



SCHOOL YEAR 20-21

# RETURN TO SCHOOL PLAN

## LEILEHUA HIGH SCHOOL



THIS DOCUMENT WAS CREATED UNDER THE GUIDANCE OF THE DOE OFFICE OF STUDENT SUPPORT SERVICES SCHOOL REOPENING GUIDANCE HANDBOOK.



# INTRODUCTION

The emergence of the coronavirus pandemic has undoubtedly changed the landscape of education for our youth. The shutdown of school during the fourth quarter of the school year 2019-2020 tested the resilience of students, teachers, and parents and prompted us to re-evaluate all of our educational practices. During this time, Leilehua's faculty and staff have worked diligently to create innovative solutions to teaching and communicating with our families. As the pandemic continues to evolve in Hawaii, we are looking forward to the re-opening of our school and welcoming our students back to campus. We understand with this transition comes great concerns and questions regarding the safety of your child. Leilehua High School is committed to providing a safe environment in which your child can learn and be fully supported.

## VISION AND MISSION

### Our Vision

Students will lead fulfilling lives and contribute positively to society.

### Our Mission

**Students and staff promise to exemplify the Leilehua Way of Leadership, Humility, and Service.**

Leilehua recognizes that the pandemic has brought about a new lifestyle. The health and well-being of our students, staff, families, and community are of the utmost importance. We believe we have an obligation to teach and encourage our students to care for themselves and our community through Leilehua Way of Leadership, Humility, and Service. The administration will support and monitor staff by conducting frequent social and emotional checks so we can continue to provide the best educational experience for our students.

**We promise to provide a rigorous curriculum and life experiences to develop the whole child.**

Leilehua is committed to providing a rich and rigorous education to all of our students. Despite the challenges, our teachers have found innovative ways to continue their delivery of a rigorous curriculum. Although we realize that face-to-face interaction is the ideal teaching and learning environment, the pandemic has created social and physical challenges. We will work hard to seamlessly continue academic and social/emotional support to our students.

**We promise to go above and beyond daily routines to nurture student success.**

While we realize that all plans are never perfect, Leilehua commits to continuously evaluate and improve our practices to ensure our students' success. We will remain flexible to this evolving situation and do our best to adapt to changes that are within our control. These unique times have created unique challenges for our students and our faculty is charged with heightening their awareness of our students and their needs.



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## COVID-19 RESPONSE TEAM

Contact Number: 808-305-3000

*\*graduating class VP Point of Contact*

Jason Nakamoto - Principal

Geri Martin - Vice Principal, c/o 2021 \*

Jennifer Okuma - Vice Principal, c/o 2022 \*

Kerry Kawamura - Vice Principal, c/o 2023 \*

Shawn Nakata - Vice Principal, c/o 2024 \*

Nolan Tokuda - Athletic Director

Melody Kurisu - Student Services Assistant

Angel Akagi - Health Aide

Shelley Ferrara - Academic Coach

Tricia Nakashima - Academic Coach

Joseph Wisler - Academic Coach

Dion Cabalce - Registrar

Nathan Higa - Technology Coordinator

Kristy Kaitoku - Technology Coordinator

Tisha Yamasaki - Budget & Finance

Bryson Sevilla - Communication, Social Media

Kimberly Townsend - Counseling Department Head

Shane Nakamura - Student Services Coordinator

Kristie Sasamura - Student Services Coordinator

Jason Villarmia - Cafeteria Manager

Leonard Keao - Supervising Custodian

Patricia Wong - School Admin Services Assistant

Kathleen Fabia - Account Clerk



## KEEP UP TO DATE

- » Leilehua High School's official means of communication to the campus community is via phone messaging and email messages. It is important to check your email account on a regular basis.
- » Messaging will be via multiple media forms:

Phone/text messaging

Email messaging

Leilehua High School App

(available on App Store & Google Play)

Instagram: @leilehuahighschool

Facebook: @leilehuamightymules

Twitter: @leilehuahs

Website: [www.leilehua.k12.hi.us](http://www.leilehua.k12.hi.us)

Email: [leilehuahigh@mules.k12.hi.us](mailto:leilehuahigh@mules.k12.hi.us)



# FAMILY SUPPORT

Families are the backbone of our students' success and play a vital role in contributing to the health and safety of Leilehua High School's campus. We ask that parents/guardians assist us in keeping our school community safe and healthy:

- » 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. Any temperature of 100.4 degrees or greater is considered a fever.
  - 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 until symptom-free for at least 24 hours without the use of medication.

A visual 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 asked to pick up your child. You may email your child's teachers/counselor to request work assignments.



