



## Plans for On Campus Learning

A Guide to Saint Joseph Parish School's Safety Educational Plan for the 2020 - 2021 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 On-Campus Learning for the 2020-2021 school year. Presently, St. Joseph Parish School is expecting to start on Wednesday, August 5th using the Face-to-Face Learning Model with an optional online instruction available for grades Pre K - 8. **Parents interested in this online option must register their child by Wednesday, July 29th. Email all inquiries to Mrs. Jill Yamashiro, Curriculum and Instruction Director. [jyamashiro@stjosephwaipahu.org](mailto:jyamashiro@stjosephwaipahu.org)**

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 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](mailto: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) 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.*
- **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 14 days. During this time, your child will be able to continue classes via distance learning.*



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- **Travel- Please avoid unnecessary travel.** *If your child has traveled outside the state of Hawai’i, you are required to notify the School and keep your child home for 14 days. If anyone in your child’s household has traveled outside the state of Hawai’i and has tested positive for COVID-19, you must also keep your child at home for 14 days. Your child will continue classes via distance learning.*
- **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

Face-to-Face Learning Model	Hybrid Learning Model	Distance Learning Model
<p><b>In the Face-to-Face Learning Model,</b> 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"> <li>● Individual learning materials will be provided. No common areas or materials are in the classroom.</li> <li>● Social-Emotional Learning lessons will be implemented PK-8.</li> <li>● Recess times will be staggered by grade level to minimize interaction.</li> </ul>	<p><b>In the Hybrid Learning Model,</b> 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"> <li>● All safety measures from the Face-to-Face Learning Model would remain in effect.</li> <li>● Grades PK-8 would attend</li> </ul>	<p><b>In the Distance Learning Model,</b> 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"> <li>● All grades (PK-8) would participate in online learning with no students on campus.</li> <li>● An updated Distance Education Plan would be implemented.</li> </ul>



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<ul style="list-style-type: none"><li>• 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.</li><li>• Staggered start dates and dismissal times.</li><li>• 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 other</li><li>• Faculty, students, and staff are expected to frequently wash their hands and/or use sanitizer.</li><li>• Online learning is available for grades PK-8.</li></ul> <p>Optional online instruction is available for grades PreK-8. The registration deadline is July 29, 2020. <b>Email all inquiries to Jill Yamashiro, Curriculum and Instruction Director.</b> <a href="mailto:jyamashiro@stjosephwaipahu.org">jyamashiro@stjosephwaipahu.org</a></p>	<p>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.</p> <ul style="list-style-type: none"><li>• PK-8 students would utilize open classroom spaces with no exposure to provide additional social distancing and lower student-teacher ratio.</li><li>• Online learning would be available for grades PK-8.</li><li>• 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</li></ul>	
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## **School Schedule - Staggered Start Dates and Dismissals**

<b>Wednesday, August 5th</b>	<u><b>Attends School Face-to-Face</b></u> <ul style="list-style-type: none"> <li>● Pre Kindergarten students whose last names begin with G through W</li> <li>● Students in Grades Kindergarten, First, and Second</li> </ul>	<u><b>Stays at Home</b></u> <ul style="list-style-type: none"> <li>● Students in Grades 3-8 stay at home</li> </ul>
<b>Thursday, August 6th</b>	<u><b>Attends School Face-to-Face</b></u> <ul style="list-style-type: none"> <li>● Pre Kindergarten students whose last names begin with A through E</li> <li>● Students in Grades 3-8</li> </ul>	<u><b>Stays at Home</b></u> <ul style="list-style-type: none"> <li>● Students in Pre Kindergarten whose last names begin with G through W</li> <li>● Students in Grades Kindergarten, First, and Second</li> </ul>
<b>Friday, August 7th</b>	<u><b>Attends School Face-to-Face</b></u> <ul style="list-style-type: none"> <li>● ALL Pre Kindergarten students</li> <li>● ALL students in Kindergarten and Grades 1 and 2</li> </ul>	<u><b>Stays at Home</b></u> <ul style="list-style-type: none"> <li>● Students in Grades 3-8 stay at home</li> </ul>
<b>Monday, August 10th</b>	<b>ALL GRADES Pre Kindergarten to 8th Grade REPORT TO SCHOOL</b>	



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<b>August 5-28</b>	<b>DISMISSAL SCHEDULE</b> <ul style="list-style-type: none"><li>● 1:30 PM: Pre-K, Kindergarten, First, and Second Grades</li><li>● 2:00 PM: Grades 3-8 - 2:00 p.m.</li></ul>	<b><i>*Students in Pre-K, Kindergarten, First, and Second grade with older siblings in grades 3-8 will be dismissed at 2:00 p.m</i></b>
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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 (3-6ft.) 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.

### Social Distancing in Classrooms

- Three feet in the classroom when students face the same direction for both indoor and outdoor learning spaces
- Six feet in the classroom when students face each other for both indoor and outdoor learning spaces
- A buffer in front of the teacher's desk will be designated to preserve social distancing
- Congregating of students will be discouraged unless social distancing can be maintained



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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 14 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**

Only essential visitors to include sales vendors, package delivery vendors, service providers, approved contractors, and pre-approved volunteers will be allowed on campus. All other visitors will be restricted until further notice. Contact the school office for pre-approval of any visits.

## **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 in the cafeteria until 7:25 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.
- Proper Social Distancing, masks, and face coverings are not recommended during physical activity per the [CDC](#) at this time.
- 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.



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## **Morning/Afternoon Drop-Off and Pick-Up Procedures**

### **Morning Drop-Off Procedures**

- The school day 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 assembly will take place virtually.

### **Tardies**

Students arriving after 7:45 a.m. must report directly to their classroom where they will be marked tardy. All students arriving after 8:00 a.m. will report to the office for temperature and symptom screening and to 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 are postponed until further notice.**