

**2020-2021**

# Nu‘uanu Elementary School Return to School Plan



**James Toyooka**  
**Principal**

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# Nu‘uanu School Reopening

Aloha Parents/Guardians;

It has been a long time, over 6 months, since we at school have seen more than a few students on campus at one time. We are not there yet, but hopefully will be in a few weeks or days. Never gave much thought to it before, but now looking forward I realize how much I anticipate the students return. I missed them and know the teachers and staff feel the same way!

As beautiful and serene that Nu‘uanu’s campus is we still want to see children here. I can mentally see and hear our students playing or running across the field going to the gym or blacktop to play with their friends at recess. I’ve said it many times before, but children are the only ones who can laugh and play and totally enjoy themselves without any fear of embarrassing themselves in any way. I’ve watched and seen them many times at recess playing, sitting or just walking and talking with their friends and the look on their faces showed total contentment and bliss.

Those days will happen again so in order to ensure their health and safety all of us need to follow some new rules and regulation.

James Toyooka, Principal

## 2020 - 2021 Return to School Plan

The information in this document is designed to keep our students, employees, and families healthy and safe while continuing to provide the best possible educational experience for each child. The information is based on current guidelines from the Centers for Disease Control and Prevention (CDC), Hawaii Board of Education (BOE), Hawaii Department of Education (DOE), and Hawaii Department of Health (DOH).

It is imperative that we work together towards achieving the best possible environment for our school community. This can be our reality with everyone’s commitment to abide by this plan.

## Health and Safety Measures

The following is a list of safety measures that Nu‘uanu has adopted for the 2020-2021 school year based on CDC, DOH, and DOE Guidelines:

### **Health Screening/Illness:**

Families are asked to monitor their household members for the following symptoms of potential illness **before** leaving home:

- Feverish or unusually warm (100.4 degrees F and higher)
- Coughing/sneezing
- Sore throat
- Shortness of breath/difficulty breathing
- Headache/stomachache/nausea
- Muscle pain/unusual fatigue
- New loss of taste or smell

**If your child has a fever or if your child has at least two of the other symptoms do not bring your child to school.**

We will use temporal infrared thermometers to regularly screen students, employees and visitors on campus. We will also be visual inspecting all individuals for the symptoms listed above.

### **When a Student Becomes Sick at School:**

When a student becomes sick at school, the student will be sent to the Health Room for further evaluation. If needed, the School Health Aide will call the student’s parent/legal guardian to pick up the student. While waiting, the sick student will be isolated from others.

**Based on DOE Guidance, any student sent home due to illness will be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.**

### **When a Student or Employee has COVID-19:**

If a student or employee has a COVID-19 infection a report will be made to the DOH and DOE and they will initiate an investigation. School will coordinate with DOH and DOE and come up with an action plan which included closing classrooms, areas of the campus or school itself. All these decisions will be carefully made and determined if necessary, by the state agencies mentioned about. If it becomes necessary to close school all teaching will revert back to on-line distance learning until it is deemed safe to return to school. Due to Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) regulations, some information cannot be shared.

### **Health Hotline:**

The health hotline can be reached at (844) 436-3888 (toll free) and is available Monday through Friday from 8 a.m. to 4 p.m., excluding holidays. HIDOE students and families who call the hotline will speak with a Hawai‘i Keiki (HK) registered nurse (RN) or nurse practitioner (APRN). The nurse will perform a basic triage assessment over the phone regarding the caller's health concern or question about their child. The caller may receive basic health advice or information, and, with parental consent, the student may be scheduled for a telehealth visit with an HK nurse

practitioner. Nurses staffing the hotline have been working in schools statewide and are familiar with many families and students. Families may request to make an appointment with a specific HK nurse practitioner.

Callers scheduled for a telehealth visit with an HK nurse practitioner will receive a link by email or on their mobile phone prior to the visit. To connect with the nurse, the caller simply clicks the link. Telehealth is the safe and confidential delivery of health care services using interactive technology. Students' information will be kept private in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines. At a minimum, callers will need access to a telephone.

The health hotline and telehealth visits will be provided at no cost to HIDOE students. Families with medical insurance will be asked to provide their insurance information, but HK will not bill or collect co-pays from families. HK nurses will screen for general health concerns and can connect students with other service providers such as HIDOE support staff such as counselors, social workers, behavioral health specialists or other medical referrals.