## BEST PRACTICES

- » Ensure your child arrives at school wearing a face covering and ideally has an extra one on hand.
- » Ensure your child arrives at school with his/her school ID.
- » Be sure the school has updated contact information (phone, email, mailing address) to ensure that you receive important information and messages.
- » Monitor the academic progress of your child via:
  - Infinite Campus: Parents and students are able to get up to date information on grades for each class. Students and parents can create their own accounts to check assignments, grades, and attendance. Should you need assistance, visit the Parent tab on our school website.
  - Teacher communication through email or phone: It is always best to first contact the teacher regarding the student's progress in class. Teachers have first-hand information and can better answer any questions. Parents/guardians may call the Administration Office to leave a message for the teacher or request email addresses. Students should be checking their Mules Gmail on a daily basis.
  - Counselor communication through email or phone: Counselors can support students and families with all aspects of the students' experience at Leilehua High School. Contact information can be found on the Student tab of the school website.
  - Google Classroom: Teachers will be using the Google Classroom to post assignments, resources, instruction, as well as communicate with parents and students. Parents may request access and be invited to monitor their own child's progress in the class.





# HEALTH & SAFETY MEASURES



## GENERAL CAMPUS SAFETY

- » 100% of staff and students will wear their school ID at all times.
- » All faculty and staff will be apprised of the Campus Alert Status daily.



## FACE COVERINGS

- » 100% of staff, students, and visitors will wear face coverings that cover the mouth and nose consistent with public health guidance at all times. The exception is in the classrooms, as determined by the teacher with social distancing measures in place.
- » Parents/legal guardians will be responsible for providing students with face coverings or masks.
- » If a student arrives at campus without a face covering, the student will receive a disposable mask and a verbal warning. Parents will be contacted and informed.
- » If a student continues to report to school without a face covering, more serious consequences may occur, including possible suspension from school for disorderly conduct and/or insubordination.



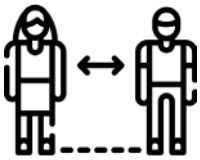
## PERSONAL HYGIENE

- » 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.
- » Avoid sharing items with others.
- » Do not share food or drinks with others.



## HAND HYGIENE

- » Each campus classroom and office will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch trash cans
- » Hand sanitizing stations will be available on campus
- » All students and staff must engage in frequent hand washing or sanitizing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.
  - Hand washing must be conducted with soap and water for at least 20 seconds



## PHYSICAL DISTANCING

- » Leilehua High School shall work to minimize the risk of COVID-19 spread. This effort includes reducing opportunity for spread of respiratory droplets released when people talk, cough, or sneeze, by maintaining 6 feet of social distancing.
- » Signage and other implements as necessary shall be used to designate single points of entry and exit as well as regulate and direct foot traffic;
  - Offices will have directional signage and markings to encourage single direction foot traffic.
  - Individuals will walk on the right side of the walkways.
  - Classrooms will have designated entrance and exit doors to encourage single direction foot traffic.
  - Classrooms with only one door will stagger students for entry and exit.



## HEALTH SCREENING

- » A visual symptom check will be performed on students and staff each day.
- » Any individual exhibiting possible COVID-19 symptoms will be restricted access to the campus.
- » Any health checks (e.g., temperature screening and/or symptoms checking) of staff and students will be done in a safe and respectful manner and in accordance with applicable privacy laws and regulations.



## HEALTH ROOM

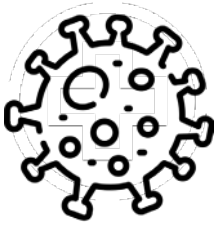
- » The School Health Assistant (SHA) shall perform these essential functions:
  - Serve as a point of contact for student health matters
  - Perform emergency first aid
  - Administer approved routinely prescribed medication
  - Maintain health records using HealthOffice Anywhere
  - Report unusual absenteeism to the DOH
  - Coordinate with school staff/students' families
  - Screen students for illness
- » Practices to prevent COVID-19 in the Health Room
  - Avoid and prevent close contact (6+ feet)
  - SHA wears a face shield, face mask, and gloves
  - A face mask or tissue provided to the student when in close contact and when student has symptoms of illness
  - Wash hands (SHA and student before and after encounter)
  - Screen and send home any students who are ill
  - Isolate those who are ill from others
  - Clean and disinfect surfaces after each use
- » Caring for a student who is sick
  - Show empathy
  - Avoid close contact
  - Wash hands
  - Apply face covering (SHA and student)
  - Screen the student for symptoms
  - Contact the parent/legal guardian for pick up
  - Isolate the sick student away from those who are well
  - Advise parent to contact their health care provider
  - Clean and disinfect
  - Notify school administration
  - Record the visit in HealthOffice Anywhere
- » When to report illness
  - If 10% of the entire school or 20% of one grade or classroom are sent home with common flu-like or gastrointestinal symptoms, call the Hawaii State Department of Health Disease Investigation Branch or your local District Health Office.





