



ISLAND PACIFIC ACADEMY

NAVIGATING REOPENING PLAN



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July 7, 2020

Dear Families of Students at Island Pacific Academy,

I hope everyone is doing well, staying safe and enjoying your summer vacation as best as possible under these trying circumstances. We are looking forward to the 2020-21 school year and the safe return of our students, teachers, staff and administrators to our campus. I say this with great sincerity that our teachers and staff have greatly missed seeing our students on campus and look forward to seeing everyone once again in the fall of 2020.

At this time, I would like to share with you our most recent efforts with our **Navigating Reopening Plan** which was developed through a collaborative effort of our dedicated and committed teachers, staff and administrators at IPA as well as recommendations and guidelines from the CDC and the Hawaii Department of Health. IPA's **Navigating Reopening Plan** will continue to support and enrich our school's vision and mission statements that are the core focus of our teaching, learning and educational efforts. Our **Navigating Reopening Plan** will also implement our best efforts to be cognizant and proactive to the safety and health of our entire school community. This plan will provide you with helpful information, guidelines and protocols about what students and families can expect when they return to school on Monday, August 17, 2020.

Our major priority for the 2020-21 school year will be to align our school's primary focus of teaching and learning with the specific health directives and conditions in the State of Hawaii during the 2020-21 school year. Our secondary priority, but equally important, will be to provide our majority of the teaching and learning opportunities for our students, to happen on our campus with safety and health priorities in place, to assure the well-being of our students, teachers, staff and administrators.

The continued uncertainty of the Coronavirus situation will require our school community to be flexible and adaptable to the quickly changing Coronavirus situation and conditions. As a school community, we are all in this Coronavirus situation together. I am very confident that we will come out of this situation as a more unified and focused educational organization that will continue to place the academic, social and emotional needs of our students at the forefront of our efforts while continuing to ensure the safety and health of all who are an essential part of our school community.

As the first day of school gets closer, further updates and information will be sent to you if needed via email. Our Administration will also be planning virtual divisional parent meetings for the Elementary and Secondary divisions. Mr. Ross, our Elementary Principal and Dr. Sato, our Secondary Principal, will facilitate these divisional virtual meetings.

On behalf of the teachers, staff and administrators at Island Pacific Academy, please stay well, be safe and thank you very much for your trust, belief, patience and support for our school's efforts to provide your child with a quality independent school education. We are excited and enthusiastic about seeing our students on campus on Monday, August 17.

Mahalo!



Gerald Teramae
Head of School

Priority Campus Safety and Wellness

Requirements to reduce risk of COVID-19

- Centers for Disease Control and Prevention (CDC) Guidance
 - COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices such as handwashing, staying home when sick and environmental cleaning and disinfection are important principles we must all follow.
- Use of Face Coverings
 - Per CDC (updated on June 28, 2020), cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others.
 - The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.
 - Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people.
 - Face coverings such as face masks or face shields will be required to be worn by teachers, staff, and visitors while on campus.
 - For students, while in cohorts/classrooms, the use of face masks or shields is recommended.
 - When students are in transition, such as arriving at school, leaving school, on their way to the restroom/using the restroom, or accessing their lockers, face coverings are required.
 - Teachers who are moving between cohorts will need to wear a face covering and maintain social distancing when possible. When teachers are in transition face coverings are required.
 - Students cannot share face coverings and are encouraged to bring an extra face mask or shield to school.
 - When face coverings are not in use, such as during lunch, students should have a labeled ziploc bag or container to hold their face coverings to keep them safe and clean.
- Health Screening
 - Temperature screenings will be conducted respectfully, upon entry into a building and throughout the day, in accordance with any applicable privacy laws or regulations. Confidentiality will be maintained.
 - Any individual with a temperature of 100.0 F or greater will need to go home and may not return to campus until they are fever free without the use of fever reducing medication (i.e. Tylenol or Motrin) for 24 hours.
 - Parents are encouraged to keep their children home if they are sick or not feeling well. Likewise, teachers, staff and administrators are also encouraged to stay home if they are sick or not feeling well.
 - Review the included **Illness Decision Chart**, located at the end of this document, to help you decide if your child is well enough to attend school.

