students once a grade level returns face to face?	Once F2F within a grade level begins, the distance only students will be doing Acellus and may also do the other online assignments as found on the Learning Website. The distance only students will not have access to synchronous opportunities with their GL teacher as the teacher will be conducting classes F2F.
How long is the commitment once a student opts in to Distance Learning only?	It will continue to be through the remainder of Semester 1. They will have the option to make a decision for third quarter as the timeline indicates for their GL's return to F2F.

<p>It was mentioned at the start of the year that Distance only students would have a staff member liaison. Is this still the case?</p>	<p>Yes. Staff members will be liaisons to groups of Distance only students for the purposes of checking in, transition and Social Emotional Learning supports. In addition to the liaison, there will be another part time teacher who will be available by appointment to work with students who may be struggling academically.</p>
<p>Currently my child is provided opportunities for about an hour and a half to two and a half hours of synchronous instruction. Since most of the grade levels will be continuing with Distance only throughout the 2nd quarter, will that continue?</p>	<p>Yes. Grade levels still in distance learning from home will continue with the same or similar distance schedules and at least the same amount of synchronous opportunities for as long as we are in the Distance only situation within a grade level.</p>
<p>What are the various resources regarding Covid policies, planning etc.</p>	<p>All of the health guidance, school plans, complex area plans, schedules, wellness checks etc. can be found on our website in our Distance Learning site. All of these various, constantly changing guidance documents make up our 2020-21 Student, Parent, Staff Handbook. Non school specific information that guides all of HIDOE schools, like health guidance, practices, procedures etc. can also be found on the DOE website at <a href="http://hawaiipublicschools.org">hawaiipublicschools.org</a></p>
<p>Why does it seem so late in the quarter that Kindergarten will be the first grade level brought back?</p>	<p>Based on the DOH, State and City's tiered metrics, we felt that an important potential variable in the metrics needed to be appropriately accounted for before confirmation of our return plan. This variable is of course reopening of tourism on 10/15. We will look at the 2 week rolling metrics once updated on Friday 10/30 to validate our reopening schedule.</p>
<p>Why are you bringing back only single grade levels at a time? Why K first?</p>	<p>In keeping with a cautious, measured approach to our students', staffs' and community's safety and well-being, a tiered rollout of our youngest kids allows for the additional time needed for the younger kids to learn new routine and practices. It gives the school an opportunity to implement our plans, practices and protocols while then evaluating and adjusting accordingly; and finally, should there be a confirmed covid case, it will be limited in scope and allow for quick and efficient contact tracing. We are hopeful that bringing back one grade at a time will help us have a positive, successful and sustainable return for our entire school population over time.</p>
<p>I noticed that in the targeted return schedule, some grade levels have their group 1 returning the day after their group 2. Why is that?</p>	<p>In order to be sure that we don't have six different group rotation schedules for the year, we needed to be sure that the phased returns of grade level groups coincides with the year long rotation schedule. There are also some holidays that occur on Monday, thus leading to some of those nuances in the grade level group's return day and date.</p>

<p>Is the school still adequately prepared and supplied with PPE?</p>	<p>We were greatly prepared for students beginning on August 5th, then again on August 17th. We are even more prepared at this time for our students' return via the phased rollout by grade levels. The dining tables have barriers installed. We have portable barriers throughout campus. Every student desk has its own 3 panel barrier. Enhanced cleaning procedures are set and have been ongoing. Every area of campus has ample cleaning supplies and equipment, including disinfecting supplies and equipment for playground equipment. Every learning space has masks, gloves, face shields, sanitizer, soap, paper towels, microfiber towels, disinfecting wipes, other disinfecting supplies etc. All staff members have PPE available to them from gowns to gloves, to face shields, to masks etc. There are face shields for every student who wants/needs one as well as disposable masks for students who forget their own, drop them or lose them during the school day.</p>
<p>Are there still changes to campus planned in addition to all the previous things discussed regarding readiness for GL's returning slowly?</p>	<p>There will be automatic sanitizing dispensers throughout high traffic areas of campus and in areas such as cafeteria entrance, exit, near dining tables and other public areas of campus. There will be additional signage in the classrooms regarding social distancing, mask requirements, washing hands and staying home when sick. There will be additional banners, signage etc. put up around campus to remind us all about best practices and how we can best take care of each other as we begin to have GLs return slowly to campus. We will begin calling back our adult supervisors to assist in recess, lunch and other coverage opportunities as GLs begin their phased return.</p>
<p>Will there be changes to teacher schedules as a result of this phased reopening?</p>	<p>There is no doubt that there will need to be changes as each GL group transitions from distance only schedule to F2F hybrid. They will be doing multiple planning in the transition to maintain the distance only opportunities while they plan for the F2F transition. Articulation times and days for GLs who return to campus will revert back to the previously planned days and times which were based on a F2F model. This may have a domino effect on the distance only schedules throughout all of the grade levels as these transitions take place. Changes will be communicated by your child's teacher and reflected in the Distance learning site for Aina Haina.</p>
<p>Now that we have GLs set to begin return to campus, what is the single most important thing families can do to help keep staff, other students and school community healthy and well?</p>	<p>Assume anyone can have covid at some stage and is asymptomatic. If your child is not feeling well or shows any symptomology, please keep your child home and contact your physician for next steps. Children should not be sent to school if they were possibly exposed to someone with a respiratory illness, are showing any respiratory illness symptoms themselves or is just generally not feeling well. This holds true for all of our staff as well. Students should be kept home until fever free or symptom free for at least 24 hours without use of fever reducer; and again</p>
<p>What will happen if a staff member or student is found to have a confirmed case of Covid?</p>	<p>The school will follow the guidance and flow chart protocols, including contact tracing procedures, as set forth by HIDOE and the DOH. These are explicitly outlined in the DOH/HIDOE Health Handbook that can be found on the school website and the HIDOE website.</p>

