



July 20, 2020

To: Makua and Haumāna of Kawaikini NCPCS

Re: SY 2020-2021 Reopening Plan

Aloha e kā 'ohana Kawaikini,

Kawaikini's faculty and staff look forward to welcoming our keiki back to school. Over these past months, our Governing Board, school administration, and staff and faculty have been working carefully to plan for the reopening of school. The health and safety of our haumāna (haumāna), staff, 'ohana and community are of utmost importance.

As a public charter school in Hawai'i, Kawaikini must abide by updated safety and health guidelines provided by the Center for Disease Control and Prevention (CDC) and Hawai'i Department of Health (DOH). Kawaikini's plan guidelines are also based on federal and state law, collective bargaining requirements, and school determined best practices. These include:

- ❖ Daily check-in protocol for temperature and illness symptoms
- ❖ Face covering for staff and haumāna
  - Required for outdoors (where physical distancing is difficult)
  - Encouraged inside the classroom (with 6ft distancing)
  - Offering of face shields upon request
- ❖ Physical distancing
  - All seating is facing the same direction
  - Spaced at 6 feet apart or as updated by health standards of CDC and DOH
- ❖ Cohort learning
  - Haumāna will be in small groups not exceeding 13

Kawaikini's program has several inherent advantages including:

- ❖ Small school size and haumāna-teacher ratio allows for more attention to small groups
- ❖ Outdoor learning spaces
- ❖ Outdoor Hale 'Aina for eating and learning activities
- ❖ Established relationships with community groups as an option for outdoor learning

Kawaikini's plan is a hybrid model of both in-person and distance learning to allow appropriate physical distancing on our M-12 campus. Haumāna in Papa Mala'ao through 2nd grade will be face-to-face, on campus daily in small groups while those in Papa 3rd-12th will be on a rotation

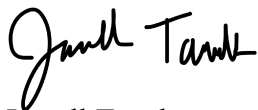
that alternates the days that haumāna are on campus. This means that haumāna in these grades will be on campus for designated days and will be assigned to either Group Mokihana, Maile Lauli‘i, or Kōpiko.

August 3-14 will be half-days, with groups attending school from 7:45am -11:30am. Full day schedule will begin on Monday August 17. Details will be listed in the next pages. **Please note that our school operations and schedules are all subject to change based on recommendations from the Department of Health and state/local health orders.**

Our plan was developed to create a successful balance between health and safety, and academic learning. No option is perfect and our plan makes the most of a difficult situation. We especially appreciate the efforts of our Kumu who have shown great commitment and resourcefulness in creating the best possible learning environment for your keiki. The upcoming year will be challenging not just for Kawaikini, but for all schools and ‘ohana in our community in general. We ask for your ongoing patience as we adapt to ever-changing circumstances. *Pūpūkāhi i holomua*. Unite in order to progress. We can make it through this coming school year together!

The following pages provide more details about schedules, dates and important information.

Me ka ha‘aha‘a,



Jessell Tanaka  
Po‘o Kula/Executive Director

## Learning Model

M-2 Face to Face	3-6 Hybrid	7-12 Hybrid
<p>All haumāna in grades M-2 will report to school daily for in-person instruction. Each of these classes will be split into two groups, housed in separate classrooms, and with a kumu kōkua assigned to each grade level.</p> <p><u>Option benefits:</u>            *supports the foundational development of ‘ōlelo Hawai‘i            *recognizes that haumāna may not be able to access distance learning independently</p>	<p>Most haumāna in grades 3-6 will be split into two groups (Hui Mokihana/Hui Maile Lauli‘i). With these groups, haumāna will report to school for in-person instruction on rotation and participate in distance learning on non-campus days. A 3rd group (Hui Kōpiko), for haumāna with specific scheduling needs will be contacted individually.</p> <p>Groups are organized by ‘ohana units: keiki of the same ‘ohana are assigned to the same group</p> <p><u>Option benefits:</u>            *includes in-person instruction in smaller groups no larger than 12 haumāna            *meets physical distancing guidelines</p>	<p>Most haumāna in grades 7-12 will be split into two groups (Hui Mokihana/Hui Maile Lauli‘i). With these groups, haumāna will report to school for in-person instruction on rotation and participate in distance learning on non-campus days. A 3rd group (Hui Kōpiko), with specific scheduling needs will be contacted individually.</p> <p>Hui Mokihana: most of grades 7-8            Hui Maile Lauli‘i: most of grades 9-12            Hui Kōpiko: blend of keiki</p> <p><u>Option benefits:</u>            *includes in-person instruction in smaller groups no larger than 13 haumāna            *meets physical distancing guidelines</p>