- Health Room
 - If students are sick, parents will need to pick up their child within one (1) hour of being contacted.
 - A designated area in front of the Secondary building will be utilized as a waiting area for sick students.
- Hand Hygiene
 - Washing your hands can keep you healthy and prevent the spread of germs and viruses. Germs can spread from other people or surfaces when you:
 - Touch your eyes, nose, and mouth
 - Touch a contaminated surface or object
 - Blow your nose, cough, or sneeze into hands and then touch other people's hands or objects.
 - Hand washing/sanitizer use will be done frequently throughout the school day including:
 - Upon entry to campus
 - Before and after eating
 - Before leaving the classroom and again on re-entry to next classroom
 - After recess
 - After using the restroom
 - Any time the hands become soiled
 - After coughing, sneezing or touching the face
- Enhanced Cleaning, Sanitizing and Disinfecting
 - To support healthy hygiene behaviors, an adequate supply of hand sanitizers with at least 60% alcohol, hand soaps, paper towels, and tissues will be on hand in classrooms, offices, restrooms and common areas. CDC approved products will be used that prevent the spread of COVID-19.
 - Classrooms, common areas, floors, workspaces and frequently touched surfaces (e.g., door handles, stairwell railings, sink handles, restroom stalls, playground equipment) and/or equipment will be cleaned and disinfected frequently.
 - Shared objects (e.g., learning tools, games, or learning manipulatives) will be cleaned between each use.
 - An air purification system was purchased to enhance the air condition units in each building.
 - Water fountains will not be used; however, the refillable water stations will be available. Cleaning and sanitizing of these stations will be conducted frequently.
- Social Distancing
 - It is our plan that students, teachers and staff will be on campus daily. Social distancing guidelines will be implemented as feasible.
 - Physical barriers such as plexiglass will be installed at public-facing transaction counters and where 6-foot social distancing is difficult or not possible
 - Each student will be provided a personal divider for their individual use when eating lunch, study hall, etc.
- Lunch and Snack
 - Lunch vendors will continue to provide meals, in individual containers or packaging, to those who wish to pre-order lunch.
 - Students who do not pre-order lunch, will continue to bring their own lunch.
 - Students will eat their lunches in a classroom to minimize large group gatherings.



- To reduce the risk of spreading COVID-19, sharing of food and utensils will not be allowed.
- The Secondary Snack Shop will discontinue selling food items at this time.
- Campus Access for Parents and Visitors
 - All visitors, including parents, will need to schedule an appointment to conduct business on campus. Walk-in meetings will be discouraged. All meetings should be pre-scheduled. Families are encouraged to email or call to schedule an appointment with the appropriate individuals (teachers, staff or administrator). If parents need immediate assistance, they should contact the Elementary or Secondary office.
 - Visitors, contractors, vendors, guest speakers and the like will be required to wear a face covering while on campus. Hand sanitizing and a temperature scan will be conducted prior to entry into each building. Each visitor will check-in with office personnel.
 - We encourage families to either email, postal mail or have your children to bring in items such as lunch payments or any forms. A designated "drop box" will also be placed in front of both buildings during normal school hours.
 - Although we encourage our students to be responsible and be prepared for the day, they may forget an item, occasionally. If this happens, please call Mrs. Kerri in Elementary or Mrs. Evelyn in Secondary to let them know you will be dropping off the forgotten item. A designated table will be available outside of the Elementary building under Ms. Kerri's window and by the Secondary receptionist desk. All items should be labeled (first name, last name, grade) and placed in a bag. The student will pick up these items directly to minimize contact, when their schedule allows them to leave the classroom.
- School Store
 - Purchases from our School Store will need to be scheduled by appointment only. The space in the School Store is quite minimal and implementing social distancing in this location is a challenge. Families needing to purchase PE uniforms, or other IPA marketing items, may contact Ms. J'Lyn at receptionist@ipahawaii.org to schedule an appointment for purchases.
- Car Line
 - We have made adjustments to car line to help with social distancing. Staggered drop off and pick up times have been designated. Information is provided within the Elementary and Secondary Division sections below.
 - An additional drop off and pick up location, for our Secondary students, has been agreed to with our community partner, James Campbell Company. IPA has been allowed access to use a portion of Ala Kahawai Street for student drop off and pick up in the morning or afternoon to ease some traffic coming onto campus. If families have students in both the Elementary and Secondary divisions, either car line may be utilized. This location will be supervised by IPA personnel during car line.
 - Morning access to the Kapolei Public Library as an additional drop off location is currently being discussed. An additional communication to families will be provided if this location has been finalized.
 - Please drive safely onto campus, do not use your cell phone while driving on campus and kindly follow directions by our parking staff to ensure the safety of our

students, teachers and staff. Children will exit the vehicle from the curb. Designated crosswalks will be utilized on campus for everyone's safety. Everyone's cooperation and patience during the car line will be appreciated.

On Campus Learning Model

It is our goal to provide an educational experience for our students that best reflects our focus on rigor, relevance and relationships in a place where values matter while maintaining as the number one priority the health, safety, and well-being (both physical and emotional) of each member of our school community. As we worked on plans for the upcoming school year, our Vision and Mission have been foundational in our decision making. We are committed to provide an educational experience which "empowers students to unlock their potential ... builds confidence and character, and inspires future success as engaged citizens and life-long learners."