## SICK POLICY & ENFORCEMENT PRACTICES

- » When a student becomes sick and/or exhibits flu-like symptoms at school, the student shall be sent to the Health Room.
  - The School Health Assistant (SHA) 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. If possible, in a supervised area outside the health room.
  - 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.
    - \* The SHA will send a note home with student which conveys the recommendations above.
- » When a staff member becomes sick and/or exhibits flu-like symptoms at school, the person should immediately notify the Administration and will be sent home.
  - Employees may be able to request paid leave covered under the Families First Coronavirus Response Act. See an administrator for more information.
- » If a student or staff is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from school until symptom-free for at least 24 hours without the use of medication.
- » For a student or staff member who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student and the school as to his/her subsequent care and return to school.



## 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 the 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.
  - The principal will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school.
  - Students who test positive for COVID-19 will be provided accommodations to ensure continuity of learning at home during the quarantine period.



## CLEANING PROTOCOL OF COVID-19 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. Leilehua High School will follow the cleaning and disinfection facilities protocol set forth by the DOE Office of Facilities and Operations.



## CLASS SIZES & GROUPINGS

- » The campus population will be split into two groups (Green, Gold) so as to limit the number of students on campus and in classrooms at one time.
- » Students may need to be reassigned to accommodate the balancing of class sizes.



## CLEANING & SANITIZING FACILITIES & DEVICES

- » The campus, classrooms, and offices will be cleaned and disinfected on a routine and frequent basis. Each classroom and office has adequate cleaning supplies.
- » Classrooms
  - Clean high touch surfaces:
    - \* Electronics such as computers, printers and devices.
    - \* Chairs, desks, and tabletops.
    - \* Light switches and door handles, including 1 foot above and below the handle (students & faculty tend to grab door edges to hold doors open).
    - \* Metal and plastic items like pencil sharpeners.
    - \* Sink handles and surrounding countertops.
  - Empty wastebaskets.
  - Vacuum carpet and spot clean.
  - Dust, mop/wet mop resilient tile floors.
  - Clean sink.
- » Restrooms
  - Clean high touch surfaces:
    - \* Door handles and light switches.
    - \* Soap dispensers and paper towel holders
    - \* Bathroom handles in toilets, sinks, and showers.
    - \* Toilet seats and splash walls.
    - \* Privacy stall doors, door push plates and entrance/exit doors, including 1 foot above and below the push plate or handle.
- » Cafeteria and Kitchens
  - Clean high touch surfaces:
    - \* Door handles and light switches.
    - \* Soap dispensers and paper towel holders.
    - \* Food contact surfaces, hand contact areas, taps, utensils, chairs, tabletops and sneeze guards.
    - \* Water cooler handles or push buttons (if present).
  - Empty trash.
  - Sweep, mop/wet mop floors.
  - Clean water coolers.





## CLEANING & SANITIZING FACILITIES & DEVICES

- » Offices and Conference Areas
  - Empty trash.
  - Vacuum carpet and spot clean.
  - Dust, mop/wet mop resilient tile floors.
  - Clean sink.
  - Clean high touch surfaces:
    - \* Electronics such as computers, printers, devices, and copiers.
    - \* Metal surfaces like file cabinets.
    - \* Chairs, desks, and tabletops.
    - \* Light switches and door handles, including 1 foot above and below the handle.
    - \* Front counters are public hubs to be cleaned frequently.
- » Athletic Facilities
  - Clean high touch surfaces:
    - \* Door handles and light switches.
    - \* Soap dispensers and paper towel holders.
    - \* Bathroom handles in toilets, sinks, and showers.
    - \* Toilet seats and splash walls.
    - \* Water coolers.
    - \* Benches and chairs, athletic equipment and locker doors.
  - Clean athletic offices.
  - Sweep athletic courts, hallways, and all other floor areas.
  - Clean locker rooms and showers.
  - Check bleachers.
- » Outdoor Areas
  - Outdoor areas generally require normal routine cleaning but do not require disinfection.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (benches, tables) or groundcovers is not recommended.
  - Sidewalks and roads should not be disinfected.
- » Daily Cleaning of Technology Devices
  - Devices that are loaned to students/staff for distance learning and work should be cleaned upon return and reissuance to another person.



## MEAL SERVICE

- » Meals will be available for Leilehua High School students only.
- » For students on campus, breakfast and lunch will be served through grab and go service in the cafeteria and possible satellite stations around campus.
- » Drive-thru breakfast and lunch will be available in the front parking lot for students on off-campus schedule days.
- » Student IDs are required to pick up meals.
- » Beginning August 17, 2020, breakfast will be served from 7:45am - 8:15am and lunch will be served from 12:40pm - 1:10pm.
- » Six (6) feet distancing while in lines will be enforced.
- » Students may eat in the cafeteria, however, tables will be marked to indicate acceptable seating arrangements. Students may also choose to eat in areas other than the cafeteria as long as social distancing rules are practiced.
- » Students will still be able to bring lunches from home.
- » Food delivery services such as UberEats, GrubHub, etc. are not allowed. Campus security will turn deliveries away regardless if payment for the food was made.



