

ISLAND PACIFIC ACADEMY

NAVIGATING REOPENING PLAN VERSION 2.0



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September 21, 2020

Dear Families of Students at Island Pacific Academy,

I hope everyone is doing well, staying safe under these trying times and feelings of uncertainty. We have been so looking forward to in-person teaching and learning to begin on our campus while maintaining a safe and healthy environment for our entire school community. I say this with great sincerity that our faculty and staff have greatly missed seeing our students on campus and being able to have in-person teaching and learning happen at our school.

At this time, I would like to share with you our most recent efforts with our Navigating Reopening Plan (Version 2.0) which was developed through a collaborative effort of our dedicated and committed faculty, 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 (Version 2.0) 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 (Version 2.0) 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, September 28, 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 in-person teaching and learning gets closer, further updates and information will be sent to you, if needed via email, for this option of teaching and learning, as Distance Learning will still be provided to students and families who elect to remain with this teaching and learning option. 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, September 28, 2020.

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 may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own eyes, nose or mouth. 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 Masks
 - CDC (August 27, 2020) recommends that you wear masks in public settings around people who do not live in your household and when you cannot stay 6 feet away from others. Masks help stop the spread of COVID-19 to others. The spread of COVID-19 can be reduced when masks are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.
 - Wearing a mask 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.
 - Everyone will wear a face mask, at all times, with a few exceptions. The exceptions are as follows:
 - During PE, the face mask will be optional when participating in the PE activity, while maintaining at least 6 feet distance. While walking to the park or field, students should wear their face masks.
 - During recess, students should carry their face masks with them all the time. Students will maintain at least 6 feet distance. Elementary students will be provided a lanyard to clip their face mask to their uniforms. Secondary students' option is to place their face masks in their pockets during PE or recess. As an example, if the students are not "running around," face masks should be worn.
 - During band/orchestra class (Secondary students), they are excluded from using their face masks when playing the instrument. If the students are not playing their instrument and receiving instruction from the teacher, students should be wearing their face masks as well.
 - Face shields may be worn by teachers in their classrooms, occasionally, when they are maintaining 6 feet distance and it is needed for instruction. For example, when students need to see the teachers' mouth (forming sounds) or for singing (music).
 - Students are required to bring face masks to school each day.
 - Face masks include surgical, N-95, or homemade/store bought cloth face masks. CDC does not recommend using masks if they have an exhalation valve or vent, therefore, these masks are not allowed to be used on campus.
 - Face shields can be worn over face masks.

