



Kohala High School Reopening Plan

Rise to the Challenge, Cowboys!
E Ala E, Na Paniolo!

[In alignment with the Hawai'i Department of Education Guidance & subject to change.](#)

Kohala High School strives to provide an education for each student by implementing an exemplary standards-based program with support from the school, the family, and the community. Our commitment to the Kohala graduate remains the same even in these uncertain times. As we transition into “recovery” then onto “new normal,” we will adopt safe practices to ensure a safe learning environment for our staff and students.

Learning Models

We acknowledge that during the pandemic, individuals are safest at home. During “recovery” and “new normal” impact levels (as outlined in Hawai’i State’s Roadmap to Recovery), Kohala High School will provide a blended model which includes both Face-to-Face and Online/Virtual Learning or Distance Learning for students. Should we revert to “stay at home” again, learning will revert to full Online/Virtual Learning.

Stay at Home (Major Disruption)	Safer at Home (Moderate Disruption)	Act with Care (Minor Disruption)	Recovery (Minimal Disruption)	New Normal (No Disruption)
Online distance learning and instructional packets.	Distance learning will continue. Face-to-face instruction is provided in compliance with CDC and DOH guidelines for vulnerable learners for whom online learning is not appropriate.	Distance learning will continue. Face-to-face instruction is provided in compliance with CDC and DOH guidelines for vulnerable learners and early grade levels (K-2; SPED PreK). Based on an evaluation of operations, personnel, and facilities, face-to-face instruction may include additional groups of students.	Face-to-face instruction in compliance with CDC and DOH guidelines is allowable for all students. Blended learning and distance learning may be used to reduce the number of students on campus to enable social distancing.	All students are allowed back on campus. HIDOE will continue to monitor the public health situation for any changes.

Learning Models (cont'd)

Families who wish to maintain full distance learning in the 20-21 school year, may opt into Kohala High School's Full Distance Learning Option. Students will receive Common Core standards-based instruction and assessment online through the Accredited online Acellus Academy while remaining a student at Kohala High School. Attendance will be monitored through daily lessons completed on the online program by an assigned teacher and report card grades will be distributed quarterly.

*f =ZUhUbmi]a Y'dUfYbhg#[i UfX]UbgZY' i bVta ZcfHUV`Yk]h `b DYfgcb`
@YUfb]b[žh Yma UmfYa cj Yh Y]f W]X Zfca ZUM!hc!ZUW`YUfb]b[UbX`cdh`
Zcf : i ``8]ghUbW@YUfb]b[""CbWU'dUfYbhgYVMtg: i ``8]ghUbW@YUfb]b[ž`
h Y'dUfYbhVta a]hg`h]ggY`VM]cb Zcf h Y Ybh]fYgYa Yghf`"*
(RTL: Principal Handbook, p.14)

Kohala High School has adopted Model B, choosing to have students on campus twice a week with online learning taking place 3 days a week. Fridays are early release days with the opportunity to participate in advisory, tutoring sessions, mentoring, pep rallies and other schoolwide activities.

Model B: A/B Two-Day Rotation Learning Model

- Priority will be given to vulnerable students for daily face-to-face instruction to the greatest extent possible.
- Blended learning strategies will be implemented to deliver lessons to students, Group A and B.
- One group of students to be present on campus receiving face-to-face instruction while the other group participates in distance learning, rotating twice a week.
- Principal will have the flexibility to determine the rotational schedule.
 - Possible rotations include, but are not limited to, alpha, grade level, [houses](#), academies, geographic.
- Teacher would work with family to determine if student could work from home asynchronously.

Health and Safety

The following section outlines Kohala High School's procedures for students receiving Face-to-Face learning on campus. To do this as safely as possible, we are committed to implement recommended procedures as outlined in [Guidance for Reopening Schools](#).

Pre-Screening:

Parents are being asked to assist us in ensuring a safe campus by conducting a wellness check on child(ren) prior to sending them to school. If your child has any of the symptoms they should stay home:

- Feverish or unusually warm (has flushed cheeks). If you are able to, use a thermometer to take your child's temperature.
- Coughing/Sneezing
- Sore throat
- Shortness of breath/Difficulty breathing
- Headache/Stomach ache/Nausea
- Muscle pain/Unusual fatigue
- New loss of taste or smell

Please note: **If your child indicates they are suffering from any of the symptoms or is visibly exhibiting any of the symptoms, he/she will be sent to the alternate health room for a wellness check.** If your child is suspected of being sick, you will be contacted, and you will be asked to pick up your child (please ensure the school has updated contact information).