## NON-INSTRUCTIONAL TIMES

- » Physical barriers and signage and clearly publicized policies will be used as needed to stop students from gathering in large groups before, during, and after the school day, however, must not hinder any need to evacuate the campus in cases of an emergency;
- » Students will remain socially distanced from each other or report to classrooms. Supervision will be provided by Administration, Security, and Non-Classroom Teachers.



## FIELD TRIPS

- » No off-site field trips for school groups; teachers shall pursue virtual activities and events.



## ASSEMBLIES/LARGE GROUP GATHERINGS

- » Leilehua will follow the guidance from the Department of Health, banning gatherings of 50 or more people. Thus, assemblies and large gatherings will be suspended.



## VISITORS ON CAMPUS

- » All visitors including parents/guardians to campus shall check-in at the Administration Office and will be screened upon arrival.
- » All visitors must wear a face covering.
- » Leilehua High School will designate and prepare a compliant space for conducting in-person parent and guardian meetings (e.g., Individualized Education Plan conferences) with students and staff members;
- » Leilehua High School will minimize access to campus by limiting nonessential visitors and volunteers.



## TRAVEL POLICY

- » Families are discouraged from nonessential travel. Should a student travel outside of the state, parents or guardians must notify the student's counselor or administrator of the details.
- » Travelers must comply with all Federal and State travel mandates.
- » Accommodations will be made through the student's counselor to ensure continuity of learning at home during the quarantine period.
- » State employees who traveled for personal reasons and returned from domestic (US) and international destinations and who are critical infrastructure sector workers, may be allowed to break self-quarantine to go to work and perform necessary functions. Employees can request a limited exemption from [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov), which will allow them to go to work upon return to Hawaii. If an exemption is not granted, employees will need to take appropriate leave for the duration of their quarantine.





## EMPLOYEE REQUEST FOR ACCOMMODATIONS

- » HIDOE will accept and review requests for accommodations from employees when returning to work. The Americans with Disabilities Act (ADA) is a comprehensive civil rights law that prohibits discrimination and guarantees that people with disabilities have the same rights and opportunities as everyone else.
  - To be covered by the ADA, one must have a disability, which is defined as a physical or mental impairment that substantially limits one or more major life activities; have a history or record of such an impairment; or be perceived by others as having such an impairment.
  - Employees need to submit the:
    - \* [Form RA-1](#): Reasonable Accommodation Request & Approval form
    - AND**
    - \* [Form RA-3](#): Authorization to Release Medical Information for Reasonable Accommodation.



## OTHER SAFE CLASSROOM PRACTICES

- » Teaching methods will be modified to minimize the use of shared equipment.
- » 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 students using the facility.



## SELF-CARE & WELL BEING

- » Advisory classes will continue to provide lessons on social-emotional learning.
- » Counselors are expected to provide students with academic, social-emotional, and mental health support and/or connect them to the appropriate resources if students experience heightened levels of stress and anxiety.
- » All Leilehua faculty are expected to heighten their level of awareness to respond and address the needs of our students and to help them build resilience.



# CONTINUITY OF EDUCATION PLANS

- » August 17, 2020, is designated as the first instructional day of school on the Board of Education approved School Year 2020 calendar. Beginning the school year with physical distancing will affect all of our normal school routines. Please note that in order to maintain social distancing guidelines and ensure the safety of all, students may be reassigned to the other track.
- » The week of school will be on a special bell schedule. It will consist of half days with students, including meal service, to complete the following: assess academic and social-emotional learning needs, conduct reviews, introductions, and to test and adjust to school-wide and safety. The half days with staff will be utilized to train, test, and adjust protocols to keep learning environments productive and safe.