- 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 masks are required.
- When teachers are moving between cohorts, they will need to wear a face mask and maintain social distancing when possible. When teachers are in transition, face masks are required.
- During snack and lunch times, students will set up a safety “tri-fold” shield (provided by the school) and will remove their face masks to eat.
- When a mask is not in use, such as during lunch, students should have a labeled ziploc bag or container to hold their mask to keep it safe and clean.
- Face masks or face shields do not need to be worn during outdoor activities such as PE or recess.
- Students cannot share a mask and are encouraged to bring an extra face mask or shield to school in case their face mask gets soiled or becomes unusable. Disposable masks are a good option for the spare.
- Students will be gently reminded not to touch their mask and to wash hands frequently.
- Please provide your child an opportunity to practice wearing a face mask or face shield at home, for short periods of time at first, and lengthening the time as she/he gets used to wearing it. Also, discuss safe face mask and face shield usage including:
 - Not touching or pulling on the face mask/shield
 - Using clean hands when putting on or removing the face mask/shield
 - Using the elastic to put on or remove the face mask/shield
 - Storing the face mask/shield when not in use.
 - Face masks will follow the IPA Dress Policy as stated in the 2020-21 Parent/Student Handbook. Faculty and staff will also follow professional decorum guidelines.
- Health Screening
 - Daily monitoring of an individual’s health is everyone’s responsibility. Review the **Illness Decision Chart** (Diagram 1) as a guide to decide if your child is well enough to attend school.
 - 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.
 - IPA Cares is a self-screening platform that supports the well-being of parents, students, faculty, staff and visitors in the IPA community. All individuals (student, faculty, staff, and visitors) will complete this quick, daily check-in and will immediately receive guidance on whether to enter campus or stay home that day.
 - 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 go home and may not return to campus until the individual is fever free without the use of fever reducing medication (i.e. Tylenol or Motrin) for 24 hours.
- 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 enhance safety and health measures, upon entry into the buildings, individuals will thermal scan, hand sanitize and pass through the Anti-Pandemic Safety Gate for a 360-degree disinfection of the body (Safety Data Sheet of disinfectant spray available under References). Families may opt out of the 360-degree disinfection of the body. Information to opt out will be forthcoming.
 - In addition to the routine daily sanitizing and cleaning, our contracted cleaners will use an Electrostatic Backpack Sprayer to nightly sanitize classrooms, common areas, workspaces and high touch areas (Safety Data Sheet of disinfectant spray available under References).
 - 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, workspaces, restrooms and common areas. CDC approved products will be used to help 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.
- The REME Halo in-duct air purifier has been installed into the air condition systems in each building. This air purifier is capable of eliminating and reducing microbial contaminants, odors, and reducing particulate matter in the air (Product details available under References).
- Water fountains will not be available; however, the refillable water stations will be operational. 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-feet 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. Lunch forms are available at the school's website.
 - Students who do not pre-order lunch, will continue to bring their own lunch. Microwaves and hot water kettles will be unavailable.
 - 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 mask while on campus. [Hand sanitizing, temperature scan and IPA Cares 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 student bring in items such as lunch payments or any forms. A designated "drop box" has been 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 Mrs. Kerri's window and outside of the Secondary building near the entrance. 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 store 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.
 - 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.
 - For morning drop off, Kapolei Public Library has agreed to allow our school access to their parking lot for a short period of time. While discouraged, if needed, parents may walk their child to the front of the building. Parents will need to remove their cars from the library parking lot by 8:15am, to allow the library staff ample time to set up for curbside service for the library patrons.
 - For after school pick up, the Kapolei Public Library parking lot is not available, please make other arrangements.
 - For the 2020-2021 school year, the lower parking lot is not open to vehicular traffic due to the installation of the 40x60 tent for outdoor classroom spaces.
 - 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.



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.

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. The Kapolei Public Library parking lot will be available for use if you would like to park and walk your child in. Parents will not be allowed in the building and must leave their child at the door. All cars must exit the library parking lot by 8:15am. 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 assigned drop off, morning care with Leeward YMCA is available. Please contact them at (808) 674-6495 for details.

We kindly ask that parents use car line for afternoon pick up (to help us avoid congregating outside the buildings) and arrive during your child’s assigned times and not earlier. The library parking lot is not available for IPA use in the afternoon. On the first day of school, families will be provided with a placard with your child’s name on it, which should be placed on the front windshield, to help expedite the process.

If you have children that need to be dropped off and picked up at different times, please come at the overlapping time.

	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 to utilize outdoor learning spaces for grade level and specials classes will be encouraged.
- 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.

Our "In Person" Learning Platform is our primary learning platform. We will also offer a modified Distance Learning program, for families who request it. We recognize that any Distance Learning Program for Elementary aged students has its unique challenges, given the age, development, and needs of our young learners. The following are components of the Distance Learning option:

- Students will be provided a school issued iPad, cord and charger.
- Students will have virtual access to slides (daily or weekly) with links to classroom assignments for the day or week.
- Students will be given access to learning packets, available on the slide or by family pick up.
- An adult family member will assist with completing work and assignments.
- There will be three "check in" meetings with the classroom teachers each week.
- Work submitted to the classroom teacher will be used to determine the semester grade.
- Specials teachers will inform students of specifics of their program:
- Specials teachers will provide activities from their area of specialty for students to complete independently.
- Specials teachers will be available for questions and support.
- Students will share evidence of their learning with their Specials teachers, which will help determine their grade.
- The commitment for the Distance Learning option is for a semester (first semester ends 12/18).