Elementary School (Grades K-5)

While some procedures and protocols will look different in school this year, we understand the importance of providing a developmentally appropriate school experience for students where students can "work and play" happily and cooperatively with modifications for safety.

We look forward to further explaining what school will look like in the fall in future communication and events that occur at the beginning of the school year such as our Meet and Greet and Back-to-School Night.

Meet and Greet (Thursday, August 13)

Students and their parents in Kindergarten through Grade 5 will have an opportunity to visit the classroom, meet the teacher, and drop off school supplies. To help provide the "Meet and Greet" opportunity while respecting the need for social distancing, we will schedule small groups of students and parents between 8:30am and 12:00pm to visit the classrooms. Sign Ups will be sent home with class list assignments at the beginning of August.

Back-To-School Night (Thursday, September 10)

Back-to-School Night will be held virtually, on the evening of Thursday, September 10. During Back to School Night, parents will have an opportunity to learn more about the grade level curriculum, classroom procedures and expectations, in addition to learning about the Specials Classes. More details will be provided at the beginning of the school year.

First Week of School (Monday, August 17 - Thursday, August 20)

To help our students feel more comfortable with the return to school, we will also have a modified schedule for the first week of school. On Monday, August 17, the students in "Ohana A" will come to school; on Tuesday, August 18, the students in "Ohana B" will come to school; and on Wednesday, August 19, the students in "Ohana C" will come to school. On Thursday, August 20, students from all 'Ohanas will come to school. This phased transition will help students to adjust to school with the new procedures and protocols, with the support of all teachers. Students will receive their 'Ohana groupings when class assignments are sent home at the beginning of August.

Staggered Start and Dismissal Times

To allow for safe entry into school and time for temperature screening, we will be having staggered drop off times.

To help us avoid congregating outside of the buildings, we kindly request that students are dropped off during their assigned times and not earlier. When the students enter campus, they should immediately proceed to their classrooms, which will be open to receive students during drop off time. If you need care before your child's drop off, morning care with Leeward YMCA is available. Please contact them for details.

	Grades 2, 4 and 5	Kindergarten, Grades 1 and 3
Drop-Off Time	7:30 - 7:50 am	7:50 - 8:10 am
School Begins	8:00 am	8:15 am
Monday, Tuesday, Thursday, Friday Dismissal	2:50 - 3:05 pm	3:05 - 3:20 pm
Wednesday Dismissal	2:15 - 2:30 pm	2:30 - 2:45 pm

Curriculum: Learning and Teaching

Our teachers will continue to provide learning experiences for the students centered around the following characteristics:

- Rigorous skill, concept and knowledge development in the traditional academic areas such as reading, writing, and math.
- Learning experiences in which students participate in rich Specials classes, including Art, Music, PE, SEED, Sustainability, 'Olelo and Mandarin.
- A modified Computer Science curriculum which provides students with the tools to utilize technology confidently and safely.
- Unit of Inquiry experiences and other project based learning experiences which help students to find relevance in and make connections with their learning. These experiences may include virtual learning trips and guest expert visits.
- Opportunities for students to learn and practice hygiene and well being, to help keep themselves and others safe.
- Opportunities for us to come together as a community, such as virtual Monday morning and Friday Aloha assemblies with students in their classrooms.
- Celebrating special events and traditions such as La Kupuna and the Multicultural Performance.



Learning Schedules

Below is a sample daily schedule for the upcoming school year. The exact schedules are being finalized but these samples will give you an idea of what your child will experience. Each 'Ohana group will have Classroom learning and Specials classes at different times, but this shows the components of a school day. During classroom learning, students will participate in reading, writing, math, Units of Inquiry and more. It is also our plan to continue to have Monday morning assemblies and Friday Aloha assemblies. This year we will come together for assemblies virtually.

	Thursday
7:30-7:50	Drop off
7:50-8:10	Morning Work
8:15-8:55	Classroom Learning
9:00-9:40	Specials Class
9:45-10:00	Snack
10:00-10:25	Recess
10:30-11:15	Classroom Learning
11:20-11:40	Classroom Learning
11:45-12:10	Lunch
12:15-12:25	Recess
12:30-1:10	Specials Class
1:15-1:55	Classroom Learning
2:00-2:50	Classroom Learning
2:50-3:10	Dismissal

Kindergarten and Grade 1

Throughout the week, our Kindergarten and Grade 1 students will participate in each of the Specials classes: Art, Music, PE, SEED (engineering), 'Olelo, Mandarin, and Sustainability. This year, the students will also have a Guidance Class every other week led by our Elementary Counselor.