# Leilehua High School

## Bell Schedule

August 17 - 21, 2020

Aug 17: Mon GREEN	Aug 18: Tue GREEN	Aug 19: Wed GOLD	Aug 20: Thur GOLD	Aug 21: Fri
<b>Advisory</b> <i>SEL/Handbook</i> 9:00 - 9:45	<b>Advisory</b> <i>iReady ELA Testing</i> 9:00 - 9:45	<b>Advisory</b> <i>SEL/Handbook</i> 9:00 - 9:45	<b>Advisory</b> <i>iReady ELA Testing</i> 9:00 - 9:45	<b>HOLIDAY: STATEHOOD DAY</b>
<b>Passing</b> 9:45 - 9:55	<b>Passing</b> 9:45 - 9:55	<b>Passing</b> 9:45 - 9:55	<b>Passing</b> 9:45 - 9:55	
<b>Advisory</b> <i>SEL/Handbook</i> 9:55 - 10:40	<b>Advisory</b> <i>iReady ELA Testing</i> 9:55 - 10:40	<b>Advisory</b> <i>SEL/Handbook</i> 9:55 - 10:40	<b>Advisory</b> <i>iReady ELA Testing</i> 9:55 - 10:40	
<b>Passing</b> 10:40 - 10:55	<b>Passing</b> 10:40 - 10:55	<b>Passing</b> 10:40 - 10:55	<b>Passing</b> 10:40 - 10:55	
<b>Advisory</b> <i>iReady Math Testing</i> 10:55 - 11:40	<b>Advisory</b> <i>SEL Survey iReady make-up</i> 10:55 - 11:40	<b>Advisory</b> <i>iReady Math Testing</i> 10:55 - 11:40	<b>Advisory</b> <i>SEL Survey iReady make-up</i> 10:55 - 11:40	
<b>Passing</b> 11:40 - 11:50	<b>Passing</b> 11:40 - 11:50	<b>Passing</b> 11:40 - 11:50	<b>Passing</b> 11:40 - 11:50	
<b>Advisory</b> <i>iReady Math Testing</i> 11:50 - 12:35	<b>Advisory</b> <i>SEL Survey iReady make-up</i> 11:50 - 12:35	<b>Advisory</b> <i>iReady Math Testing</i> 11:50 - 12:35	<b>Advisory</b> <i>SEL Survey iReady make-up</i> 11:50 - 12:35	
<b>Dismissal Lunch</b> 12:35 - 1:05	<b>Dismissal Lunch</b> 12:35 - 1:05	<b>Dismissal Lunch</b> 12:35 - 1:05	<b>Dismissal Lunch</b> 12:35 - 1:05	



## AUGUST 24, 2020 AND BEYOND

- » On campus: breakfast and lunch will be served through grab and go service in the cafeteria and possible satellite stations around campus.
- » Off campus: drive thru breakfast and lunch will be available in the front parking lot.
- » **Student IDs are required to pick up meals.**

## GREEN TRACK LAST NAME BEGINNING A - K

- » Most Mondays and Wednesdays will be face to face instruction on campus.
- » Most Tuesdays and Thursdays will be virtual lessons/assignments at home.
- » Most Fridays will be mandatory virtual learning sessions. Students will be in virtual meetings/lessons with the teacher and attendance will be taken.

## GOLD TRACK LAST NAME BEGINNING L - Z

- » Most Tuesdays and Thursdays will be face to face instruction on campus.
- » Most Monday and Wedensdays will be virtual lessons/assignments at home.
- » Most Fridays will be mandatory virtual learning sessions. Students will be in virtual meetings/lessons with the teacher and attendance will be taken.

## ATTENDANCE

- » To satisfy the requirements of HRS §302A-1132, schools shall take daily student attendance. School attendance procedures shall support varying school designs and learning opportunities, including face-to-face, online, and blended instruction.

## STUDENT ASSESSMENT/GRADING

- » Students will be assessed through teacher observations, assignments, presentations, projects, and assessments.

## TRANSPORTATION

- » [Bus Application](#)
- » Parents have the option of purchasing coupons instead of passes since students will be on campus less than five days a week.

## EXTRACURRICULAR ACTIVITIES AND EXTENDED LEARNING

- » Provided we are able to uphold health guidelines, we will continue to offer extracurricular activities and extended learning opportunities.



# Leilehua High School

Beginning August 24, 2020

## Bell Schedule

<b>Monday GREEN</b>	<b>Tuesday GOLD</b>	<b>Wednesday GREEN</b>	<b>Thursday GOLD</b>	<b>Friday VIRTUAL</b>
<b>Period 1</b> 8:30 - 9:45	<b>Period 1</b> 8:30 - 9:45	<b>Period 5</b> 8:30 - 9:45	<b>Period 5</b> 8:30 - 9:45	<b>Virtual Pd 1</b> 8:20 - 8:50
<b>Passing</b> 9:45 - 9:55	<b>Passing</b> 9:45 - 9:55	<b>Passing</b> 9:45 - 9:55	<b>Passing</b> 9:45 - 9:55	<b>Virtual Pd 5</b> 8:50 - 9:20
<b>Period 2</b> 9:55 - 11:10	<b>Period 2</b> 9:55 - 11:10	<b>Period 6</b> 9:55 - 11:10	<b>Period 6</b> 9:55 - 11:10	<b>Transition</b> 9:20 - 9:30
<b>Recess / Passing</b> 11:10 - 11:25	<b>Recess / Passing</b> 11:10 - 11:25	<b>Recess / Passing</b> 11:10 - 11:25	<b>Recess / Passing</b> 11:10 - 11:25	<b>Virtual Pd 2</b> 9:30 - 10:00
<b>Period 3</b> 11:25 - 12:40	<b>Period 3</b> 11:25 - 12:40	<b>Period 7</b> 11:25 - 12:40	<b>Period 7</b> 11:25 - 12:40	<b>Virtual Pd 6</b> 10:00 - 10:30
<b>Lunch / Passing</b> 12:40 - 1:15	<b>Lunch / Passing</b> 12:40 - 1:15	<b>Lunch / Passing</b> 12:40 - 1:15	<b>Lunch / Passing</b> 12:40 - 1:15	<b>Recess/Passing</b> 10:30 - 10:45
<b>Period 4</b> 1:15 - 2:30	<b>Period 4</b> 1:15 - 2:30	<b>Advisory</b> 1:15 - 2:30	<b>Advisory</b> 1:15 - 2:30	<b>Virtual Pd 3</b> 10:45 - 11:15
				<b>Virtual Pd 7</b> 11:15 - 11:45
				<b>Transition</b> 11:45 - 11:55
				<b>Virtual Pd 4</b> 11:55 - 12:25
				<b>Virtual Advisory</b> 12:25 - 12:55
				<b>Lunch</b> 12:55 - 1:25
				<b>Teacher Meetings</b> 1:25 - 3:15