- Students will be invited to our Monday and Friday assemblies.

Over time, we may be able to add to the components. If the school is mandated by the State or Department of Health to return to a whole school Distance Learning program or the school deems it prudent, then the components of the program will be expanded and the students enrolled in the optional Distance Learning will join the school-wide Distance Learning program (like how the school year began).

Learning Schedules

Below is a sample daily schedule for the upcoming school year. 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. During PE, the face mask will be optional when participating in the PE activity, while maintaining at least 6 feet distance. While walking to the park or field, students should wear their face masks.

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.

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 'ohana groups. Students may bring a toy or something small to do (such as a book to read) during recess. These toys may not be shared. Individual 'ohanas will be assigned designated areas. 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 Ms. 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.

Below are some common questions asked as we were preparing for the return to school:

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 hand washing 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 wear a face mask when they arrive at school and during the school day. Students may choose to wear a face shield **over** their face mask for extra protection. Face masks must be worn throughout the day, except under special circumstances, such as while eating snacks or lunch, or while running during PE.

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.



Secondary School (Grades 6-12)

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 our 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.”

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 Program:

- 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 Program’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 Upper School Town Halls
- IPA Gives Back and May Day with modifications for health and safety

Hybrid Learning

On September 28th, Island Pacific Academy intends to transition to hybrid learning. Hybrid learning is a comprehensive approach to instruction that combines the



best of face-to-face and online learning to create a high-quality learning experience for all students regardless of physical location.

Hybrid learning utilizes video conferencing software to connect students in multiple locales. For Island Pacific Academy, it is Zoom. Hybrid learning also uses asynchronous learning experiences, such as pre-recorded videos, to support learning outside of the classroom. Overall, this approach is beneficial because it provides a flexible learning experience, provides synchronous communication and interaction with real-time engagement, freedom for independent academic exploration outside of synchronous learning times, and more efficient use of time and resources due to focused synchronous learning experiences.

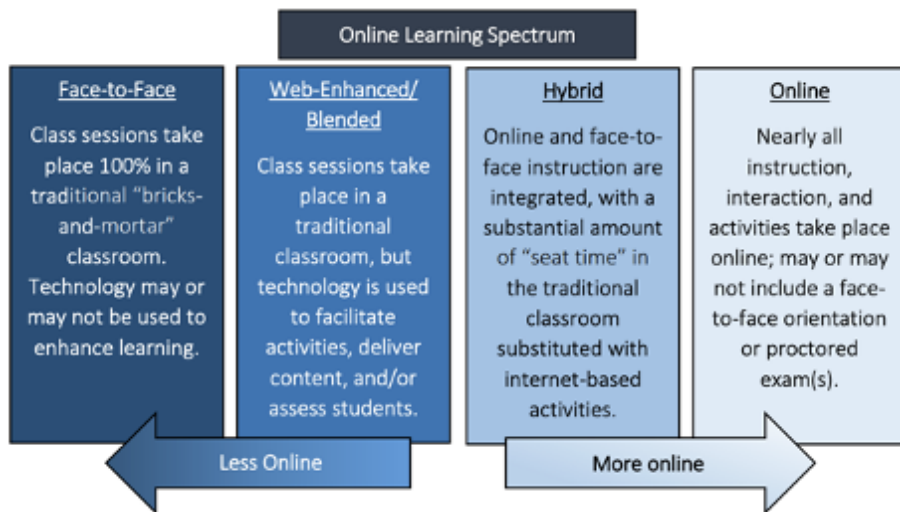
Hybrid Learning Compared to Other Teaching Methods

On the online learning spectrum, hybrid learning is between web-enhanced/ blended and online learning. Within a hybrid class, class time is less than a traditional face-to-face or web-enhanced/blended environment so teachers must structure their class using backward design principles to determine what can be done asynchronously online and what needs to be reserved for in-person and synchronous learning.

