

DRAFT



Waimea Middle School

Return to Campus Plan

July 2020



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Introduction

Waimea Middle School prides itself on being able to continue to provide high-quality learning opportunities for all students throughout the COVID 19 crisis. As our school continues to be resilient through this pandemic, we appreciate the ongoing support and partnership from within our entire school community. Waimea Middle has and will continue to stay true to our unique mission and vision.

Waimea Middle School Mission

Waimea Middle School empowers the whole child with the skills, values, and cultural understanding to successfully navigate high school and beyond.

Waimea Middle School Vision

“A Place of Infinite Possibilities”



Tentative Important Dates for Returning to School

July 29th: Teachers report back to school

August 4th- Students return Cohort A/B rotation. On campus Wednesdays will be reserved for students with extenuating circumstances from 8-noon, meetings, and potential field trips- when permitted to do so.

August 17th- Students return to school with their assigned course schedule with the rotating schedule Cohort A Monday and Thursday and Cohort B Tuesday and Friday. Wednesday will be distance learning time for all.

Our Approach to Returning to Campus

The school administrator has operated in alignment with the Hawaii Department of Education and the Charter School Commission to ensure consistency in policy and procedures. Specifically, Waimea Middle School has been working closely with our DOE colleagues and community. From the beginning of the pandemic, we have forged together to pool resources and ideas of innovation to best support all the students within our Ohana.

Additionally, the school administrator has been gathering input from faculty and staff, researching evidence-based practices, and reviewing other national reopening models to provide the best possible learning experience for our haumāna.



Guiding Principles and Priorities

Safety for ALL staff and students

- Following CDC/ DOH/ DOE guidelines

Access to learning for All students

- Face to face instruction for all students in the hybrid model up to 10 hours per week
- Access to technology for all students; 1:1 Chromebook to student
- Distance learning opportunities for students. This can be a parent choice. Learning can be synchronous or asynchronous. A contract for distance learning will require a signature from the student and parent.

Food Service daily for ALL students when on campus

- Students lunch period 15 minutes per day. Students eat outside.

Professional Development/ Training for staff/ students/ families

- Health/ safety
- Teaching and learning a “new way”

The Importance of ‘Ohana

Families will be essential to the success of each student and Waimea Middle. We are asking for parents’ full cooperation and flexibility as we return to campus. Likewise, Waimea Middle will be understanding and willing to work with families to address unique needs and situations.

There are a few simple ways to support:

- Communicate with your child’s teacher regularly and get involved with the learning that is happening inside and outside of the classroom.
- Ask questions when you are unsure.
- Daily wellness checks at home before school.
- Dedicated location for distance learning.
- Please provide Waimea Middle School with input and feedback as we navigate this new normal together. phonemessage@wmpccs.org or (808)887-6090.



Overview of Teaching and Learning

Waimea Middle strives to meet the needs of every student throughout this crisis. Our aim is to provide every student with:

- **Face-to-face instruction**

- All students will be given the opportunity to attend approximately 10 hours per week on a rotating schedule. The majority of our students will be placed in either Cohort A or Cohort B. These students will attend school on campus twice a week with three days of distance learning. Students will be grouped by alpha order A-K -Cohort A and L-Z Cohort B. Additionally we will offer Tiered Support for select students on Wednesdays.
- During distance learning days, students will be expected to complete all work assigned by teachers.- Assignments will be entered into Infinite Campus for accountability.
- Grouping students will allow for smaller group sizes with more individualized support. As a result of small numbers of students in each classroom, students will experience:
 - High-quality small group instruction in heterogeneously grouped classrooms.
 - Differentiation of curriculum and instruction to suit the needs of all students.
 - Opportunities to relearn concepts through digital learning platforms.
 - Opportunities to move at their own pace through the curriculum which will ultimately benefit students who are struggling and those who wish for additional enrichment.

- **Access to high quality blended learning**

- WMS will continue to offer core curriculum in a virtual format.
- Students will receive curriculum aligned assignments to work on at home that students have the appropriate resources for (computer to pencil/paper).
- Students are expected to log into their advisory class **daily for attendance by noon.**
- All students will receive a Chromebook and case to access materials both at school and off campus. Online platforms include, but are not limited to:
 - ClassDojo
 - Google Meets- G-suite
 - Amplify
 - Membean (8th grade)
 - ALEKS (math)



- **Options for digital only learning**

Families who choose to select a virtual only setting should contact the front office 808-887-6090. The administrator will be in contact with the family to gather more information.