## STUDENT ACCESS TO DEVICES AND CONNECTIVITY

- » Teachers, grade level counselors, and grade level VPs will continuously monitor student performance.
- » Devices have been loaned out to students. More devices are on standby and ready to go.
- » If students need devices, fill out this Chromebook reservation form. (<https://tinyurl.com/ybe83dcj>)
- » Unfortunately, we do not have any Wifi devices to loan out. If this presents an issue, please contact your child's counselor or vice principal.
- » Students will be assessed up to \$300 fee for any damaged or lost Chromebook.

## VULNERABLE STUDENTS TO SCHOOL CLOSURES & DISRUPTIONS TO LEARNING

- » Teachers, grade level counselors, and grade level VPs will continuously monitor student performance.
- » Students who are unsuccessful with the current school model may need to attend more face-to-face classes.

## DISTANCE LEARNING

- » Parents who are reluctant to send their children to school while Hawaii continues to deal with the community spread of COVID-19 have the option to keep their children home 100% of the time, which means they will have a distance learning experience only.
  - We will follow the school's learning plan of utilizing the Acellus platform.
  - We will work with the school to obtain technology needed for online learning.
  - If the school requests, we will arrange to pick up and drop off work and resources.
  - This is a minimum full semester commitment to ONLINE learning.
  - We will be responsible for logging into daily Acellus lessons from 8:30-2:30 daily.
  - We will ensure all timelines for turning in work are met.
  - We understand that if satisfactory progress is not being met, we will have to return to school.
  - We understand that the school environment is the preferred location for learning for special population students. We knowingly select this alternative program and agree that it is an appropriate educational program, under the circumstances.
  - Only classes necessary to progress toward meeting graduation requirements will be assigned.
  - School and class dues will still apply.
  
- » If you would like your child to be 100% distance learning, please fill out this form (<https://tinyurl.com/yahxqgm5>).
  - Participation in the distance learning module will be based on:
    - \* A mandatory meeting with the grade level vice principal, counselor, parent, and student.
    - \* Student's likelihood of being successful in a distance learning environment.

## HOMESCHOOLING

- » Parents who do not want their children to participate in the distance learning options available may choose to homeschool their children. Homeschooling is a parent-initiated educational alternative to compulsory school attendance. An Exceptions to Compulsory Education form ([Form 4140](#)) (<https://tinyurl.com/y9rn9m1>) or a letter of intent to homeschool must be sent to the principal. Please see the [HIDOE website for more information on the requirements for homeschooling](#). We do not accept any credits from schools or programs who are not accredited by the six regional accrediting agencies that operate in the United States. ([6 Regional Accrediting Agencies](#))



## STUDENTS WITH IDENTIFIED SERVICES

- » Detailed information can be found in the OSSS Reopening Guidance Handbook (<https://tinyurl.com/yb715tkj>) for students identified and receiving Special Education, 504, Social/Emotional and Mental Health, Homeless, and/or English Learner Services.

## FREE AND REDUCED LUNCH

- » Students are encouraged to apply for free and reduced lunch. If qualified, students will receive benefits such as:
  - Free or reduced bus fare.
  - Exam waivers.
  - College application waivers.
  - Scholarship eligibility
- » Apply online at [ezmealapp.com](http://ezmealapp.com)
- » Only one application per household is required and families must reapply every year.
- » If families are on Free or Reduced status, they must reapply by the end of August or they will resort back to paid status.