Entering/Exiting Campus:

- Buses and car drop off will continue to be in the lot below the cafeteria.
 - Bus drop off will be at _____ [To be Determined](#)
 - Car drop off will be at _____ [To be Determined](#)
- Students and staff will enter campus through the walkway fronting the office. Students who eat breakfast may enter in front of the culinary room. Parents/Guardians should not be entering campus unless they have business to conduct at the office service window.
- *DUFYbhf#; i UfX]Ubg#UbX: UMW`fmUfY'Uq_YX'hc' bch[UH Yf 'UbX'gcV]U']nY'k]h` ZLa]]YgUbX Z]YbXgk \]Y'cb WMa di g''*

(RTL: Health & Safety Handbook, p.4)

Visitors:

- To limit exposure, nonessential visitors and volunteers will be restricted until further notice.
- All individuals entering the school campus for whatever reason are required to wear masks at all times. Visitors needing to go to the office are encouraged to call for an appointment. Visitors will be asked to complete a [Visitor Health Screen Checklist](#) (HSTA MOU dated 6/26/20, p.3 line 50).
- All visitors will be given a bright colored wristband to indicate they checked in and cleared the wellness check. Visitors then stop by the office when they leave to have their band removed. Different colors will be issued each day.

Schoolwide preventative measures:

Daily Screening:

- Students who are exhibiting symptoms will be sent to the alternate health room site, will have their temperature taken and asked the following questions:
 - *8c'mci ZY' \ch'cf ZYj Yf]g\ 3'`*
 - *8c'mci \Uj YU'gcfYh'fcUh3''*
 - *< Uj Y'mci VYyb Vei [\]b[UbX'gbYYn]b['fYWBh'mB'*
 - *8c'mci \Uj YUbm'fci V'YVfYUh]b[3'*
 - *8c'mci \Uj Y\ YUXUW'Yg'gcfY'g'ca UW'za i gW'dU]b3'*
 - *8c'mci \Uj YU'bYk ``cgg'cZgYbgY'cZga Y``cf 'hUghY'fYWBh'mB'*

***** If any of these symptoms are present, parents/guardians will be contacted and the student will be sent home immediately.**

(RTL: Health & Safety Handbook, pp. 3-4)

- All staff will be asked to prescreen their well-being using the questions above. A touchless thermometer will be available for staff to self screen and monitor temperature.
- Touchless thermometers will also be utilized in screening procedures daily for students and staff.
 - Students with a fever will be verified by the School Health Aide. If confirmed, the student with a fever will be isolated/monitored and parents will be contacted to pick up their child from school.
 - Staff with a fever will be sent home and a substitute will be called in if needed.
- *“DYf h'Y'78 7žgWcc`gUfY'bchYl dYMMX'hc'gM'YYb'gfi XYbh'g'cf'g'UZZgdY'W]W'`mZcf` 7CJ =8!% "'H'Y'di fdcgY'cZgM'YYb]b['k ci 'XVY'Zcf [YbYfU]`'bYgg'gna dhca g'”*

5bmHYUWYf cf XYg][bUHYXUXi hVWb dYfZcfa hYgMYYb]b["Bc'gdW]U fU]b]b[·
]gfYei]fYX." [HEALTH/SAFETY GUIDELINES FOR REOPENING OF SCHOOLS](#)

Staggered times to minimize overcrowding:

- Drop-off/Arrival times
 - Bus drop off will be at ____ [To be Determined](#)
 - Car drop off will be at ____ [To be Determined](#)
- End of School Pick Up
 - Bus pick up will be at ____ [To be Determined](#)
 - Car pick up will be at ____ [To be Determined](#)

Frequent Hand Washing and Sanitizing:

- Sanitizing stations are located on pillars at the front of the cafeteria.
- Every classroom is equipped with a sink and soap dispenser for frequent handwashing.
- Classrooms are equipped with an alcohol based hand sanitizer.

Social and Physical Distancing:

- Kohala High staff will teach, model, encourage, and assist with monitoring social distancing (six-foot distance to the extent possible).
- Outside areas will be marked or painted to assist with distancing.

Face Coverings:

Students:

- **Parents/legal guardians will be responsible for providing students with face coverings or masks**
- Masks should be worn when on campus.
- When eating outside of the classroom and with 6 feet or more of distancing, students may take off their masks.
- When passing from class to class, students should be wearing masks.
- Masks should be worn the entire time students are in classrooms.
- Mask “breaks” can only be taken when students are eating outside and there is proper distancing, when in the restroom in a separate stall, or when traveling to designated areas on campus and no other people are present. When taking mask “breaks,” a mask should always be accessible in case you come into contact with another person.

Adults/Staff:

- All adults will follow the same face covering protocols at students when at school.
- Face masks will be provided for all staff and staff are responsible to properly maintain their own masks.
- Face shields will be provided for teachers to use during teaching if needed.