<p>What will happen if a staff member or student is sick with respiratory symptoms, becomes ill while on campus or may been in contact with someone who is covid positive</p>	<p>We are asking everyone to be cautious and diligent regarding possible exposure, feeling ill or experiencing symptoms by not coming to campus if there was possible exposure etc. If a person is on campus and begins to feel ill or show symptoms, we will isolate in our well room and have the student picked up in a timely manner. As a part of this cautious and diligent approach, we will work with our students, staff and families to cooperate and give us a pre-contact tracing list of individuals who may have been exposed while on campus. This will be utilized to jump start the contact tracing process should we find out that the person who took ill is indeed confirmed covid positive.</p>
<p>Can you review again the following practices regarding face coverings and face "hygiene"?</p>	<p>Face coverings- All staff will wear face coverings at all times except when drinking or eating. Students will wear face coverings at all times while on campus except for the following: recess, PE, eating/drinking at recess or lunch, or when teacher provides mask breaks or asks for mask to be removed so that student can be heard etc. During these breaks from face coverings social distancing should be practiced. Signs and classroom reminders will be used throughout campus to remind all not to touch their face holes with their hands. It is an expectation that all staff, students and visitors will be wear their face coverings on campus. Staff or students who do not wear face coverings will be subject to corrective measures from the school's administration.</p>
<p>Hand Hygiene?</p>	<p>Washing of hands shall occur regularly during scheduled transitions like entering classroom or new work area, before leaving classroom, before lunch, before restroom use, after restroom use, after sneezing etc. Every classroom also has at least one gallon of hand sanitizer. All public spaces, the dining room, cafeteria lines, entry and exit areas of playground/cafeteria, throughout the dining room, library, AV room all have automatic sanitizing dispensers available to staff and students.</p>
<p>Social Distancing?</p>	<p>Each classroom is at half capacity maximum. Desks are at least 6 feet apart. Each desk has a 3 paneled sneeze barrier. Lines for lunches will be socially distanced. Lunch on dining tables will be socially distanced and separated by horizontal sneeze guards. Where more students cannot be in the dining room, lunch will be eaten in the classrooms at students' desks (grades 3-5) All staff and students are to stay to the right edge of walkways whenever possible as well as using the grassy areas as appropriate. Students will have recesses within their classroom cohort and will play with just their cohort within a set area on the playground for that classroom cohort to the extent possible.</p>

Cleaning and Disinfecting?	<p>The school has a regular cleaning and disinfecting schedule for all classrooms and work spaces as provided by our effective, professional custodial and room cleaning teams. The custodial staff has been trained in cleaning and disinfecting procedures while revisiting these procedures regularly. High touch and higher traffic areas within classrooms and in certain parts of campus will also have enhanced cleaning and disinfecting occurring daily. Staff members have been given additional cleaning, disinfecting and sanitizing supplies and equipment to further augment the custodial/room cleaning teams daily schedules. The school has also invested in Aqueous O3 equipment to disinfect high touch surfaces, PE/Athletic equipment between use, computers, lap tops, playground equipment, dining tables etc. between uses and/or between school day's ending and beginning.</p>
Drop offs and pick ups?	<p>Parents or guardians who are dropping off their child(ren) should remain in their car if at all possible. If there is a need to park and escort child onto campus, face coverings must be worn at all times while practicing social distancing. Whether you are dropping off or picking up, please wait away from the doorways in the grassy areas adjacent to the classroom exit.</p>