Grades 2-5

Throughout the week, students in Grades 2-5 will have weekly classes in PE, 'Olelo and Sustainability. They will also have rotating 3-4 week blocks for Art and Mandarin and SEED and Music. For example, the first 3 weeks of school, the students will have SEED and Music 3 times a week each, and the next 3 weeks of school, the students will have Art and Mandarin 3 times a week each. These rotations will continue throughout the school year. Having students take part in these blocks of learning will allow them to go deeper into the Specials class content and provide more opportunities for meaningful integration. This year, the students will also have a Guidance Class every other week led by our Elementary Counselor.

Classroom Modifications

To help our students and teachers to be safe, learning cohorts will be created with smaller groupings, no more than 16 students in a classroom. To help us meet this recommendation, each grade level of students will be divided into three 'Ohanas, with three teachers rotating among the cohorts. The students will remain in their classrooms, with the teachers rotating. Classroom furniture will be set up to also allow for social distancing, while balancing the need for students to interact and work collaboratively. For our Specials classes, there will be times when the teacher will come into the cohort's classroom and other times the cohort will learn in the Specials classroom or outside (for PE and Sustainability, for example). When Specials classrooms are being used, cleaning and disinfecting of supplies and tools will be done. Throughout the day, especially when students move between learning places, they will wash their hands or use hand sanitizer.

Physical Education (PE) Classes

The focus of our PE program will be on healthy living, which includes exercise and movement, caring for your body by eating well and getting enough sleep, and practicing good habits of hygiene to keep safe. PE activities will be planned to take into consideration health and safety and social distancing; for example: limiting the use of shared equipment, washing hands/sanitizing before and after PE, staying hydrated, more individual activities focusing on health and wellness, etc. No face masks will be required to be used during PE classes.

Sharing Supplies

To help our students and teachers to be safe, we will be limiting sharing of tools and equipment. Each student will have personal supplies and learning tools, for their use only. If any tools or equipment are to be shared, students will wear gloves and the tools and equipment will be sanitized between users. Students will also wash their hands (or use hand sanitizer) before and after using tools that may be shared.

During this time, we also ask students to leave toys and other personal items at home.

Recess and Lunch

Our students will continue to eat lunch in their classrooms. Understanding that with eating comes the need for extra precautions, handwashing or hand sanitizing will happen before lunch and tables and desks where students will eat lunch will be sanitized. Appropriate distancing and other precautions will also be taken.



Our students will continue to have two recesses a day, especially because of the importance of getting exercise and the health benefits associated with being outside. They will go to recess in smaller groups, in their cohorts. Individual 'ohanas will play together in designated areas. The playground equipment will be cleaned between 'ohana usage. Students will wash hands after recess.

If your child should forget his or her lunch, snack or other items (such as a school project, book, or iPad), we ask that you contact Mrs. Kerri to let her know you will be dropping it off. There will be a table located outside the entrance to the elementary building to place the item on. We ask that you clearly label the item with your child's first and last name to ease delivery to your child.

Elementary School Student Absences

While we know our parents and families recognize that being in school is important, we are asking that children be sent to school when they are healthy and if they are not feeling well, to stay home. To support this, we will be more flexible with our attendance policy and have raised the number of allowable absences for the school year to 25. If you feel your child will exceed 25 absences during the school year, please contact the Elementary Principal to discuss how we can work together to support your child.

Social Emotional Support

The social emotional well-being of our students is extremely important and is focused upon throughout each day, in each classroom, as a part of the experience at Island Pacific Academy.

In addition to support provided by the classroom and Specials teacher, we have a full time counselor available to support students with a variety of situations, including how to work through the changes in school and society as a result of the pandemic. The counselor also works collaboratively with teachers and administrators to support students. In addition to being available for student support, the Elementary counselor will provide regular guidance lessons for each 'Ohana.

What might an Elementary Distance Learning Model look like?

While Distance Learning is not ideal, we recognize that we may have to pivot to Distance Learning if there is a mandate from the Governor. We have learned a lot from our Distance Learning experience from this past Spring and have taken the feedback from families into consideration as we are proactively planning for the possibility of Distance Learning, while being optimistic that it won't happen. It is, however, important that we are well prepared for any scenario.

This summer, a team of teachers and administration have met together to plan for what Distance Learning will look like, using research of best practices as well as what is best for students, in addition to feedback from parents.

Mrs. Yoshino's role as Computer Science teacher will look different in the fall. A priority for her position will be to prepare teachers to be more comfortable with the technology that is needed in Distance Learning. She will also work with both students and teachers at the beginning of the



school year to help them develop the skills and confidence needed to utilize technology and virtual learning processes in preparation for the possibility of Distance Learning. Based upon feedback from families, there is a need for more live meeting times with classroom and Specials teachers. This preparation will help to make this a reality.

