



Plans for On Campus Learning

A Guide to Saint Joseph Parish School's Safety Educational Plan for the 2021-2022 School Year



**St. Joseph,
Pray for Us!**

**"Jesus,
We Trust
in You."**

Dear Parents and Guardians,

In the past few months, everyone has been carefully watching and reading the CDC and State of Hawai'i Health and Safety guidelines as schools create plans to begin the 2021-2022 school year. **As stated on the parent letter emailed on July 27th, with the support and approval of our Pastor, Father Efren Tomas, MS. St. Joseph Parish School will expect all students to attend class in person to learn face-to-face. Online learning will not be offered at this time.**

As stated in our mission, *St. Joseph Parish School, centered in Jesus Christ, in collaboration with the home, church, and global community, provides quality Catholic education in a safe and caring family environment. Students are prepared to achieve their full potential to be morally responsible citizens, effective communicators, active Christians, and lifelong learners. (Revised May 2013).* In preparing our plans for On-Campus Learning, we acknowledge the essential and vital role families have in maintaining safety and in helping our plan be most successful. We want to work with families to support your child's adherence to safety measures while they are on campus as well as at home. To support this effort, prior to the start of school, we will provide an updated student handbook with helpful information and orientation and training materials to help transition students to continue a COVID-safe campus. As a community that prioritizes health and safety, we must all do our part to adhere to state health recommendations and regulations to control transmission and potential future outbreaks. Moreover, there may be times when we ask families to comply with broader safety measures, and we greatly appreciate your cooperation in this regard. We also expect you will have questions and welcome your feedback and suggestions. We are eager to listen to and help each family navigate any concerns they may have. Please feel free to email us at sjs@stjosephwaipahu.org. Together as a T.E.A.M. (*Together Everyone Achieves More*), we will be able to safely provide the On-Campus Face-to-Face Learning we are preparing.

Be sure to check our school website, your email, and social media for further details and adjustments that need to be made. Thank you for your continued patience and support as we journey together knowing we are never alone because God is always with us!

Sincerely in Jesus Christ,
Ms. Beverly Sandobal
Principal



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Important Responsibilities of Families

To assist in preventing infection from symptomatic individuals, keep your child home if they are sick. All students should have their temperature and symptoms checked prior to coming to school each day using the following symptoms checklist:

- feverish or unusually warm (has flushed cheeks) or has a temperature of 100.0 F or greater
- coughing/sneezing
- sore throat
- shortness of breath/difficulty breathing
- headache/stomach ache/nausea/vomiting
- muscle pain/unusual fatigue
- new loss of taste or smell

If any of these symptoms listed above are present, the student(s) and any siblings must stay home.

- **Temperature Check-** *The School will check the temperatures of students upon arrival at school. If your child has a temperature that is 100.0 F, or greater your child will be sent home.*
- **Follow Federal, State, and Local Orders-** *All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing in public and other measures to reduce the spread of COVID-19.*
- **COVID-19 Testing and Notification-** *If your child or someone in your household tests positive for COVID-19, you must notify the School Office immediately. **Keep your child and all siblings at home.***
- **Stay Home if Exposed-** *If anyone in your household has been notified by the State Health Department that they were in contact with an individual infected with COVID-19, you must notify the school immediately. Based on the circumstance, you may be asked to keep your child home from school for **10 days.** During this time, the school will work with each family on make-up work that is needed.*



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- **Travel-** *If your child has traveled outside the state of Hawai'i, you are required to notify the School. A student may return to school if : 1) the school is provided a negative covid test result or proof of vaccination or 2) quarantine for 10 days.*

Students' Personal Items- *Limit the items your child brings onto campus each day and reinforce policies around the sharing of food, supplies, and other items with other students.*

- **Medical Forms; Emergency Contacts-** *Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least 3 emergency contacts who are able to pick up your child from the School within one (1) hour of receiving a call from the School if your child presents with a temperature or becomes ill during the school day.*

Learning Models and Environment

As stated on the parent letter emailed on July 27th, with the support and approval of our Pastor, Father Efen Tomas, MS, St. Joseph Parish School will expect all students to attend class in person to learn face-to-face. Online learning will not be offered at this time.

