

# SACRED HEARTS ACADEMY

## BACK TO SCHOOL PLAN FOR PARENTS

SCHOOL YEAR 2020 – 2021

UPDATED MARCH 25, 2021



## Introduction

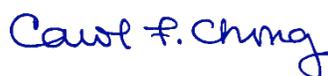
While COVID vaccines are now available and many adults are getting their shots, as spring has arrived we have also seen a handful of COVID cases show up on campus. Because of this, and the changes to CDC and Hawaii Department of Health guidance, we are providing a revised version of our *Back to School Plan*, with the changes highlighted in yellow.

Fundamental to the *Back to School Plan* is our commitment to ensure the health and safety of everyone at the Academy. Our continued attention to health and safety practices, both on and off campus, will help that continue to be the case. And your diligence in ensuring the wellness of your family at home and keeping your daughter at home if she or a family member is not well, will help us in our efforts to be a COVID-free campus through the end of the school year.

We thank everyone at Sacred Hearts for doing your best to keep us all healthy and well, and we ask you to continue your great efforts as we begin the fourth quarter!



Scott Schroeder, PhD  
President



Carol Chong '91  
Upper School Principal



Reme Tam  
Lower School Principal

## PLAN ELEMENTS

- Health and Safety Commitments
- Instructional Delivery
- Daily Procedures on Campus
- School Calendar
- School Schedules
- Performing Arts, Athletics and Other Events
- Travel Policy

## HEALTH AND SAFETY COMMITMENTS

The Academy is committed to the health and safety of our students, faculty and staff. To promote health and safety as we return to campus, the Academy is instituting practices based on guidelines provided by the CDC and Hawaii Department of Health.

We likewise request that families follow the guidelines for arrival at and leaving campus and be committed themselves to sustaining a healthy environment both on and off campus.

## HEALTH AND SAFETY MEASURES

1. All Academy offices, classrooms and facilities are professionally disinfected each school day.
2. Classroom desks are configured to facilitate appropriate social distancing: 3 feet between desks facing the same direction or facing each other. This guideline will continue only if cases in the community remain low. Students, teachers and staff must wear face masks and continue to follow the school's other safety precautions.

The 6 feet social distancing guidelines will still apply to all common areas, such as the libraries, eating spaces, courtyard, hallways, etc.

3. Health and Safety guidelines have been posted and are visible across campus.
4. Students, faculty and staff will sanitize or wash hands regularly throughout the day.
5. A health screening questionnaire and temperature check will be completed by all students (or parents), faculty, staff and visitors each day before entering campus. This questionnaire has been revised as of March 23<sup>rd</sup> to reflect our latest school guidelines.
6. An isolation area will be provided for students with symptoms of illness who are waiting to be picked up.

## INSTRUCTIONAL DELIVERY

Sacred Hearts Academy offers both on campus and online school options for all grade levels this year.

You selected either online or on campus instruction for your daughter prior to the start of the fall semester and made adjustments at the time we returned to campus. Some students have come on

campus whose families had originally chosen online instruction, and some students have gone online whose families had selected the on campus option.

Current international students may now choose the on campus or online option as well. This is a change from needing to choose the on campus option in order to maintain visa status.

Families will again have the opportunity to choose on campus or online instruction for their daughter for each semester.

If you have more than one daughter at the Academy, you can make the format choice for each daughter individually to best suit the needs of each child and your family.

**Note** that the Academy would return to fully online instruction for all students if directed to do so by the Hawaii Department of Health.

## THE ONLINE OPTION

Online instruction is live on Zoom, our virtual classroom. Online classes may include only online students, or online students may be in class with on campus students, depending on the number of families requesting the online option.

Online students/parents will be able to make appointments with their teachers as needed, just like they would to meet on campus.

Online students will be able to participate in on campus clubs, events, athletics and other non-academic activities if they choose.

## DAILY PROCEDURES ON CAMPUS

1. Everyone is required to complete a health screening each day they enter the Sacred Hearts Academy campus. The health screening is in two parts. The first part of the screening is completing the Sacred Hearts Academy Health Screening Questionnaire prior to arriving on campus. The second part of the screening is having your daughter's temperature taken when entering campus. The questionnaire survey items address COVID-19 symptoms and exposure as identified by the CDC. **The questionnaire has been updated as of Tuesday March 23<sup>rd</sup>. It is highly recommended that the questionnaire be completed before leaving your home; students must complete the questionnaire prior to arriving on campus.**

The link to the Sacred Hearts Academy Health Screening Questionnaire is:

<https://tinyurl.com/SHAHealthScreenQuestionnaire>

Verification of completion of the questionnaire will be done when students arrive on campus. If a student (or parent) has not completed the questionnaire prior to arrival, it will be completed on site.

JK/SK students are checked in by their parents on 5<sup>th</sup> Avenue behind the Student Center, near the garden. They are then escorted to their classrooms in groups.

Grades 1-6 students will go to a separate check-in table on 5<sup>th</sup> Avenue after they are dropped off in auto line. Parents will not be allowed to get out of their cars. Students in grades 1 – 3 will then be in 3 separate groups in the Student Center for Morning Care from 7:00 – 7:30 am. Students in grades 4 – 6 will go to their designated grade-level zones in the lower school.