Disposable masks:

- Kohala High School will have backup disposable masks available for staff and students who need them.

(RTL: Health & Safety Handbook, pp. 4-6)

Health Room:

- When a student becomes sick at school, the adult present will send the student to the (alternate) Health Room.
- The alternate Health Room will be located in an office in the boys' locker room.
- The Health Room in the office will only be utilized for physical injuries.
- When a staff member becomes sick, he/she will be sent home and a substitute will be called in if needed.
- Students will be checked at the alternate Health Room
 - When a student visits the alternate Health Room, the School Health Aide (SHA) will check the student's temperature using a thermal scanner.
 - If a student is sick, he/she will sit in a designated area and the SHA will call the student's parent/guardian to pick-up the student.
 - If a student is experiencing symptoms of respiratory illness or influenza, do not come to school for 7 days after the illness onset or 24 hours after the end of the fever and respiratory symptoms (whichever is longer).
 - If a student is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should stay home from school until fever-free for at least 24 hours without the use of medication.
 - The Health Room will be disinfected after every student visit.

(RTL: Health & Safety Handbook, p.11)

Classrooms:

- Hand sanitizer will be stationed at a designated entrance for each student as they enter each classroom.
- Student desks will be arranged in rows with 6 feet of distance between seats.
- Students and staff will enter the classroom at the designated entrance and exit out of the classroom at the designated exit door.
- Students will keep belongings at his/her desk to minimize movement around the classroom and there will be no sharing of classroom materials/equipment.
- Students will be assigned a personal device/Chromebook to be used in school and for Online/Virtual Learning.
- Classroom windows will remain open (when possible) to allow for air circulation.
- Each class will be provided with cleaning supplies and hand sanitizer (as outlined in MOU dated 6/26/20, line 126).
-
- Classrooms will be cleaned and sanitized at least once daily by custodial staff.



Daily School Operations

Recess:

- Students will be encouraged to stand or sit 6 feet apart.
- Students will be encouraged to eat snacks during recess while socially distanced away from others.
- STUCO will occasionally organize safely distanced activities for students to participate in.

Breakfast:

- Due to limited seating in the cafeteria and to provide space for elementary students, high school students will pick up their pre-packed breakfast and eat in the designated outside and/or in designated classroom areas.

Lunch:

- Lunches will be pre-packed (Grab-and-Go).
- Students will pick up their lunch and sit outside of the cafeteria in designated areas and classrooms.
- Seating will also be provided in the cafeteria at marked spaces.
- Teachers will have a 30 minute duty free lunch
- Non-classroom teachers and EAs will assist with lunch and recess supervision.

Meal Schedule for off campus students:

- Students participating in off campus school activities (virtual and distance learning) may still pick up lunch on campus.
- Students must be present and must present their meal card.
- Meals will be available via a drive through at the cafeteria entrance off of the shared parking lot.

Breakfast drive through times:

Lunch drive through times:

Restrooms:

- Students must maintain six feet physical distance and wear a mask at all times when using the restroom except for when in a closed stall.
- The number of students in gang bathrooms will be limited to reduce interaction
- Students using the gang restroom should wait outside if all stalls/urinals are in use.

- Soap and paper towel dispensers will be checked regularly to ensure supplies are stocked at all times
- Restrooms will be cleaned periodically throughout the day.
- Blended Model Schedule (to begin on August 17) :
 - Students on A Schedule will attend on Monday & Wednesday
 - Students on B Schedule will attend on Tuesday & Thursday

In order to better support students in a blended model, Kohala High will utilize a block schedule this year, focusing on 4 class periods per semester. Year long classes will now be completed in a semester. Semester long classes will be completed in a quarter.