Thank you to everyone who participated in the survey sent a few weeks ago. Below are answers to some of the common questions and concerns from the survey.

What will learning look like in the fall?

It is our plan to have all students on campus for "in person learning." Students will be assigned "'Ohana" learning groups to be a part of, in which they will receive instruction from their classroom teachers and Specials teachers. Students will go to recess in their 'Ohana groups. Extended care will also be provided.

What is being done to keep students safe?

Much consideration has been given to keep our students and teachers safe during the school day. The drop off and pick up times will be staggered. They will learn in smaller "'Ohana" groups. Social distancing and regular handwashing will take place, as well as temperature checks each morning and thorough sanitizing of equipment and classroom spaces.

Will masks be required for students in school? Are face shields allowed?

We will require each student to use either a face mask or face shield when they arrive at school. Face masks or face shields are required anytime students are in transition to or from their classrooms. This includes morning car line, afternoon car line and going to the restroom. When the students are in their 'Ohana group, face masks or face shields are recommended.

We do recommend that students bring an extra face mask or face shield to be kept in school in case another one is needed (face mask/shield breaks, gets soiled, etc.).

What will be done to provide a sense of normalcy and lessen anxiety for our students?

We are very cognizant of the fact that the current situation has brought added anxiety for our students and teachers. With this in mind, plans are being made to make school and the learning experience as normal as possible for the students, with needed modifications in procedures for safety and wellness. School and learning should be fun and children should be allowed to be children. Our students will participate in many of the activities that make IPA a special place, such as Assemblies (virtual), special events, and our Specials classes. This is also an area of focus for our school counselors.

How will it be determined if we will go to Distance Learning? What will Distance Learning look like?

We will go to Distance Learning if it is in the best interest of the health and safety of our students, teachers and school community. This may be mandated by the Governor.

Much has been learned during our past Distance Learning experience and we recognize the challenges Distance Learning has for many students and families. Our teachers will receive training to more comfortably and confidently use the tools of technology in Distance Learning. We have reorganized our Computer Science program to integrate Computer Science skills into the curriculum and focus more on learning and practicing skills needed to confidently

participate in Distance Learning. These useful skills will be taught before we go to Distance Learning (if we go).

If there are any safety and health concerns about in-person learning, please contact our Elementary Principal, Mr. Steve Ross at SRoss@ipahawaii.org by July 17, 2020.

Secondary School (Grades 6-12)

Secondary School Learning Model

For the 2020-21 school year, the Secondary School will offer an on-campus educational experience consisting of rigorous and relevant curriculum and instruction based on our values alongside the implementation of health and safety processes, procedures, and protocols that ensure the well-being of our Island Pacific Academy community.

We are committed to providing our students with an IPA experience that promotes their intellectual growth, physical safety, and overall well-being.

We look forward to further explaining what school will look like in August in future communication in addition to events that occur at the beginning of the school year, such as our Secondary Back-to-School Night.

Secondary Back-to-School Night (Tuesday, September 1)

Back-to-School Night will be virtually held on the evening of Tuesday, September 1. During Back-to-School Night, parents will have an opportunity to learn more about the Secondary School from administrators as well as meet teachers and counselors through an interactive online experience. Parents will also learn more about subject area curriculum, instructional practices, and classroom expectations from their child's teachers. More details will be provided in August.

First Week of School (Monday, August 17 - Thursday, August 20)

To help our students feel more comfortable with our new health and safety processes, procedures, and protocols with the return to school, we will have a modified schedule for the first week. For Monday, August 17 and Tuesday, August 18, we ask that students arrive on campus just before starting times and be picked up or leave campus shortly after their dismissal times.

Monday, August 17

Pu'uhonua Activities (Non-Letter Day)

- 8:00 am - 11:00 am: First Day of School for Grades 6 and 9
- Grades 6 and 9 will have a designated time for a snack
- 12:30 pm - 3:30 pm: First Day of School for Grades 10, 11, and 12
- Due to special schedule, no lunch on this day
- No School for Grades 7 and 8

Tuesday, August 18

Pu'uhonua Activities for Grades 7-8, First Instructional Letter Day for Grades 9-12

- 8:00 am - 11:00 am: First Day of School for Grades 7 and 8
- Grades 7 and 8 will have a designated time for a snack
- 12:30 pm - 3:30 pm: Instructional Day (Modified A Schedule, Periods 1-4 with one break) for Grades 9-12
- Due to special schedule, no lunch on this day
- No School for Grade 6

Wednesday, August 19

Instructional Day for All Students Grades 6-12

- Early Release Day (Grades 6-8: 2:50 pm; Grades 9-12: 3:00 pm)
- B Schedule

Thursday, August 20

Instructional Day for All Students Grades 6-12

- Regular Release Day (Grades 6-8: 3:05 pm; Grades 9-12: 3:20 pm)
- C Schedule

Staggered Start and Dismissal Times

To allow for safe entry into school as well as time for temperature screening, we will have staggered times for drop-off, start, and dismissal for the duration of the entire year.