Face-to-Face Learning Model	Hybrid Learning Model	Distance Learning Model
<p>In the Face-to-Face Learning Model, students attend school and receive instruction in-person up to five days a week with slightly modified safety practices and guidelines as determined by the Department of Health, CDC, and the Diocese of Honolulu.</p> <ul style="list-style-type: none"> ● Individual learning materials will be provided. No common areas or materials are in the classroom. ● Social-Emotional Learning lessons will continue to be implemented in PK-8. ● Recess times will be staggered by grade level to minimize interaction. 	<p>In the Hybrid Learning Model, there is a combination of face-to-face instruction and distance learning as appropriate at each grade level with modified safety practices and guidelines as determined by the Department of Health, CDC, and the Diocese of Honolulu.</p> <ul style="list-style-type: none"> ● All safety measures from the Face-to-Face Learning Model would remain in effect. 	<p>In the Distance Learning Model, students receive all instruction online as determined by the Department of Health, CDC, and the Diocese of Honolulu.</p> <ul style="list-style-type: none"> ● All grades (PK-8) would participate in online learning with no students on campus. ● An updated Distance Education Plan would be



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<ul style="list-style-type: none">• Food services will involve single-serve, self-contained meals, and beverages. All students will eat meals in designated areas and abide by physical distancing guidelines.• Staggered start dates and dismissal times.• Faculty, students, and staff will be expected to wear their own personal masks on campus at all times unless engaged in physical activity, eating/drinking during lunch/snack, or otherwise isolated from others.• Faculty, students, and staff are expected to frequently wash their hands and/or use sanitizer.	<ul style="list-style-type: none">• Grades PK-8 would attend school on 2 set days per week during normal school hours and 3 days of online distance learning assignments and work packets. Consideration will be given to the sibling's scheduled attendance days.• PK-8 students would utilize open classroom spaces with no exposure to provide additional social distancing and lower student-teacher ratio.• The Hybrid Learning Model may be implemented for a classroom, groups of classrooms, or the entire school as determined by the Dept. of Health and state precautionary guidelines	<p>implemented.</p>
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School Schedule - Staggered Start Dates and Dismissals

Wednesday, August 4th	<u>Attends School Face-to-Face</u> <ul style="list-style-type: none">• All students in Pre Kindergarten - 3rd grade• Dismissal for Grades Pre K -2nd is 1:30 pm• Dismissal for Grade 3 is 2:00 pm	<u>Stays at Home</u> <ul style="list-style-type: none">• Students in Grades 4-8 stay at home
Thursday, August 5th	<u>Attends School Face-to-Face</u> <ul style="list-style-type: none">• Students in Grades 4-8• Dismissal is at 3:00 pm	<u>Stays at Home</u> <ul style="list-style-type: none">• Students in Pre Kindergarten - 3rd grade stay at home
Friday, August 6th	<u>Attends School Face-to-Face</u> <ul style="list-style-type: none">• ALL students in Pre Kindergarten - 8th grade• Dismissal for Grades Pre K -2 is 2:30 pm• Dismissal for Grades 3-8 is 3:00 pm	<u>Stays at Home</u> <ul style="list-style-type: none">• No one stays home



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Monday, August 9th	<p style="text-align: center;">ALL GRADES Pre Kindergarten to 8th Grade REPORT TO SCHOOL</p> <ul style="list-style-type: none">● Dismissal for Grades Pre K - 2 is 2:30 pm● Students in Pre K -2 who have siblings in Grades 3-8 will wait in their classrooms until their older sibling is dismissed. The teacher will be supervising the students.● Dismissal for Grades 3-8 is 3:00 pm	<ul style="list-style-type: none">● Breakfast will be available for purchase.● Extended Care Morning and Afternoon Services begin. Applications must be completed and turned in to the office.
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Health and Safety

Instructional delivery may change depending on governmental guidelines, but our commitment to the health and safety of our students, faculty, and staff remains unchanged. With the information provided by the Hawai'i Department of Health ([HIDOH](#)), our focus for health and safety revolves around the following areas.

Proper Social Distancing

Our school environment, by nature, is a social environment. Proper social distancing has proven to be an essential strategy in the containment of COVID-19. New restrictions on proper social distancing will have an impact on the school experience for our students, both inside and outside of the classroom. Maintaining **proper social distancing and wearing facemasks** will improve our ability to effectively reduce the risk of infection.



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Preventative Screening and Proper Hygiene

Social distancing, the use of face masks, preventative screenings, and proper hygiene are among the most effective strategies in containing the spread of COVID-19. **Please do not come to school if you are sick.**

To assist in preventing infection from symptomatic individuals, all students will be required to have their temperature and/or symptom screenings taken prior to the start of each school day. Visitors (official business only) will be required to have their temperature taken upon entering the Main Office and must wear a face mask at all times.

Upon arrival or throughout the school day as needed, individuals will be temperature checked, interviewed, and visually inspected using the following symptom checklist:

- feverish or unusually warm (has flushed cheeks) or has a temperature of 100.0 F or greater
- coughing/sneezing
- sore throat
- shortness of breath/difficulty breathing
- headache/stomach ache/nausea/vomiting
- muscle pain/unusual fatigue
- new loss of taste or smell

If any of these symptoms are present, he/she will be sent home immediately.