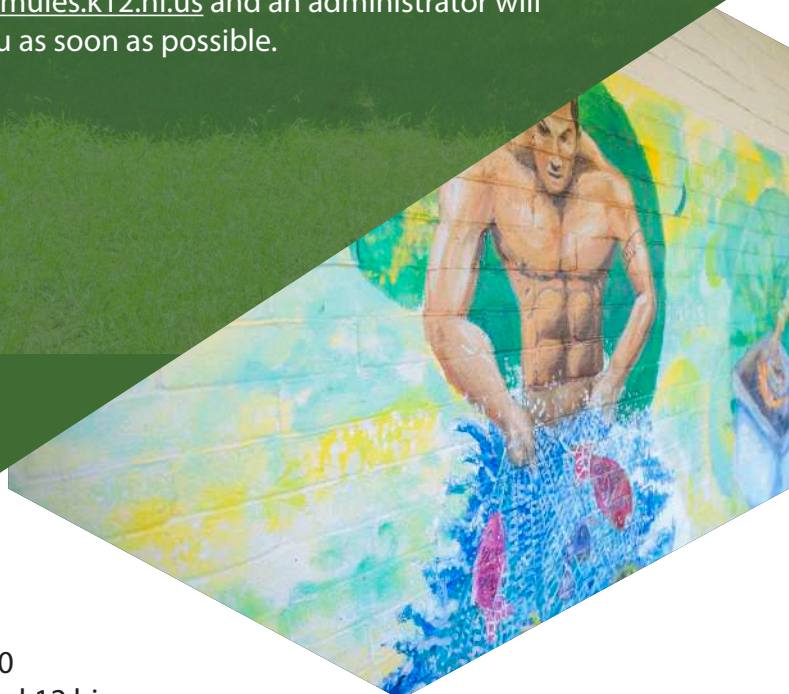
## ADDITIONAL RESOURCES





- » [Office of Student Support Services School Reopening Guidance](https://bit.ly/3098bzb)  
<https://bit.ly/3098bzb>
- » [Hawai'i Department of Health](https://health.hawaii.gov/coronavirusdisease2019/)  
<https://health.hawaii.gov/coronavirusdisease2019/>
- » [Centers for Disease Control & Prevention](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- » [Hawai'i Tourism Authority](https://www.hawaiiauthority.org/)  
<https://www.hawaiiauthority.org/>



## QUESTIONS

- » If you have any questions or concerns, you may contact the Administration Office at (808)-305-3000 or email us at [leilehuahigh@mules.k12.hi.us](mailto:leilehuahigh@mules.k12.hi.us) and an administrator will respond to you as soon as possible.



 808-305-3000  
 [www.leilehua.k12.hi.us](http://www.leilehua.k12.hi.us)  
 [leilehuahigh@mules.k12.hi.us](mailto:leilehuahigh@mules.k12.hi.us)  
 1515 California Ave, Wahiawa HI, 96786