To help us avoid congregating outside of the buildings, we kindly request that students are dropped off during their assigned times and not earlier. When the students enter campus they should immediately proceed to their classrooms, which will be open to receive students during drop off time.

	Middle School (Grades 6-8)	High School (Grades 9-12)
Drop-Off Time	7:30 - 7:45 am	7:45 - 8:00 am
School Begins	7:50 am	8:05 am
Monday, Tuesday, Thursday, Friday Dismissal	3:05 pm	3:20 pm
Wednesday Dismissal	2:50 pm	3:00 pm

Curriculum: Learning and Teaching

Our teachers will continue to follow our educational philosophy as we chart these uncertain and ever changing times. With the changes that are being implemented to safely return to school, the following continue to be a focus of learning and teaching in the Secondary School:

- Administrators and teachers will provide a solid educational program for students and support them in being successful whether they are on campus or at home distance learning.



- Students will learn collaboratively with each other and their teachers in a caring on-campus or online community where independence and interdependence are of equal importance.
- IPA will provide diverse learning and social activities on-campus or virtually that are grounded in authenticity and relevance as well as driven by student curiosity and creativity that allow them to construct meaning and connections within the world around them.

The Secondary School’s focus areas will be implemented via:

- Core academic classes inclusive of the Arts and Design Technology fields.
- Meaningful and relevant topics covered during Pu’uhonua (e.g. Advisory) that promote the well-being of the whole child.
- Interactive and personalized learning in all classes.
- Instruction and application that allow students to fully utilize technological tools in an educational setting.
- Virtual community time for Middle and High School Town Halls.
- IPA Gives Back and Make A Difference Day with modifications for health and safety.

Bell Schedule

Below is a sample of the Secondary School Bell Schedule that will be utilized during the 2020-21 school year for the Middle and High Schools. The letter day rotation (A-H) will continue to be implemented. The full rotational schedule will be available in August 2020.

Example Regular Release Schedule

Middle School (Grades 6-8)		High School (Grades 9-12)	
A DAY		A DAY	
7:50am-9:00am	MS Period 1	8:05am-9:15am	HS Period 1
9:00am-9:15am	MS Break	9:15am-9:30am	HS Break
9:20am-10:25am	MS Period 2	9:35am-10:55am	HS Period 2
10:25am-10:55am	MS Study Hall	11:05am-11:40am	HS Pu'uhonua
11:00am-11:45am	MS Lunch	11:50am-1:10pm	HS Period 3
11:50am-1:10pm	MS Period 3	1:10pm-1:55pm	HS Lunch
1:20pm-1:55pm	MS Pu'uhonua	2:05pm-3:20pm	HS Period 4
2:05pm-3:05pm	MS Period 4		



Example Wednesday Early Release Schedule

Middle School (Grades 6-8)		High School (Grades 9-12)	
A DAY		A DAY	
7:50am-8:50am	MS Period 1	8:05am-9:05am	HS Period 1
9:00am-9:15am	MS Break	9:05am-9:50am	Flex
9:15am-9:50am	Community Building	10:00am-11:00am	HS Period 2
10:00am-11:00am	MS Period 2	11:05am-11:40am	HS Pu'uhonua
11:00am-11:45am	MS Lunch	11:50am-12:50am	HS Period 3
11:50am-12:50am	MS Period 3	12:50pm-1:35pm	HS Lunch
1:00pm-1:35pm	MS Pu'uhonua	1:45pm-2:45pm	HS Period 4
1:45pm-2:50pm	MS Period 4	2:45pm-3:00pm	HS Study Hall

Classroom Modifications and Expectations

Following the guidelines from local, state, and national government health officials and in response to survey results from our community, we will implement the following classroom modifications and expectations.

Classroom furniture will be set up for social distancing while balancing the need for students to safely interact and work collaboratively. Island Pacific Academy will frequently use sanitizing sprays and wipes, hand sanitizers, and gloves throughout the day to ensure a healthy learning environment. There will be frequent wiping of common surfaces and cleaning of restrooms mid-day. We will thoroughly wipe down classrooms after students' use.