Semester 1 = ODD classes

Semester 2 = EVEN classes

Monday Group A			Tuesday Group B			Wednesday Group A			Thursday Group B		
Period	Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min
Opening	8:00 - 8:05	5	Opening	8:00 - 8:05	5	Opening	8:00 - 8:05	5	Opening	8:00 - 8:05	5
Bulletin	8:05 - 8:10	5	Bulletin	8:05 - 8:10	5	Bulletin	8:05 - 8:10	5	Bulletin	8:05 - 8:10	5
1st	8:10 - 9:27	77	1 st	8:10 - 9:27	77	1st	8:10 - 9:27	77	1 st	8:10 - 9:27	77
Recess	9:27 - 9:42	15	Recess	9:27 - 9:42	15	Recess	9:27 - 9:42	15	Recess	9:27 - 9:42	15
Passing	9:42 - 9:46	4	Passing	9:42 - 9:46	4	Passing	9:42 - 9:46	4	Passing	9:42 - 9:46	4
3rd	9:46 - 11:03	77	3 rd	9:46 - 11:03	77	3rd	9:46 - 11:03	77	3 rd	9:46 - 11:03	77
Passing	11:03 - 11:07	4	Passing	11:03 - 11:07	4	Passing	11:03 - 11:07	4	Passing	11:03 - 11:07	4
5 th	11:07 - 12:24	77	5 th	11:07 - 12:24	77	5th	11:07 - 12:24	77	5 th	11:07 - 12:24	77
Lunch	12:24 - 12:54	30	Lunch	12:24 - 12:54	30	Lunch	12:24 - 12:54	30	Lunch	12:24 - 12:54	30
Passing	12:54 - 12:58	4	Passing	12:54 - 12:58	4	Passing	12:54 - 12:58	4	Passing	12:54 - 12:58	4
7 th	12:58 - 2:15	77	7 th	12:58 - 2:15	77	7th	12:58 - 2:15	77	7 th	12:58 - 2:15	77
Teacher Prep	2:15 - 3:00	45	Teacher Prep	2:15 - 3:00	45	Teacher Prep	2:15 - 3:00	45	Teacher Prep.	2:15 - 3:00	45

Friday		
Period	Time	Min
Opening	8:00 - 8:05	5
Bulletin	8:05 - 8:10	5
Advisory	8:10 - 9:27	77
Recess	9:27 - 9:47	20
Passing	9:47 - 9:51	4
PLO/TBA Session 1	9:51 - 11:08	77
Passing	11:08 - 11:12	4
PLO/TBA Session 2	11:12 - 12:29	77

***Fridays are early release days and will be online unless your child has been extended an invitation to come to campus.**

Throughout the week, teachers will determine which students are in need of additional learning/support and will assign them to Personalized Learning Opportunity (PLO) sessions. All small group, individual and class sessions will be virtual unless a staff member feels a student requires in person support.

Students who are keeping up with their classes during the week may be extended enrichment opportunities on Fridays such as internships, music classes or special clubs.

On Fridays, lunch will be provided for student pickup prior to leaving campus and will be available for all students via grab and go drive through from **(insert times here)**.

Attendance

- Teachers will take attendance daily. Students are expected to attend school (5) days a week, either online or in person. Teachers will clarify expectations for accountability when students who are on the hybrid model are working from home.
- Students engaging in distance learning will be marked present when online lessons for the instructional day are completed.

Schoolwide Behavior:

- School Wide behavior expectations and Kohala High School Behavior Expectations & Discipline Guidelines will continue to apply to both face-to-face and distance learning.

- Expectations regarding use of technology as outlined in the Technology Responsible Use Guidelines are required during distance learning.

Communication:

- Kohala High School will continue to send out monthly newsletters to families & weekly newsletters for staff
- Schoolwide messages and updates will be sent out through:
 - School Messenger (school automated callout system).
 - School social media: Facebook, Twitter and Instagram
 - Teacherease grading and emails

Field Trips:

- Until deemed safe (daily face-to-face learning resumes) and to maximize instructional minutes in core content areas, off-site field trips will not be approved. Classes may pursue virtual activities and events to enhance learning experiences for students.

After School:

- Parents expected to wait in front of the cafeteria or visitor lot for their child(ren)
 - Bus will depart school at ___ [To be Determined](#)
 - Parent pick up will be at ___ [To be Determined](#)
- Students are expected to leave campus at the end of the school day.
- The office will be closed to all visitors and students. Services will be conducted via a window. Masks are required.
- Adults must leave campus by 3:30pm to allow for cleaning & sanitizing (with the exception of the office staff).

Family Engagement:

- Quarter 1 conference information will be determined at a later date
- Open House & Title 1 Annual Meeting will be held virtually - date to be determined
- Monthly SCC Meetings will be held virtually.
- Kohala Principals Coffee Hour will be held quarterly. Monitor the school social media for more information.

CASES OF COVID-19

When a student or employee tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

- The DOH will conduct an investigation and those involved will be directed to a 14-day home quarantine or isolation.
- The DOH will work with the school principal if it is identified that someone (student or staff) at the school is affected.
- The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- NOTE: It is the employee's responsibility to notify his/her HIDEO supervisor if he/she tests positive while working at a non-HIDEO site or other non-HIDEO situation (e.g., second job, attending a gathering).
- The principal will contact the Communication's Branch to assist with communication to the school community if COVID-19 affects the school.

COVID 19 POINT OF CONTACT

Principal Stafford is Kohala High School's point of contact for responding to COVID-19 concerns. You may call the school at (808) 889-7117 or email at amy.stafford@k12.hi.us. In addition, School Health Aide Ms. Cheryl Cabrera will also be available to answer COVID-19 related questions.

(RTL: Health & Safety Handbook, pp. 10-11)