Island Pacific Academy realizes that it will take time for teachers to evolve their instructional practices in order to truly transition from online learning to hybrid learning. Professional learning days, Thursday 9/24 and Friday 9/25, will provide opportunities for teachers to learn more about this model and work collaboratively and independently to adjust curriculum, incorporate new instructional practices, and modify assessments.

In the near-term as we first begin hybrid teaching and learning, teachers may teach in an online-oriented format similar to what students are currently experiencing. However, as teachers grow in understanding and apply hybrid learning principles and strategies, there should be a shift in observable instructional practices and student learning experiences.





Hybrid Learning Model at Island Pacific Academy

In the near-term as we first begin hybrid teaching and learning, teachers may teach in an online-oriented format similar to what students are currently experiencing. However, as teachers grow in understanding and apply hybrid learning principles and strategies, there should be a shift in observable instructional practices and student learning experiences.

Transitioning to hybrid learning could encompass the following preliminary strategies:

- The instructor prepares a lecture for students and livestreams it on Zoom followed by facilitating a class discussion involving on-campus and distance learners on Zoom. This is followed by all students completing online assignments based on these activities. Online assignments are posted to asynchronous discussion forums for online discussion.
- An instructor places lectures online using voiceover PowerPoint or streaming media or Nearpod for all students to review on their own. Then subsequently in their class period, all students, both on-campus and distance learning, use these preliminary online materials to engage in Zoom break-out room small group activities and discussions.
- Students prepare small group projects online and post them to discussion forums for debate and revision. Then, on-campus and distance learners present them in the livestreamed Zoom class for final discussion and assessment.

Other strategies are rotation models that involve rotating between different group activities and/or the teacher within Zoom rooms and the flipped classroom model that typically involves individual asynchronous learning, such as a video, followed by planned synchronous activities with the teacher and all students.

Teachers will grow in their professional practices as they utilize these or other strategies to maximize student engagement.

Bell Schedule

We will continue to use the 2020.21 Secondary School Distance Learning Bell Schedule as pictured below moving forward. All periods are instructor-taught synchronous classes for both on- and off-campus learners.

2020.21 Secondary School Distance Learning Bell Schedule

A	B	C	D	E	F	G	H
Period 1 8:30 - 9:20	Period 5 8:30 - 9:20	Period 2 8:30 - 9:20	Period 6 8:30 - 9:20	Period 3 8:30 - 9:20	Period 7 8:30 - 9:20	Period 4 8:30 - 9:20	Period 8 8:30 - 9:20
Transition 9:20 - 9:35							
Period 2 9:35 - 10:25	Period 6 9:35 - 10:25	Period 1 9:35 - 10:25	Period 5 9:35 - 10:25	Period 4 9:35 - 10:25	Period 8 9:35 - 10:25	Period 3 9:35 - 10:25	Period 7 9:35 - 10:25
Recess 10:25 - 10:55							
Period 3 10:55 - 11:45	Period 7 10:55 - 11:45	Period 4 10:55 - 11:45	Period 8 10:55 - 11:45	Period 1 10:55 - 11:45	Period 5 10:55 - 11:45	Period 2 10:55 - 11:45	Period 6 10:55 - 11:45
Break 11:45 - 12:00							
Period 4 12:00 - 12:50	Period 8 12:00 - 12:50	Period 3 12:00 - 12:50	Period 7 12:00 - 12:50	Period 2 12:00 - 12:50	Period 6 12:00 - 12:50	Period 1 12:00 - 12:50	Period 5 12:00 - 12:50
Lunch 12:50 - 1:30							
Monday & Wednesday 1:30 - 2:15 Pu'uhonua							
Tuesday, Thursday & Friday 1:30 - 3:30 Flex Time							

There are several reasons to continue the usage of our current schedule. First, it provides consistency in our daily routines as we transition from full distance learning to a customizable hybrid learning model.

Second, it will allow for daily interactions between on- and off-campus learners and their teachers.

Third, students in HL courses have greatly benefited from additional instructional time with the use of *Flex Time* in the afternoons. We want to maintain these blocks of learning time for our advanced students.

Fourth, we will have a smoother transition if we need to return back to distance learning as individual cohorts, grade levels, Secondary School, or campus for health and safety reasons.