- **Personalized communication with the school**

- Teachers, students and ‘ohana will communicate through either ClassDojo or Gmail.

- **High quality student support services**

- Social and Emotional Learning
- Counseling
- Social work support (DOE, SBBH)

Parents will receive support through online informational sessions (virtual open house) to learn more about the curriculum, expectations for student learning on distance learning days, and how to provide support for students through blended learning.



Monitoring COVID 19

WMS will continue to follow the direction of the State of Hawaii and the Governor’s State of Hawaii Reopening Strategy.

State Reopening Strategy for Businesses and Operations

May 18, 2020

(Strategy will be implemented by County and is subject to change)

| <u>BUSINESSES & OPERATIONS</u> | STAY AT HOME (Major Disruption) | SAFER AT HOME (Moderate Disruption) | ACT WITH CARE (Minor Disruption) | RECOVERY (Minimal Disruption) | NEW NORMAL (No Disruption) |
|--|------------------------------------|--|-------------------------------------|----------------------------------|-------------------------------|
| Accommodations | ○ | ○ | ◐ | ◑ | ● |
| Agriculture, non-food | ⊗ | ◐ | ◑ | ◑ | ● |
| Auto dealerships, car washes | ⊗ | ◐ | ◑ | ◑ | ● |
| Childcare | ○ | ◐ | ◑ | ◑ | ● |
| Education facilities (K-12, higher) | ○ | ○ | ◐ | ◑ | ● |
| Healthcare, social assistance, government | ○ | ◐ | ◑ | ◑ | ● |
| Indoor gathering places, including places of worship | ⊗ | ⊗ | ◑ | ◑ | ● |
| Indoor exercise facilities, including gyms and fitness centers | ⊗ | ⊗ | ◑ | ◑ | ● |
| Large venues, bars, clubs | ⊗ | ⊗ | ⊗ | ◑ | ● |
| Manufacturing, construction | ○ | ◐ | ◑ | ◑ | ● |
| Museums, theaters | ⊗ | ⊗ | ◑ | ◑ | ● |
| Office settings | ○ | ◐ | ◑ | ◑ | ● |
| Outdoor spaces | ○ | ◐ | ◑ | ◑ | ● |
| Personal services | ⊗ | ⊗ | ◑ | ◑ | ● |
| Restaurants | ○ | ○ | ◑ | ◑ | ● |
| Retail & Repair | ○ | ◐ | ◑ | ◑ | ● |
| Shopping malls | ⊗ | ◐ | ◑ | ◑ | ● |



What learning mau look at the various different business and operation levels?

**Stay at Home
(Major Disruption)**

Distance Learning for All students

- Online, virtual, daily instruction
- Students work on curriculum aligned assignments which may be offered digitally or through paper and pencil activities.
- During distance learning days, students will be expected to complete all work assigned by teachers.- Assignments will be entered into Infinite Campus for accountability.
- Teachers create expectations for assignments.
- Students will have access to technology devices to learn at home.
- Community partnerships will be in place to provide better internet access to areas surrounding campus.

**Safer at Home
(Moderate Disruption)**

Distance Learning for Most students

- Online, virtual, daily instruction
- Students work on curriculum aligned assignments which may be offered digitally or through paper and pencil activities.
- During distance learning days, students will be expected to complete all work assigned by teachers.- Assignments will be entered into Infinite Campus for accountability.
- Teachers create expectations for assignments.
- On campus for face to face learning will be at teacher recommendation or other federal criteria (IEP).

**Act with Care
(Minor Disruption) Where we are starting school Aug 4**

Blended learning for most students

- Students in Cohorts A and B attend school, in-person, twice a week with three days of distance learning.
- Students in need of extra support as determined by teachers or other federal criteria may attend school, in-person, up to five days a week with the possibility of one day of distance learning.
- During distance learning days, students will be expected to complete all work assigned by teachers.- Assignments will be entered into Infinite Campus for accountability.



Recovery (Minimal Disruption)

Blended learning for most students

- Students in Cohort A and B attend school, in-person, at least twice a week with up to three days of distance learning.
- Some students identified by teachers can attend school up to 5 days a week.
- During distance learning days, students will be expected to complete all work assigned by teachers. - Assignments will be entered into Infinite Campus for accountability.