The health hotline and telehealth visits do not replace a student's primary care provider but provide families with an alternative way to access health services while supporting social distancing. HK will be sending a note to primary care providers for the telehealth visit. By calling the health hotline, HIDOE students and families can be assured they will speak with a nurse who will answer health questions about their children.

### **Face Coverings or Mask:**

Face coverings/masks should cover the mouth and nose and are not required to be medical grade. All adults should cover their mouths and noses with a cloth face cover (mask), unless the adult has an underlying medical condition that prohibits the use of a mask. All staff are responsible to bring and properly maintain their own masks/face shields.

All students will wear face masks throughout the school day while outside the classroom or when maintaining a 6 feet physical distancing is not feasible. Masks do not have to be worn during recess and while eating. The DOE/DOH recognizes some students with disabilities or students who have underlying medical conditions may have issues wearing a mask all day or even for most of the day. Those students might benefit in wearing a face shield which is helpful to prevent direct spittle spray from hitting their face. They will be allowed to remove their facial coverings once in class, but not required to do so. All classrooms have desk shields which will help prevent spittle from spreading in the classrooms. Parents/legal guardians will be responsible for providing students with face coverings or masks.

### **Cohorts (Ohana Bubbles):**

As much as possible students will remain with the same class for the duration of the school day when on campus. During recess and lunch, classes will be allowed to be in the same area (cafeteria or field), but separated from other classes based on social distancing guidelines.

### **Hand Hygiene:**

All students and staff will 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 will be conducted with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol. Hand sanitizing stations will be available at the main office, inside of classrooms, and in all meeting areas (e.g. library, dining hall, offices).

**Personal Hygiene:**

It is expected that students/faculty refrain from their touching eyes, nose, and mouth. Sneezes or coughs will be into a tissue, which is readily available in all rooms, and thrown away. If no tissue is available, coughing or sneezing into your elbow will reduce the spread of germs.

**Enhanced Cleaning/ Disinfection Schedule:**

Daily cleaning practices will be compliant with CDC recommendations and Hawaii DOE guidelines, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high touch surfaces throughout the day.

**Cafeteria/Food Service:**

A variety of strategies such as appropriately spaced seating in the dining room, eating in classrooms, eating outdoors, or eating in the covered play court will be implemented for all meal service. Plexi-glass guards on the serving line have been installed. Further, all meals will be served on a grab-n-go fashion for no contact pick up. All café tables will sit no more than 4 students at one time. Tables all have barriers separating them.

**Safe Classroom Practices:**

Teaching methods and lesson delivery will be adjusted to minimize/eliminate sharing of equipment and learning materials between students;

- Personal belongings will be separated and in individually labeled containers, cubbies, or areas and taken home each day and cleaned.
- Supplies, equipment (e.g. electronic devices, toys, books, other games, or learning aids), and other items are not to be shared. In the event items are shared, items will be discarded or disinfected between each student's use.
- Students will be reminded of proper and frequent handwashing routines.

Hawaii DOE analysis and guidance of the physical distancing will be followed in classrooms to ensure the safe capacity of each classroom. We will:

- Maintain a radius of 3' between seats with students facing the same direction.
- Maintain a radius of 6' between students when facing each other.

**Physical Distancing Outside the Classroom:**

- Movement on campus will be controlled and directed to reduce the mixing of students. Walkways all have directional arrows for students to follow.
- 'x' markings are placeholders indicating where students should stand when waiting for lunch, going to the restroom, and entering their classrooms.

**Social-Emotional Health:**

Pedagogy and classroom practices will provide greater attention to student mental health and well-being to build resilience and cope with the stress or anxiety students may experience in this pandemic context. More information will be forthcoming as the year progresses. Our school counselor will be the lead on this and support all the teachers and students should concerns come up.

**Field Trips:**

All off-campus excursions are suspended until further notice. Teachers can explore virtual trips and excursions when it is deemed appropriate to what they are learning.



### **Campus Events:**

In some cases, modifications may be possible, and events may be able to proceed, but this will be evaluated on a case-by-case basis in accordance with State edict at that time.