	Monday	Tuesday	Wednesday	Thursday	Friday	
July 2020			29: Teacher	30: Admin	31: Admin	July 29-August 3: Teacher Work Days
August	3: Teacher	4: Teacher	5: Teacher	6: Teacher	7: Teacher	
	10: Teacher	11: Teacher	12: Teacher	13: Teacher	14: Teacher	
	17: Advisory	18: Advisory	19: Advisory	20: Advisory	21: HOLIDAY	August 17: First day for ALL students
	24: 1 2 3 4	25: 1 2 3 4	26: 5 6 7 A	27: 5 6 7 A	28: VIRTUAL	August 21: Statehood Day
	31: 1 2 3 4	1: 1 2 3 4	2: 5 6 7 A	3: 5 6 7 A	4: VIRTUAL	
September	7: HOLIDAY	8: 1 2 3 4	9: 5 6 7 A	10: 5 6 7 A	11: 1 2 3 4	September 7: Labor Day
	14: 1 2 3 4	15: 1 2 3 4	16: 5 6 7 A	17: 5 6 7 A	18: VIRTUAL	
	21: 1 2 3 4	22: 1 2 3 4	23: 5 6 7 A	24: 5 6 7 A	25: Assmt 1 2 3	
	28: Assmt 1 2 3	29: Assmt 4 5 6	30: Assmt 4 5 6	1: Assmt 7 MU	2: Assmt 7 MU	
	October	5	6	7	8	9
	12: PD Day	13: 1 2 3 4	14: 5 6 7 A	15: 5 6 7 A	16: 1 2 3 4	October 12: PD Day
	19: 1 2 3 4	20: 1 2 3 4	21: 5 6 7 A	22: 5 6 7 A	23: VIRTUAL	
	26: 1 2 3 4	27: 1 2 3 4	28: 5 6 7 A	29: 5 6 7 A	30: VIRTUAL	
November	2: 1 2 3 4	3: HOLIDAY	4: 5 6 7 A	5: 5 6 7 A	6: 1 2 3 4	November 3: Election Day
	9: 1 2 3 4	10: 1 2 3 4	11: HOLIDAY	12: 5 6 7 A	13: 5 6 7 A	November 11: Veteran's Day
	16: 1 2 3 4	17: 1 2 3 4	18: 5 6 7 A	19: 5 6 7 A	20: VIRTUAL	
	23: 1 2 3 4	24: 1 2 3 4	25: 5 6 7 A	26: HOLIDAY	27: HOLIDAY	November 26-27: Thanksgiving Holiday
	30: 1 2 3 4	1: 1 2 3 4	2: 5 6 7 A	3: 5 6 7 A	4: VIRTUAL	
December	7: 1 2 3 4	8: 1 2 3 4	9: 5 6 7 A	10: 5 6 7 A	11: Assmt 1 2 3	
	14: Assmt 1 2 3	15: Assmt 4 5 6	16: Assmt 4 5 6	17: Assmt 7 MU	18: Assmt 7 MU	
	21	22	23	24	25: HOLIDAY	December 21-January 1: Winter Break
	28	29	30	31	1: HOLIDAY	December 25: Christmas
January 2021	4: Teacher Work	5: PD Day	6: VIRTUAL 1-4	7: VIRTUAL 5-A	8: VIRTUAL 1-7	January 1: New Year's Day
	11: 1 2 3 4	12: 1 2 3 4	13: 5 6 7 A	14: 5 6 7 A	15: VIRTUAL	January 4 & 5: Teacher Work/PD Day
	18: HOLIDAY	19: 1 2 3 4	20: 5 6 7 A	21: 5 6 7 A	22: 1 2 3 4	January 18: Dr. Martin Luther King Jr. Day
	25: 1 2 3 4	26: 1 2 3 4	27: 5 6 7 A	28: 5 6 7 A	29: VIRTUAL	
	February	1: 1 2 3 4	2: 1 2 3 4	3: 5 6 7 A	4: 5 6 7 A	5: VIRTUAL
	8: Teacher Institute	9: 1 2 3 4	10: 5 6 7 A	11: 5 6 7 A	12: 1 2 3 4	February 8: Teacher Institute Day
	15: HOLIDAY	16: 1 2 3 4	17: 5 6 7 A	18: 5 6 7 A	19: 1 2 3 4	February 15: President's Day
	22: 1 2 3 4	23: 1 2 3 4	24: 5 6 7 A	25: 5 6 7 A	26: VIRTUAL	
March	1: 1 2 3 4	2: 1 2 3 4	3: 5 6 7 A	4: 5 6 7 A	5: Assmt 1 2 3	
	8: Assmt 1 2 3	9: Assmt 4 5 6	10: Assmt 4 5 6	11: Assmt 7 MU	12: Assmt 7 MU	
	15	16	17	18	19	March 15-19: Spring Break
	22: 1 2 3 4	23: 1 2 3 4	24: 5 6 7 A	25: 5 6 7 A	26: HOLIDAY	March 26: Kuhio Day
	29: 1 2 3 4	30: 1 2 3 4	31: 5 6 7 A	1: 5 6 7 A	2: HOLIDAY	April 2: Good Friday
April	5: 1 2 3 4	6: 1 2 3 4	7: 5 6 7 A	8: 5 6 7 A	9: VIRTUAL	
	12: 1 2 3 4	13: 1 2 3 4	14: 5 6 7 A	15: 5 6 7 A	16: VIRTUAL	
	19: 1 2 3 4	20: 1 2 3 4	21: 5 6 7 A	22: 5 6 7 A	23: VIRTUAL	
	26: 1 2 3 4	27: 1 2 3 4	28: 5 6 7 A	29: 5 6 7 A	30: VIRTUAL	
	May	3: 1 2 3 4	4: 1 2 3 4	5: 5 6 7 A	6: 5 6 7 A	7: VIRTUAL
	10: 1 2 3 4	11: 1 2 3 4	12: 5 6 7 A	13: 5 6 7 A	14: VIRTUAL	
	17: 1 2 3 4	18: 1 2 3 4	19: 5 6 7 A	20: 5 6 7 A	21: Assmt 1 2 3	May 21: Graduation
	24: Assmt 1 2 3	25: Assmt 4 5 6	26: Assmt 4 5 6	27: Assmt 7 MU	28: Assmt 7 MU	May 28: Last Day for Students
June	31: HOLIDAY	1: Teacher's Last Day				June 1: Teacher's Last Day



## Leilehua High School 2020-2021

### General Reminders:

- Attendance will be taken daily for all students.
- All individuals are required to wear face masks.
- All individuals will maintain social distancing guidelines at all times.
- Virtual Hours: 8:20am - 12:55pm
- Green/Gold Hours: 8:30am - 2:30pm

### Green & Gold Tracks:

- Students are expected to attend classes on campus on their assigned track days.
- Meals will be served to students on campus. Drive thru service will be available to students not on campus.
- Students with last names A-K have been assigned to the Green Track.
- Students with last names L-Z have been assigned to the Gold Track.
- In order to maintain a balance of class sizes, students may need to be reassigned to a different track.

### Virtual Days:

- Students are expected to attend virtually
- Attendance will be taken
- All 8 periods unless otherwise specified
- Students who may need more assistance will be required to attend classes face to face on these days.

\*\* Schedule and dates are subject to change \*\*

1515 California Avenue  
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