New Normal (No disruption)

All students at school daily. Five full days of instruction.



Typical 6-8 Blended Weekly Schedule

For all students 6-8 the following applies if we move to a blended learning model (see the chart above for color code Orange, Yellow, or Green).

- Monday and Thursday -Cohort A students on campus, Cohort B students do distance learning.
- Tuesday and Friday- Cohort B students on campus, Cohort A students do distance learning.
- Additionally we will offer on campus Tiered Support for select students on Wednesdays. The remainder of the students will do distance learning on Wednesdays.
- **Students are expected to log into their advisory class daily for attendance purposes by noon.**



Sample Weekly schedule for 6th grade students

| | 6th grade | 6th grade |
|--------------------|---|---|
| Time | Cohort A - Monday & Thursday | Cohort B- Tuesday & Friday |
| 7:15-8AM | bus ride | bus ride |
| 8-9 | period 1 | period 3 |
| 9-10 | period 2 | period 4 |
| 10-10:30 | Advisory | Advisory |
| 10:35-11:20 | EX Core | EX Core |
| 11:25-11:40 | Lunch | Lunch |
| 11:40-12:40 | pd 6 Elective | pd 6 Elective |
| 12:50 | students home | students home |



Sample Weekly schedule for **7th grade students**

| | 7th grade | 7th grade |
|-------------|------------------------------------|------------------------------------|
| Time | Cohort A - Monday & Thursday | Cohort A - Monday & Thursday |
| | | |
| 9:15-10AM | student bus ride | student bus ride |
| 10-10:30 | Advisory | Advisory |
| 10:30-11:30 | pd 6 Elective | pd 6 Elective |
| 11:35-11:50 | lunch | lunch |
| 11:55-12:55 | period 1 | period 3 |
| 12:55-1:55 | period 2 | period 4 |
| 2-2:45 | ExCore | ExCore |
| 2:50 | home | home |



Sample Weekly schedule for **8th grade students**

| | 8th grade | 8th grade |
|--------------------|---|---|
| Time | Cohort A - Monday & Thursday | Cohort B- Tuesday & Friday |
| 8:15-9AM | student bus ride | student bus ride |
| 9-9:30 | Advisory | Advisory |
| 9:30-10:30 | period 1 | period 3 |
| 10:30-11:30 | period 2 | period 4 |
| 11:35-12:20 | EX Core | EX Core |
| 12:25-12:40 | Lunch | Lunch |
| 12:45-1:45 | pd 6 Elective | pd 6 Elective |
| 1:50 | home | home |



How to Protect Students and Staff

Waimea Middle will align with the CDC guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

for returning to campus. School Principal, Janice English will be designated the COVID-19 contact person. She can be reached at Janice_English@wmpccs.org or (808) 887-6090.



Campus Safety Overview

| | | |
|---|-----------------------------------|---|
|  | <p>Face Coverings</p> | <p>Students and staff are expected to wear a mask or face shield while on campus. Masks must always be worn when 6 foot distancing is not possible indoors or outdoors. Face coverings should be worn by staff and students as feasible, and are most essential in times when physical distancing is difficult.</p> <p>Students and staff should bring their own masks or shield to ensure the safety of all members of our school community. Masks will be provided for those that are in need.</p> |
|  | <p>Physical Distancing</p> | <p>Students and staff are to maintain physical distancing (6 foot) in classrooms and common areas when feasible. Classroom seating and the number of occupants in each space will be limited and regulated. Six foot distancing is mandatory in classrooms. Waimea Middle will have posted reminders and teach students and staff new procedures.</p> |
|  | <p>Pod/ Cohort Approach</p> | <p>Whenever possible, students will maintain a cohort of students to reduce the risk of transmission and allow for strategic quarantining should the need arise.</p> |
|  | <p>Limited Students on campus</p> | <p>In an effort to ensure that physical distancing is successful, all students may not be able to be on campus at all times. Some students may only be on campus two days per week. Other students may be on campus up to five days per week.</p> |
|  | <p>Hand Hygiene</p> | <p>Hand washing will become an important routine and culture within the school. Students and faculty will also have access to hand sanitizers throughout the campus including all classrooms for times when soap and water hand washing are not the most appropriate.</p> <p>Key Times to Wash Hands- CDC advise</p> <p>You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:</p> <ul style="list-style-type: none"> ● Before, during, and after preparing food |