### **Visitors on Campus:**

**All visitors to campus, including parents, must wear a mask and come to the office first.**

Upon entry:

- Visitors, depending on why they are here, may be screened for elevated temperatures.
- Note that if the situation requires, visitors may be asked/required to make an appointment prior to arrival.
- These provisions will not apply to parents dropping off or picking up children.
- **No parent will be allowed to go to the classrooms to pick up their child or talk to the teachers.**
- If taking your child home student will be sent to the office for pick up.
- If you want to give something to your child, lunch, books, etc., take item to the office, let them know this, and it will be delivered for you.

### **Kupuna:**

Kupuna and those with underlying health conditions are discouraged from picking up/dropping off students.

### **Water:**

Drinking fountains will be cleaned and sanitized, but staff and students are highly encouraged to bring their own water bottle or flask to minimize use and touching of water fountains.

### **Ventilation:**

Doors and windows will be opened when possible to promote increased circulation of fresh outdoor air. For rooms with window AC these units can be used but door or window will be open to promote fresh air circulation.

### **Celebrations:**

Food for celebrations will not be allowed. Please do not send cupcakes, candy, or other items to school to celebrate your child's birthday. Even sealed goodies might have contamination on the outside of the bag so for safety and health reasons they should not be given.

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

If you have any questions or concerns about COVID-19 please contact Mrs. Sally Moses, School Health Aide, at 595-5423 or email [Sally.Moses@k12.hi.us](mailto:Sally.Moses@k12.hi.us). She is not a nurse so can only share with you what she was taught and directed to do by the DOH/DOE.

### **Communication System:**

We will utilize several systems to communicate with parents depending on the importance and urgency of the situation.

- Our School Messenger will be phone calls to inform parents of student absences and on rare occasions if an emergency situation exists at school.
- The PCNC (Parent and Community Network Center) email blast sends out emails which often contains letters from the school or principal. Please read those communication as you receive them.

- ‘Aikane o Nu‘uanu (AON) will also contact families to inform them of school activities and events, but might also send out important school information too, if the DOE internet is down or malfunctioning
- Nu‘uanu School website: <http://www.Nuuanu.k12.hi.us>

**PLEASE BE SURE THAT YOUR CONTACT INFORMATION (addresses, phone/cell phone, email addresses) IS ACCURATE AND UP TO DATE. This is a responsibility on your part. The latest contact information will be referred to when Nu‘uanu School is facing emergency situations.**

**PLEASE NOTE: Placing information on the school emergency card does not update the information in our system. The office staff can help by sending you the proper form to update your information.**

## Nu‘uanu School Education Models

**Based on guidance from the Department of Education, these models:**

- **Ensures 180 days of instruction**
- **Prioritizes face-to-face learning**, as possible, for our most vulnerable learners.
  - Children with disabilities
  - English Learners
  - Disadvantaged students
- **Ensures compliance with social distancing and health and sanitation guidelines** from state health officials and the Center for Disease Control and Prevention (CDC)
- **Considerations were also made for the impact of school operations**
  - Number of school personnel
  - Number and size of school facilities
  - Ability to accommodate enrollment number of students safely

**Definitions of Models:**

- **In Person Daily for Vulnerable Learners:**  
Children with disabilities, English Learners, Disadvantaged Students
- **Blended Rotation Cohorts (In person/online instruction-Grades K-5:**  
One cohort of students are present on campus receiving in person instruction while the other cohort of students are at home participating in online activities or teacher assigned projects
- **Full Distance Learning:**  
All academic instruction is delivered online by a teacher. No in class contact

## Bell Schedule

**Please pay close attention to the start and end times of the school day.**

**Days on Campus:**

**Cohort A Mondays and Thursdays and alternating Wednesdays**

**Cohort B Tuesdays and Fridays and alternating Wednesdays**

**\*A school calendar will be sent out when on campus instruction begins**

	<b>Gr. 1 &amp; 3</b>		<b>Gr. K &amp; 4</b>		<b>Gr. 2 &amp; 5</b>	
<b>Start of School</b>	8:00 AM		8:10 AM		8:20 AM	
<b>Tardy Bell</b>	8:05 AM		8:15 AM		8:25 AM	
<b>Morning Recess</b>	10:00 AM Gr. 1,3, 4)		10:15 AM (Gr. K, 2, 5)			
<b>Lunch</b>	10:45 AM (Gr. K)	11:10 AM (Gr.1)	11:20 AM (Gr 2)	11:40 AM (Gr 3)	12:00 PM (Gr 4)	12:15 PM (Gr 5)
<b>Lunch Recess</b>	12:30 PM (Gr. 1, 3, 4)			12:45 PM (Gr. K, 2, 5)		
<b>End School (M,T,Th,F)</b>	2:15 PM (Gr 1 & 3)		2:25 PM (K & 4)		2:35 PM (2 & 5)	
<b>End School (W only)</b>	1:30 PM (1 & 3)		1:40 PM (K & 4)		1:50 PM (2 & 5)	