Daily Schedule

For families who choose to continue learning from home, there should be no perceived difference than what Island Pacific Academy is currently offering. Students follow the same schedule. Families and students will need to commit to remote learning for the entire semester. This helps us maintain consistent curricular, instructional, and assessment expectations for all learners while maintaining a consistent number of people on campus for better implementation of our health and safety protocols.

The school day for on-campus learners is 8:30 am – 12:50 pm.

Drop off time for all students Grades 6-12 will be from 8:00 am – 8:25 am. Students must be seated in their classroom by 8:30 am. If students are dropped off earlier during Elementary School drop-off with their younger siblings, a supervised study hall will be available for those students who sign up for this service from 7:30 am – 8:00 am.

Students in Grades 6-10 will be in learning cohorts. Students remain in their learning cohorts during their instructional class periods and Pu'uhonua. 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 or use restroom facilities.

During the instructional cycle, small groups of students will have an opportunity to go outside for recess. The Vice Principal is organizing an outdoor recess schedule for students based on numbers of students returning to on-campus learning. If less students are learning on-campus, more students and grade levels can go outdoors for a socially distanced recess.

Students are dismissed from campus after their last instructional period of the day at 12:50 pm. We ask that students who leave campus at this time are picked up within twenty minutes. Students will still be required to virtually attend Pu'uhonua and keep virtual appointments during Flex Time.

Families may opt for their children to remain on campus until 3:30 pm. They will have a supervised lunch period from 12:50 pm – 1:30 pm. Students will use their individual dividers during lunch time. To ensure the safety of our students with regards to congregating and community-use items, **microwaves and hot water kettles will be unavailable**. We encourage lunches that do not require heat or hot water.



We are exploring the opportunity for small groups of students to go outside for a socially distanced lunch. The Vice Principal is organizing an outdoor lunch schedule for students based on the number of students remaining on campus until 3:30 pm. If less students opt to remain in school following the last instructional period, more students and grade levels can have lunch outdoors.

On Mondays and Wednesdays, students who opt to remain on campus will report to their Pu'uhonua advisors and classrooms for lunch followed by their Pu'uhonua class. Students who choose to leave campus or are distance learning are still required to virtually attend Pu 'uhonua.

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 when they arrive at school. Face masks must follow our free dress policy in that they must be appropriate for school use (e.g. no inappropriate images, language, signs, symbols). Face masks are required anytime students are in transition to or from their classrooms. When students are in classrooms, face masks are required. We do recommend students bring an extra face mask 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 they have 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. Face masks will not be required during PE classes. During PE, the face mask will be optional when participating in the PE activity, while maintaining at least 6 feet distance. While walking to the park or field, students should wear their face masks.

Due to the physical nature of PE and the opportunities that may be available to take PE classes outdoors, distance learners may have a modified curriculum and assessments. Distance learners are still required to check-in with their teachers at the start of each class time so attendance can be accounted for and directions for class can be given.

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 grade levels to have a recess break and lunch outside at least once a week if not more depending on the number of on-campus learners. We want to lessen students' physical 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'u'honua advisory classes. The counselor can facilitate discussions that relate to particular grade levels and their age-appropriate needs.

Secondary School Student Absences

Whether learners are attending school on-campus or at home, attendance is required for each instructional period and Pu'u'honua. Students are required to keep appointments with teachers, counselors, administrators, or other school personnel.

For on-campus learners, 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.

Extracurricular Activities

Secondary students will have opportunities to join extracurricular clubs virtually for the 2020-21 school year. The Secondary School recently held a virtual club fair with over twenty clubs formed. Students watched video presentations highlighting clubs and attended sessions to hear from club officers and/or advisors. Student clubs will meet



virtually this Fall 2020 semester, primarily during school hours but may meet outside of school hours depending on club members' schedules as well as planned events and activities.

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.