Proper hygiene and preventative measures that will be incorporated into the school day routine and will be required of all students, faculty, staff, and visitors (official business only):

- Hand washing
- Use of hand sanitizer
- Proper face-covering protocols
- Coughing/sneezing into tissues or your elbow
- Not touching your face, nose, or eyes
- Frequent disinfecting of high touch surfaces



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If a student or adult develops symptoms while on campus, the health room will advise the individual to the designated quarantine room for isolation and will make every effort to isolate students based on the available space (either inside or in a waiting area) and the number of students needing isolation. The Health Room assistant will contact the parents to pick up the child as soon as possible. If the child has higher risk COVID-19 symptoms such as cough, fever, shortness of breath, or loss of taste and smell, the student will need to remain at home for 10 days. The student may return sooner with a doctor's clearance. Please note these symptoms may need to be adjusted over time to reflect any new state guidance. **If your child or someone in your household tests positive for COVID-19, you must notify the School Office immediately. In the event of a positive confirmed COVID-19 case which may be related to our school community, the school will be in direct communication with the Hawaii Department of Health and the Diocese of Honolulu for guidance.**

Face Masks

There is significant evidence that face masks provide protection and also decrease the spread of COVID-19. **Ensure that the mask fully covers the mouth and nose and that the mask fits snugly against the sides of the face with no gaps.** Reusable face masks should be machine washed or washed by hand and allowed to dry completely after each use. Each student must have an extra face mask in their classroom at all times. All individuals must wear face masks at all times on campus. During the day, students will have several opportunities to remove their masks for short periods while maintaining social distancing. All visitors on campus are required to wear face masks at all times.

Robust Cleaning, Sanitizing, and Disinfecting Protocols

Most classrooms have sinks with hand soap and hand sanitizer is available in all rooms. Frequent hand sanitizing or handwashing will be required throughout the school day. High touch areas in the classrooms will be sanitized throughout the day. Classrooms and common areas will be sanitized and disinfected daily by professional cleaning services.



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Communications and Training for our Students, Faculty, Staff, and Parents/Guardians

- Signage will be posted throughout campus to remind students and visitors of health and safety protocols.
- Faculty and staff will receive mandatory training to implement and maintain proper health and safety practices.
- The faculty will continue to instruct students on proper health and safety practices.

Visitor Policy

All visitors MUST REPORT to the school office.

Cafeteria and Food Services

Food services will involve single-serve, self-contained meals, and beverages. All students will eat meals in designated areas and abide by physical distancing guidelines. Breakfast will be available for grab-and-go until 7:15 a.m. Students will eat breakfast in their classrooms.

Physical Activities

Physical activity is an essential part of our students' school day. The health, safety, and well-being of our students, faculty, and staff remain our priority, and thus we have to re-imagine what our programs, activities, and gatherings will look like this coming year. Please note these measures may need to be adjusted over time to reflect any new state guidance.

- Physical activities outside will be structured so proper distancing is maintained.
- Preventative Screening and Hygiene
- Cleaning, Sanitizing, and Disinfecting Protocols
- Communications and Training for our students, faculty, staff, and parents/guardians.
- Mitigating the spread of COVID-19 while keeping the campus safe for students, faculty, and staff.

Morning/Afternoon Drop-Off and Pick-Up Procedures



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Morning Drop-Off Procedures

- The school day officially starts at 7:45 a.m. each day. Students will report **directly to their classroom.**
- **Classroom doors will open at 7:15 a.m.**
- Students will have their temperature and symptoms screening checked outside the classroom. If the temperature is 100.0 F or higher students will not be allowed to enter. Students will be sent home if they do not pass the temperature or symptoms screening check.
- To minimize large crowds, **flag-raising and morning prayer will take place virtually beginning at 7:30 am.**

Tardies

Students arriving after 7:45 a.m. must report directly **to the office.** All students will have a temperature check and symptom screening and obtain a tardy slip for entrance into the class.

Afternoon Pick-Up Procedures

- **Grades Pre-K, Kindergarten, 3rd to 8th grade** will have drive-thru pick-up. Parents will drive to designated locations near their child's building. Parents must stay in their car and the teacher or staff will escort your child to the car.
- **1st & 2nd-grade** parents will need to park and walk up to their child's class to receive their child. Parents are not allowed into the rooms.

Extended Care Services

- **Morning and afternoon extended care services will begin on Monday, August 9th. Applications must be completed and turned into the office.**