## Information for Blended Rotation Cohorts (On Campus)

### **Screening for Illness**

In the morning, before school starts, the adults in front of the cafe will do non-touch temperature checks. Not all students are by the cafe in the morning so the classroom teachers may take temperature checks during the instructional day. Students with a temperature of 100.4 degrees F or higher will be sent to the health room. Parents will be called to pick student up immediately. *See Health and Safety section for more information about symptoms*

### **Drop Off**

Unless student is in Before School Care, or having breakfast it is not recommended to drop off students before 7:30 a.m. At 7:30 a.m. a school personnel will be in front of the cafe watching all students there making sure they are safe and as much as possible maintaining social distancing. *See Bell Schedule above for timeline.*

Parents/Guardians are not allowed to wait in the walkways or on campus before the start of school. If arriving prior to the scheduled start of school for the student's grade level, parent/student should wait in the car until 7:30 a.m. and students can wait in front of the cafe.

### **Breakfast**

Breakfast will be served as a grab-n-go from 7:00 a.m. – 7:40 a.m.

### **Tardy**

Students who come to school after 8:25 a.m. should report immediately to the office for a tardy slip. If students are in grades K, 1, 3 and 4 they will be sent to the office for a tardy slip if they are 5 minutes late for the scheduled start time.

### **SSOs (School Safety Officers)**

None until this pandemic subsides substantially.

### **Recess**

Grade levels will attend recess will be allowed to play with their class only. Areas on the playground will be designated for each class. No balls or toys will be allowed.

### **Lunch**

*See the Bell Schedule table above for time frame.* A maximum of 4 number of students per table facing in the same direction will be observed. There are partitions separating the tables. Students will not wear mask while eating but will put them back on when finished and going back to their classroom.

Tables and partitions will be cleaned, using a stronger cleaner/ disinfectant by the custodians, to wipe down area after each grade level has finished eating.

### **Lunch Recess**

Lunch recesses will occur at 12:30 p.m. and 1:00 p.m.

### **Dismissal Pick Up Procedure**

- There should be limited number of cars parked in the pick up lane.

- Display your 6” x 18” slip of paper with your child’s name and grade on your dashboard (ask your child’s teacher for one if you did not receive one).
- Adult helpers will retrieve your child and escort him/her to your car (do not come out of your car).
- Be sure to come as close after the time your child’s grade is supposed to be released to get them.
- If your child is in grade 1 or 3 do not expect him or her to be at the curb by 2:15 p.m. on M, T, Th, F. It will take them about 5 minutes to walk that distance so to be safe come at 2:20 p.m.
- If a child is still waiting 15 minutes after the last group of students has left, we will bring your child to the office and they will call you.

Parents and guardians will be required to wait in their cars until the end of school bell rings for their grade level student. Remember to practice social distancing when meeting your child on campus. (6’ apart, masks on). Do not go to their classroom or the office looking for your child unless the office has called you reporting your child is still on campus.

For families with multiple children arrange with the older student to get the younger sibling at a prearranged spot. If youngest is in K or grade 1 have them meet in front of the cafe near the steps or column on the lanai and not closer than that.

#### **A+ Afternoon Program Student Dismissal**

Students enrolled in A+ will be picked up by their leaders. Arrangements will be made between A+ and teachers.

#### **Attendance**

Students are expected to arrive at school in time for the scheduled start of their school day. *See Bell Schedule above.*

#### **Visitors to Campus**

All visitors will report to the office. Be sure to wear a face mask and keep social distance if there are others in the office. Follow the yellow directional arrows.

#### **Office**

Office hours are 8:00 a.m. to 3:00 p.m. M – F, except holidays.

#### **Health and Safety While on Campus**

See Health and Safety Section above. If students do not have a face mask, the office and teacher will have a supply of disposable face masks for students to wear for the day. Teachers were given disposable face masks in the event a student needs one.

When the classroom supply of facemasks runs low the teacher will notify the office to replenish their supply.