### Hui Mokihana/Hui Maile s Lauli‘i/Hui Kōpiko Rotation Schedule (Grades 3-12)

As outlined in the table below, Hui Mokihana will report to school for in-person instruction on Mondays & Tuesdays, and will participate in distance learning on Wednesdays, Thursdays & Fridays. Hui Maile Lauli‘i will participate in distance learning on Mondays, Tuesdays, & Wednesdays, and will report to school for in-person instruction on Thursdays & Fridays. All Hui Mokihana and Hui Maile Lauli‘i haumāna in grades 3-12 will participate in distance learning on Wednesdays to allow for a deeper cleaning of classroom spaces before the next group of

haumāna report to campus. Rotations for Hui Kōpiko haumāna will be determined upon individual contact. For grades 3-6, haumāna groups will be shared shortly.

	Pō‘akahi Monday	Pō‘alua Tuesday	Pō‘akolu Wednesday*	Pō‘ahā Thursday	Pō‘alima Friday
Mokihana	in-person	in-person	distance learning	distance learning	distance learning
Maile Lauli‘i	distance learning	distance learning	distance learning	in-person	in-person
Kōpiko	to be determined through individual contact				

*\*Wednesday schedule allows for a deeper cleaning of classroom spaces between groups*

### **Distance Learning Models (Grades 3-12)**

Haumāna will be required to participate in distance learning on designated days. Online work will count towards their final grade. All haumāna in grades 3-12 will be offered a Chromebook for use at school and at home. During distance learning days, the following models may be utilized in any combination and will be clarified by each grade-level kumu during orientation meetings to be scheduled and future parent memos.

Independent Work	Online Curriculum	Online Lessons	Virtual Lessons
<p>* self-directed, independently assigned work</p> <p>*work submission by 2:30 pm each day for attendance purposes</p> <p>*does not include online, direct instruction sessions by a Kumu</p>	<p>*online curriculum assignments that supplement the curriculum taught during in-person instruction</p> <p>*May include programs like Achieve 3000, Khan Academy, NWEA Skills, Formative Loop etc.</p>	<p>*Zoom/Google Meets for direct instruction lessons being offered to the in-person group</p>	<p>*Zoom/Google Meets/Other format for virtual lessons assigned by a Kumu for participation</p> <p>*May include virtual lessons provided by other schools, agencies or programs</p>

## **Safety Guidelines/School Rules**

- All school rules are in effect when haumāna are present (Face-to-Face & Virtual), school shirts must be worn appropriately (no altering) at all times.
- Haumāna are expected to be in class on time and ready to learn when class is scheduled to begin, attendance will be taken via submission of online assignments by 2:30 pm each day that haumāna are scheduled for distance learning.
- Haumāna will be set up 6 ft apart in the classroom and throughout the campus.
- Face masks are required upon drop off and while out of the classroom to the extent possible (i.e. medical condition). Face masks may be removed only for eating, drinking and while vigorously exercising.
- A limited supply of haumāna masks will be available to haumāna if they forget or if their mask breaks during the school day.
- Haumāna who don't comply with wearing face coverings will receive up to 4 warnings and redirection for safety. If refusal continues, and safety becomes a concern, a phone call will be made to mākuā/guardians.
- Face shields will be provided by the school to haumāna upon request. There will be hand sanitizer in every classroom.
- Frequent, routine hand washing; additional handwashing stations have been added around the campus.
- If your keiki is sick or not feeling well, please do not send them to school.
- If they are not feeling well during the school day, haumāna are to notify their teacher and go directly to the health room.
- If there is a COVID case on campus, Po‘o will contact the Department of Health to make the proper contacts and decide what areas of the campus may need to be closed for sanitization.

## **Bus/Lunch Service**

Bus Service: Haumāna will be asked to observe safe social distancing at bus stops. Per Hawaii Department of Health guidelines, face coverings will be required for haumāna riding buses. High-touch points on school buses, such as handrails and seat back tops, will be cleaned and sanitized after each route.

Bus Payment: More details will be provided soon.

Lunch Service: Meals will be served at staggered times, and there will be specific entrances for haumāna to enter and pick up their lunch; only haumāna purchasing a meal or bringing home lunch will be allowed in the eating area to eat; tables will be marked for haumāna sitting 6 feet

apart; haumāna will leave the eating area when they are done eating. More details on lunch service will be provided soon.

Lunch Payment: We will continue with the EZ School Apps program at [www.ezschoolapps.com](http://www.ezschoolapps.com) for lunch selection and payment options.