Each student will wear a face mask or shield when they arrive at school. Face masks or shields are required anytime students are in transition to or from their classrooms. This includes morning and afternoon drop-off and pick-up in the car line as well as going to lockers, restrooms, or offices. When students are in classrooms, face masks or shields are recommended. We do recommend students bring an extra face mask or shield to school that can be kept in lockers in case another one is needed during the day (e.g. breakage, dirtied).

In order to help students and teachers work safely on campus, each classroom will have approximately 16 students per period. Students in Grades 6-10 will be in learning cohorts. Students remain in their learning cohorts for the duration of the school day. Students will be assigned a classroom for the majority of their classes and teachers will travel to the students, lessening the transition time in the hallways thus creating a safer campus. Students in Grades 11-12 will continue to transition between classrooms due to their academic and programmatic choices. Students will have designated times to go to lockers. This organization greatly reduces the amount of student to student mixing among and between grade levels.



Physical Education (PE) Classes

PE activities for students in Grades 6-9 will take into consideration health and safety guidelines as well as proper social distancing. Teachers will limit the use of shared equipment, require washing of hands or sanitizing before and after class, encourage hydration, and modify curriculum with a focus on more individual fitness, health, and wellness activities.

Students will have the option to come to school and wear the PE uniform t-shirt for the entire day that they have PE class. Students can also wear their own personal, athletic-style shorts (preferably in dark blue), as long as it has pockets to hold personal masks. Free dress rules apply for personal shorts. Arriving at school in the PE uniform and allowing the option to remain in the uniform after PE class will maximize instructional time and is in keeping with appropriate social distancing by eliminating the need for changing clothes in restrooms. Emphasis will be placed on keeping our students safe during PE classes by setting up strict guidelines if students decide to change clothes after class and altering lessons and activities to allow for social distancing. No face masks will be required to be used during PE classes.

Sharing Supplies

We will limit sharing of learning tools and equipment. Each student will have personal supplies and learning tools, for their use only. If any tools or equipment are to be shared, students will wear gloves and the tools and equipment will be sanitized between users. Students will also wash hands or use hand sanitizer before and after shared use.

Recess and Lunch

Recess breaks will be spent in classrooms. In addition, students will eat lunch in their classrooms. We will no longer utilize the Multi-Purpose Room (MPR) for this activity. Understanding that with eating comes the need for extra precautions, hand washing and sanitizing will happen before lunch. Tables and desks where students eat lunch will be sanitized. To ensure the safety of our students with regards to congregating and community-use items, **microwaves and hot water kettles will be unavailable for the 2020-21 school year.** We encourage snacks and lunches that do not require heat or hot water.

During the instructional cycle, small groups of students will have an opportunity to go outside for recess and lunch. A special schedule allows one grade level per day for Middle School (Grades 6-8) and at a different time for High School (Grades 9-12) to have a recess break and lunch outside. This ensures grade levels do not mix and lessens student interactions. We believe it is beneficial for our students to be outside some of the time during the instructional cycle.

Social-Emotional Health and Well-being

At Island Pacific Academy, the overall social-emotional health and well-being of our students are our foremost priority and focus throughout the entire Secondary School in each classroom, each and every day. Administrators, teachers, and counselors are particularly mindful of our students' welfare during these challenging times.

The Secondary School has a full time counselor available to support students' overall wellness. The counselor can also support individual students on adjusting to current changes within the school and our larger society as a result of the current pandemic. Parents and



guardians can contact the counselor regarding individual student support that may be needed. This is particularly helpful so we can partner with families in promoting a student's health and well-being at school.

In addition, the counselor will also be available to support teachers and grade levels in Pu'uhonua advisory classes. The counselor can facilitate discussions that relate to particular grade levels and their age-appropriate needs.

Secondary School Student Absences

While we know our parents and families recognize that being in school is important, we are asking that children be sent to school when they are healthy. If they are not feeling well, students will need to stay home. To support this, we will be more flexible with our attendance policy and have raised the number of allowable absences for the school year to 25. If you feel your child will exceed 25 absences during the school year, please contact the Vice Principal to discuss how we can work together to support your child.

Secondary School Distance Learning

While Distance Learning is not ideal, we recognize that we may have to pivot to Distance Learning if there is a mandate from the Governor. We have learned a lot from our Distance Learning experience from this past Spring and have taken the feedback from the Spring Surveys. We will go to Distance Learning if it is in the best interest of the health and safety of our students, teachers and school community. This may be mandated by the Governor. Our teachers will receive training to more comfortably and confidently use the tools of technology in Distance Learning.

Extracurricular Activities

Secondary students will have opportunities to join extracurricular clubs virtually for the 2020-21 school year. More details will be shared as the school year begins.

If there are any safety and health concerns about in-person learning, please contact our Secondary Principal, Dr. Brandy Sato at BSato@ipahawaii.org by July 17, 2020.