| | | |
|---|--------------------------|---|
| | | <ul style="list-style-type: none"> ● Before eating food ● After using the toilet ● After blowing your nose, coughing, or sneezing ● After touching garbage <p>During the COVID-19 pandemic, you should also clean hands:</p> <ul style="list-style-type: none"> ● After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc. ● Before touching your eyes, nose, or mouth because that's how germs enter our bodies. |
|  | <p>Enhanced Cleaning</p> | <p>Waimea Middle will be following the HDOE guidance on cleaning and disinfecting the campus. Our custodial staff will ensure that the campus is clean and safe for learning. As always we will be asking all members of our school community to mālama our campus.</p> |
|  | <p>Health Screening</p> | <p>Families will be asked to do a wellness check on their child each morning.</p> <p>Upon entry to a school, students will have a general symptoms check. The purpose of the screening would be for general illness symptoms. Any designated adult can perform the screening.</p> <p>Interview and visually inspect person for:</p> <ul style="list-style-type: none"> ● Feeling feverish or unusually warm ● Coughing/sneezing ● Sore throat ● Shortness of breath/difficulty breathing ● Headache/stomach ache/nausea ● Muscle pain/fatigue ● New loss of taste and smell ● Runny nose ● Vomiting ● Diarrhea <p>Students that exhibit symptoms will be isolated (W105) and monitored until parents/ guardians can pick up the child from</p> |



| | | |
|---|----------------------------------|---|
| | | school. Staff that exhibit symptoms will also be sent home. Condition of return, student or staff- the person should be symptom free for 72 hours without the use of medication before return. If the illness is COVID-19 suspected or confirmed medical release is required. |
|  | Food Service | Waimea Middle is committed to ensuring that our students have access to food daily. Students will be eating in the outdoor environment. |
|  | Field Trips | There will be no traveling field trips until further notice. |
|  | Visitors | Visitors to campus will be limited and must check-in at the front office. All visitors will be required to wear a mask while on campus and be screened for general illness symptoms. |
|  | School Assemblies and gatherings | Assemblies and school gatherings will be limited and in compliance with the Hawaii Department of Health and CDC guidelines. |
|  | Travel | If any student engages in transpacific travel they must follow the guidelines set forth by the state department of health in regards to self-quarantine. The current guidelines indicate a 14 day self-quarantine. The school office should be notified to ensure that distance learning opportunities can be provided during self-quarantine. Students may be asked about inter-island travel. |
|  | Use of Facilities | Waimea Middle will be limiting any third-party entities wanting to use the school facilities until further notice. This decision is based on COVID 19 pandemic concerns. Classroom doors and windows will remain open while class is in session to allow for ventilation. |

Communication of Protocol

If a student or employee has either tested 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.



- 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 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.
- It is the employee's responsibility to notify his/her supervisor if not working at a school site.
- The principal (or designee) will contact the Commission and DOE to assist with communication to the school community if COVID-19 affects the school.

Community Expectations

We are counting on all of us within our community to keep one another safe.

- Follow the guidelines set forth by the CDC and the Hawaii Department of Health. Be sure to avoid community spread. We can do this by practicing social distancing and wearing masks outside of school.
- Do a wellness check on your child each morning at home to determine if your child should attend school.
- Keep students home if they are ill **and** call the school **(808)887-6090 or phonemessage@wmpccs.org**
- Stay home if your child or family has been exposed to COVID 19.
- Practice good hand hygiene, wash hands regularly.
- Ensure your child arrives at school wearing a face covering and ideally has an extra one on hand.
- Follow school policies on drop off and pick up and recognize that parent/legal guardian access to the building will be strictly limited.
- Be sure the school has updated contact information in the event that your child needs to be sent home.

Food Service

Waimea Middle will continue to provide students with food options throughout any disruptions to a traditional school schedule.

- Our aim is to provide a meal when students are on campus in the Cohort A/B instructional model - Monday/Thursday and Tuesday/Friday.
- Our aim is to continue the fresh fruits and vegetables program for 6th grade.



Contact, Questions, and Ongoing Communication

We want to hear from you. Please email us at phonemessage@wmpccs.org or call 808-887-6090. We will continue to provide updates as the situation progresses and we get closer to the start of the school year.

You can also follow us on:

- Facebook
- Instagram
- www.waimeamiddleschool.org