**Important Dates/Schedules**

- Thursday, July 23 at 5:00pm Hālāwai Ho‘olauna, first parent meeting  
Join Zoom Meeting Meeting ID: 910 1672 0412 Password: 328906  
<https://kawaikini.zoom.us/j/91016720412?pwd=ckEwQXNVL2taaVk5ZFdzeE9vc1o5Zz09>
- Monday, August 3rd - Friday, August 14, haumāna groups will attend school for half a day.
  - School day begins at 7:45am and haumāna are released at 11:30 am.
  - Bus pick up will be at 11:45 am.
- Monday, August 17 full-day schedule begins
  - School begins at 7:45 am released at 2:00pm on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, school will end at 1:00 p.m.
  - Bus pick-up will be at 2:15pm on Mondays, Tuesdays, Thursdays and Fridays, and 1:15pm on Wednesdays.

The first 2 weeks of school (half-days) will be used as introductory days and getting haumāna familiar with procedures for in-person instruction and distance learning. We will also be doing some assessments. Haumāna are to complete and return all forms needed during this time. All haumāna in grades 3-12 will be assigned a Chromebook for use at school and at home. Chromebook pick-up dates will be announced.

<b>Month</b>	<b>Activities</b>	<b>Broad Objectives</b>
August 3 - August 14	Half-day schedule  7:45am: Classroom doors open 11:30am: Haumāna are released  School routines established; devices issued to haumāna for appropriate grade levels; input from makua used to resolve issues that arise (ex: device use; computer access and connectivity, etc).	By the end of Week 2 haumāna will be settled in their <u>on-campus</u> and <u>at-home</u> routines.

August 17	Full days for haumāna begins	Maintain routines; begin assessments.
September	Off-campus huaka'i begin	Haumāna will be established in <u>off-campus</u> routines
October - November	School instruction is proceeding according to the established routines and learning models.	During the semester, haumāna will be comfortable and proficient with the learning models.
December	Clarification of Spring semester options: learning models, etc.	Learning models for Spring semester will be set.

## Other Questions You May Have

### 1) What specific actions has Kawaikini taken to prepare for the upcoming year?

The school has taken several steps to prepare for the upcoming year in both the academic and health areas:

- To support the online curriculum, the school has purchased Chromebooks to distribute to all haumāna in grades 3-12.
- Hand sanitizing stations have been installed on both upper and lower campuses.
- Additional kumu kokua positions have been hired to help decrease class size, increase supervision and support physical distancing.
- Janitorial services have been increased to allow for more cleaning of school facilities in compliance with the updated health guidelines.
- Arrangements are being made to ensure both East and Westside bus services are sufficient to meet distancing guidelines.
- Coordinate with other hawaiian-focused charter schools for sharing of online resources

### 2) What will the school do to help haumāna with the new online format?

The first 2 weeks of school (half-days) will be used as introductory days to get haumāna familiar with procedures for in-person instruction and distance learning. We will also be doing haumāna assessments. Haumāna are to complete and return all forms needed during this time. All haumāna in grades 3-12 will be assigned a

Chromebook for use at school and at home. Chromebook pick-up dates will be announced.

**3) How will communication be handled during the first semester?**

Each Kumu will communicate class updates directly with all parents via printed notices, Seesaw/Google classroom and/or emails. Schoolwide communications will be provided using emails, Seesaw, school messenger call outs, monthly newsletters and the Team Reach app. Nā Hulu Makua also assists with reminders and Team Reach notices.

As always, families may contact their kumu with classroom-level questions that arise. Questions regarding busing, lunch payments, etc. can be directed to administration. In addition, we will also be doing an ‘ohana survey within the first month to check how families are doing with the new format and to identify possible areas for improvement. Please look for that survey.

**4) What happens if a haumāna gets sick at school? Or if COVID 19 cases rise on Kaua’i?**

As a public school, Kawaikini’s reopening plan is based on current CDC, DOH and Board of Education guidelines. Kawaikini will continue to follow these directives throughout the school year. This may mean adding additional health protocols or making adjustments to the learning models if necessary. Makua will be informed in a timely manner of any changes that are to be made.

If there is a COVID case on campus, Po’o will inform our Governing Board, and work with the Department of Health to make the proper contacts and decide what areas of the campus may need to be closed for sanitization. All major decisions pertaining to health and safety will be made in collaboration with DOE and DOH.

It is expected to be a challenging year and we appreciate our families’ understanding and flexibility during this time. Mahalo.