Extended Day Programs

Island Pacific Academy remains committed to offering safe, supervised care for students through our Extended Day programs.

Before school care, provided by Leeward YMCA, provides child care from 6:00 a.m. until the elementary school day begins. Temperature checks will be done upon entry and exit of before school care. Face coverings, social distancing, maintaining student cohorts, and general hygiene practices will be conducted. Supplies shared will be cleaned and disinfected after each use.

After school care provides services from the end of the elementary day until 5:30 p.m. The program will adhere to updated Hawaii Department of Health guidelines, which require small student cohorts and additional program staffing. Because of this, students must be registered for the Extended Day program in advance by the specified deadline of August 1. Extended Day Program **will not** be able to accommodate drop-ins for the fall and will re-evaluate for January.

For questions regarding after school care, please contact our Director of After School Programs, Ms. Eileen Novak at ENovak@ipahawaii.org.

Athletics

- The health and safety of our Student-athletes and their families, in addition to our IPA community is paramount. While we hope to have extensive athletic opportunities in the upcoming school year, for the health and safety of all, athletics can be halted by a number of different groups, including Island Pacific Academy, ILH, HHSAA, national and state agencies who are working together to ensure the best path forward for athletics.
- Based on ILH decisions, some sports may be limited. This could mean that not all levels will be offered, or that certain sports will need to be modified for safety and health concerns.
- Student-athletes and family members will be the main source of transportation to and from practices and competitions. Buses are not likely to be available.
- No spectators will be allowed in indoor facilities. For outdoor events, spectators must practice social distancing and wear face masks.
- Athletic practices will be conducted in smaller groups. Physical distancing will be in place when possible.
- If a student-athlete is not feeling well, they should not attend school, practices or games. If a student-athlete has been exposed or tested positive for COVID-19, safety and health protocols will be followed. Once the student-athlete receives a negative test and is confirmed by the school Nurse and Director of Athletics, return to participation in the sport may resume.
- Updates to the Athletic season will be shared with the community as information becomes available.
- Additional questions or concerns regarding athletics may be directed to our Director of Athletics, Greg Terhune at GTerhune@ipahawaii.org.

Technology

- Each student will be provided with a school-assigned device (iPad and accessories).
- Elementary student iPads will be distributed to the students in their respective classrooms.
- Secondary new student iPads pickup will be located in the Technology Office.
- In the case of Distance Learning, school-assigned devices will be available for home use.
- Students can connect their school-assigned device to a home wifi.
- The Acceptable Use Policy (AUP) will provide information and guidelines for the use of technology and equipment.

Health and Safety Measures

- Modification of programs and special events with limits on crowd sizes and social distancing
 - School-wide assemblies, programs, or special fundraising events such as a Gala event or Golf Tournament are currently being discussed to modify these events to be mindful of the safety and well-being of our community members.

- Signage
 - Adequate signs will be posted throughout campus on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, temperature screening, and properly wear a face covering.
- Travel Policy
 - Travel in and out of the State of Hawaii should adhere to the State of Hawaii mandates, policies, and measures for safety requirements at all times due to the pandemic.
 - If families are traveling out of 'Oahu, please notify the appropriate division Principal as soon as travel is known.
 - Approval to return to campus, after travel is completed, is necessary. The state's mandates such as a 14-day quarantine or negative tests results will need to be provided to the school.
- Virtual Excursions
 - Traditional learning trips will be re-envisioned as virtual excursions. Additional information is provided within the Elementary and Secondary divisions model.

Response Plan

- If exposure or positive cases are known by either students, teachers or staff, the following response plan will occur:
 - Phase 1 - If one (1) exposure or positive COVID-19 case is known, that specific cohort will not attend school (based upon contact tracing and exposure). The school will monitor the situation. Appropriate disinfection protocols will take place.
 - Phase 2 - If two (2) or more exposure or positive COVID-19 cases is known, either a division or additional cohorts will not attend school (based upon contact tracing and exposure). The school will monitor the situation. Appropriate disinfection protocols will take place.
 - Phase 3 - If significant exposure or positive COVID-19 cases is known, schoolwide closure will occur. Appropriate disinfection protocols will take place.
- The situations above will be determined in cooperation with our school and the Hawaii Department of Health.
- Families will be notified if there is any exposure to COVID-19 on campus.
- Once determined it is safe for the cohort, division or school to return to campus, such as when negative test results are achieved, families will be notified.

Additional Resources Regarding COVID-19

World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Centers for Disease Control and Prevention (CDC)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Hawaii State Department of Health

<https://health.hawaii.gov/>

Hawaii State Department of Health Travel

<https://health.hawaii.gov/travel/>

Illness Decision Chart

Kui Hew Len | July 6, 2020