## **Information For Full Distance Students (At Home)**

### **Definition**

All students engaged in Full Distance Learning (full time) due to shut down of school.

### **Attendance**

Distance Learning teachers will communicate their Attendance policy to you as login time varies. Teachers will send and post schedules for the week by the previous Friday or Monday of that week.

Note: Students do not typically stay logged on to the class for the entire day. Student schedules will likely require students to log on/off during the day.

### **Tardy**

Distance Learning Teachers will communicate their Tardy policy to you.

### **Recess, Lunch**

Distance Learning teachers will identify these times in their schedules

### **Meeting Platform**

Nu‘uanu ES will utilize WebEx and/or Google Meets as our preferred meeting platforms.

### **Learning Platform**

Teachers will utilize learning platforms to send/receive work from students, post notes, messages, videos, and student work. Platforms used vary from SeeSaw, Classroom Dojo, Google Classroom, WebEx, etc. If you are having trouble you can communicate with your child’s teacher about this.

### **Communication Platform**

#### **School Wide**

Nu‘uanu ES uses School Messenger to send out immediate messages to parents/guardians. This system will be used in emergency situations so gets family information from Infinite Campus. Please be sure to keep email and phone numbers up to date.

Our PCNC (Parent Community Networking Center) sends out email blast when relaying schoolwide informational letters and flyers. These letters are later posted on our Nu‘uanu School Website page.

‘Aikane o Nu‘uanu (AON), our parent organization, will also send email blast some informational flyers and other non-academic school related activities. Fund raising and recreational events and activities will be posted on their site.

#### **E-mail**

All students, except Kindergarten, have NES email accounts.

Note: student email is monitored and is for school use only.

#### **Class Communication**

List of platforms teachers will use to communicate with parents will vary so please see teachers for more details.

## **Technology Requirements**

### **Computer:**

- **Preferred:** Laptop or desktop with a camera.
- **Not preferred:** tablet or cell phone.
- **School Loan:** If needing to borrow a laptop contact your child's teacher first. Families may borrow a school issued Chromebook by filling out a form.

Please contact technology teacher, Mrs. Colleen Skrimstad, if you have any questions regarding technology.

### **Headphones:**

Highly recommended as it reduces background noise and students can better hear instruction.

### **Teacher Availability**

Teachers will make themselves available during the school day. You will have to ask your child's teacher for their schedules on office hours.

### **Packet Distribution**

If there is a need for materials to be distributed to families, a schedule will be shared via email or phone call by your child's teacher.



## **Information for School Staff and Parents/Guardians**

### **PPE (Protective Personal Equipment) For Employees**

Face coverings/masks should cover the mouth and nose and are not required to be medical grade.

All adults should cover their mouths and noses with a cloth face cover (mask), unless the adult has an underlying medical condition that prohibits the use of a mask. Staff are responsible to bring and properly maintain their own masks.

Face Shields will be provided, but are not mandatory to use. Cleaning the face shield will be the responsibility of the employee. If used, face shields must be cleaned daily.

Disposable gloves will be available for certain employees. Gloves must be thrown away at the end of the day, or sooner, and not reused.

### **Employee Health and Safety Supplies**

All classrooms and work areas will be provided hand sanitizer and soap. When supplies run low, contact the office for more.

Disinfectants will be available upon request, however it is not the responsibility of the teacher to clean their classroom. Custodians will clean each classroom at the end of each school day.

Employees should be aware of the proper procedure to use the disinfectants and the shelf life of the product. Some products require a waiting period before being wiped off to be effective against different germs and virus. Also, some products have a shelf life of only a couple of hours before the effectiveness of the disinfectant begins to dissipate.

### **Employee Check In**

Remote Check – teachers. All others are to sign in and sign out in the office.

### **Meetings**

All meetings for now with parents must be scheduled in advance and as much as possible be done virtually. No face-to-face meetings until advised and permitted by the DOH/DOE.

Teachers can still meet in small groups to discuss matters. Unless they can maintain at least 6' distancing they will all wear masks.

### **Articulation**

Same as above.

### **Parent/Teacher Conference**

This year it will be done virtually.

### **Use of Facilities**

Until the DOH/DOE allows it, school facilities will not be rented out.

### **EES (Educator Effectiveness System)**

Will still take place but not until end of second quarter at the earliest. Third quarter will be the most logical time to start.