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 masks, 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. Students must have been registered by August 1. For questions regarding after school care, please contact our Director of After School Programs, Ms. Eileen Novak at ENovak@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 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 mask.
- 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 are 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 are 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. Our school will follow DOH's protocol for "Positive Case in a School Procedural Flowchart" (Diagram 2).
- Families will be notified if there is any exposure to COVID-19 on campus.
- Areas utilized by the case will be cleaned and disinfected by a third-party vendor.
- 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.
- Island Pacific Academy has four (4) contact tracers on staff. Once the school has been informed of an exposure or positive case, in conjunction with the Hawaii Department of Health, the school's contact tracers will notify and interview those who may have been exposed without revealing the COVID-positive person's identity. Confidentiality will be maintained.
- We highly encourage and appreciate all families to notify your division principal in a timely manner, if you, your child or a household member has exposure or tests positive for COVID-19. A successful notification of exposure allows for an exchange of information with the person exposed to COVID-19. Our contact tracers will compile a list of close contacts and other applicable information which will be provided to the Hawaii Department of Health for further investigation.



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/>



Diagram 1: Illness Decision Chart

Illness Decision Chart

Kui Hew Len | July 6, 2020

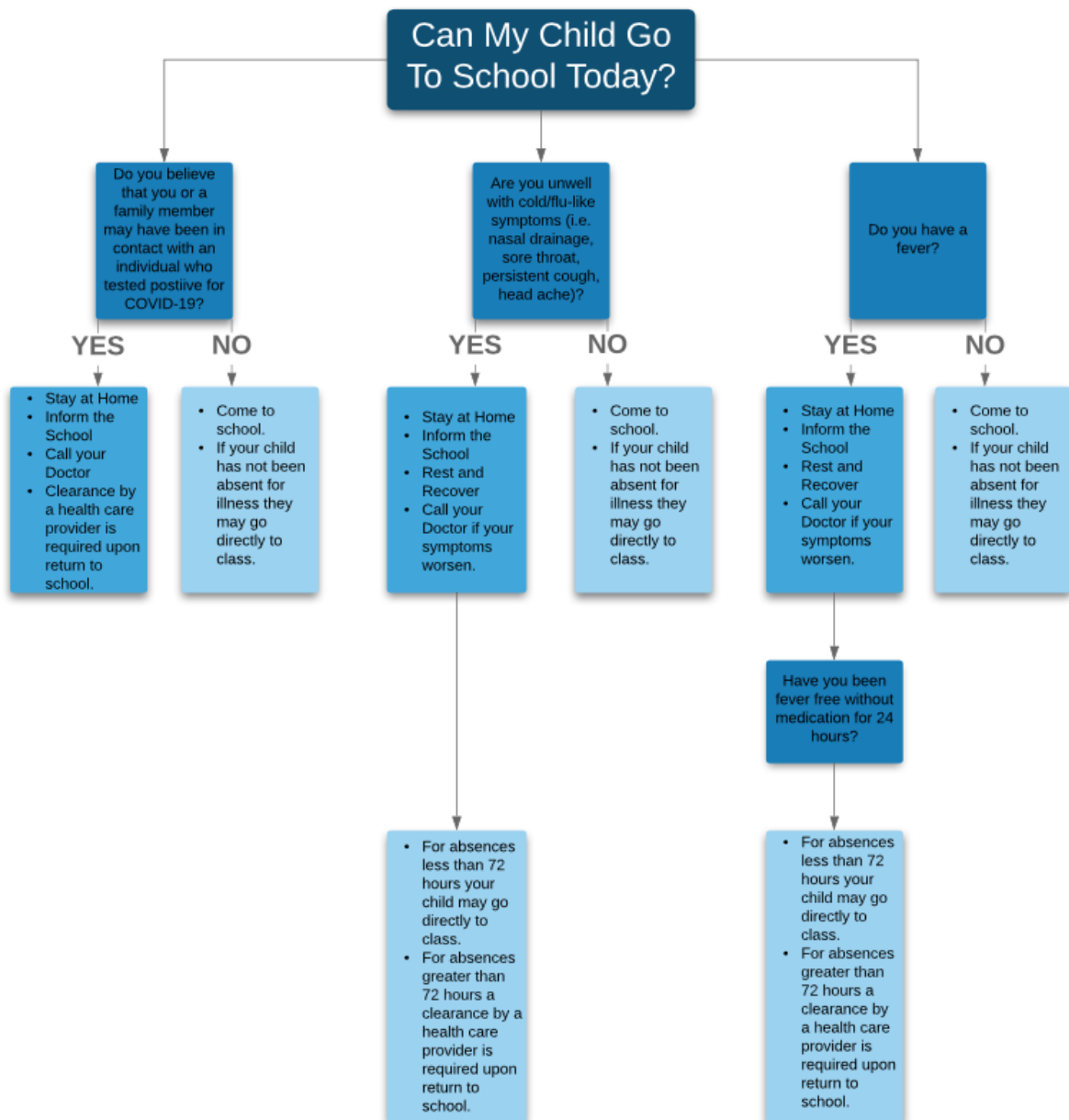
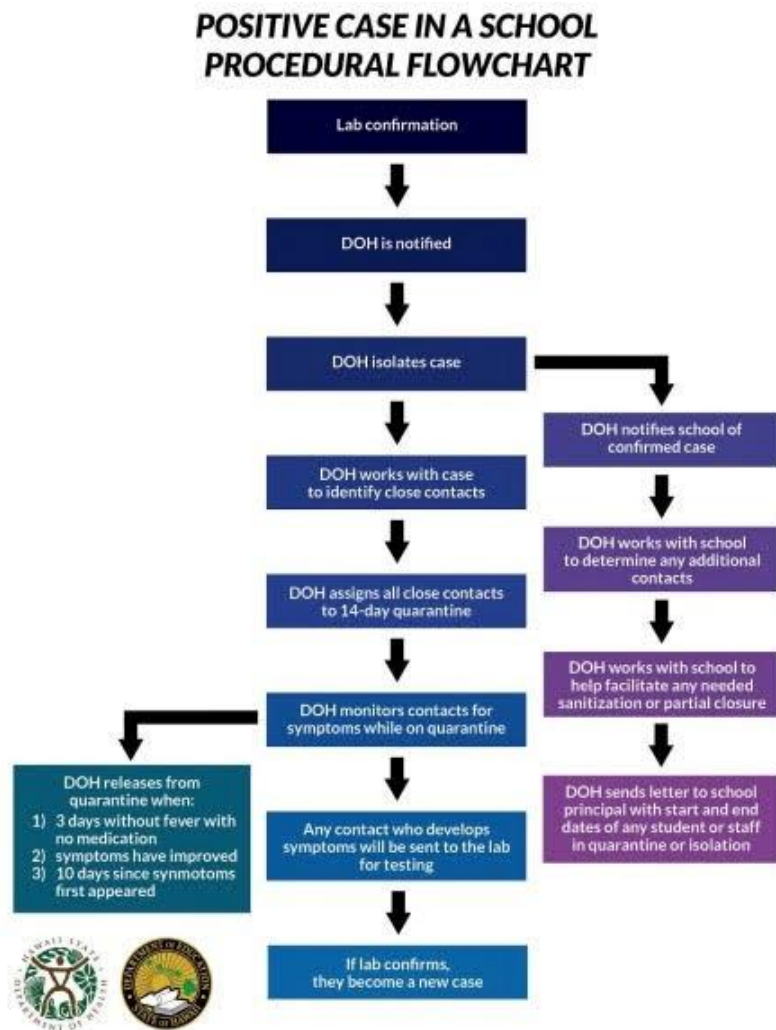


Diagram 2: Positive Case in a School Procedural Flowchart



References

[Safety Data Sheet for Disinfectant Sprayer on Anti-Pandemic Safety Gate](#)

[Safety Data Sheet for Spray of Electrostatic Backpack Sprayer](#)

[REME Halo In-Duct Air Purifier](#)

[IPA Cares Web Application Quick Start Guide for Parents](#)

[IPA Cares Web Application Quick Start Video File](#)