All students in grades 7 – 12, faculty, staff and visitors will enter campus through the Administration Building and will proceed to the health check station. Those arriving after 8 am should go to the Upper School Office in the main hallway of the Administration Building to complete their check in.

Families with daughters in both lower and upper school may enter campus from either 5<sup>th</sup> Avenue autoline or the Administration Building.

Once the health screening questionnaire verification and temperature scanning has satisfactorily been completed, students will receive a colored wristband indicating that the student is approved to be on campus.

2. Students, faculty and staff who register a temperature above 100.4 degrees will be sent home. (See the section on “sick at school” under Health Protocols at Home and School below for additional details).
3. Students, faculty and staff must wear a mask while on campus. Parents bringing students on campus must wear a mask. The school prefers students wear plain navy or black masks, but students can wear any mask that is not distracting and does not include advertising or political statements. All students should also have a face shield, which may be used during selected activities during the day.
4. Students, faculty and staff will sanitize or wash their hands regularly during the day.
5. Students, faculty and staff should follow social distancing guidelines.
6. Students may bring lunch and snacks from home, or lunch and snacks may be ordered from Sodexo, our food service provider. Prepackaged lunch and snacks ordered will be delivered to the classroom (lower school) or to designated pickup locations (upper school). Lunch and snacks will be eaten in the classroom (lower school) or in designated outdoor locations (lower and upper school). No microwaves will be available for student use on campus.

Online ordering for school snacks and meals can be done by grade level at the links below. Orders must be submitted by 10 am Sunday for meals that week.

JK/SK: <https://tinyurl.com/SodexoJKSK>

Grades 1 – 6: <https://tinyurl.com/SodexoLSSHA>

Grades 7 – 12: <https://tinyurl.com/SodexoUSSHA>

7. Students are encouraged to bring their own water bottles. Students may use water fountains around campus to refill water bottles.

## **HEALTH PROTOCOLS AT HOME AND SCHOOL**

### **Hygiene, Masks and Face Shields**

Proper hygiene and use of face coverings are two of the most effective strategies for containing the spread of COVID-19. Regular hand sanitizing or hand washing will be done during the school day by students, faculty and staff. We encourage you to follow this practice at home as well. Hand sanitizer will be available in multiple locations on campus, but we ask that each student bring her own personal hand sanitizer to school as well. All students, faculty and staff will wear masks on campus and face shields may be required for some activities.

### **Health Check Before School**

Students (or parents) faculty and staff will complete an online health check before school each school day. All students, faculty and staff will complete a temperature check when they enter campus.

### **Stay Home if Sick**

If you observe that **your daughter or a member of your household has symptoms of illness** prior to leaving for school in the morning, please keep her at home for the day and notify the attendance clerk by phone at 734-5058 ext. 323 or by email at [attendance@faculty.sacredhearts.org](mailto:attendance@faculty.sacredhearts.org) by 8:00 am.

### **Sick at School**

If a student or adult develops symptoms of illness while on campus, the health room staff will direct the individual to the designated waiting area and will make every effort to isolate the individual based on available space and the number of students. The Health Coordinator will contact parents so that the student can be picked up as soon as possible and within two hours at the latest. If the individual has higher risk COVID-19 symptoms such as cough, fever, shortness of breath, loss of smell or taste, they will need to remain at home for 10 school days. The individual who exhibited these COVID-related symptoms can return to campus sooner if they test negative for COVID-19. Students will need to readmit through the Health Coordinator. Faculty or staff will clear to return through Human Resources.

### **Returning to School After Illness**

Students who are kept home or sent home from school due to illness or symptoms not related to COVID will be able to return to school after meeting the following criteria below for each symptom type. Students who have been absent for 3 days or more will need to provide a doctor's note to the Health Coordinator for readmission.

SYMPTOM/DIAGNOSIS	RETURN TO SCHOOL CRITERIA	RETURN TO SCHOOL PROCEDURE
Allergies or Asthma	Symptoms are controlled by medication.	Parents notify the Health Coordinator of the student's medication.
Common Cold or Flu	The student has been fever-free for at least 24 hours without fever reducing medication and is otherwise free of symptoms or symptoms are improving.	Provide a doctor's note to the Health Coordinator if the student has been off campus for 3 days or more due to illness, including when the student has attended school online. Students who have been out for fewer than 3 days and meet the criteria may return to school directly.
COVID-Related: Loss of Sense of Taste or Smell Shortness of Breath Fever	The student has stayed at home for 10 school days following the onset of symptoms or has tested negative for COVID.	Provide the Health Coordinator the student's negative COVID test results or contact the Health Coordinator to confirm completion of the 10 day requirement.

**If a Household Member Tests Positive or is Exposed to COVID**

If a household member tests positive for COVID, please notify your daughter's principal. Your daughter should be tested for COVID and remain at home for 5 days while monitoring symptoms. The household member who tested positive should be isolated within your home to the extent possible.

If a household member has potentially been exposed to someone who has tested positive for COVID or is in quarantine due to an exposure, please notify your daughter's principal. Keep your daughter home from school until you receive further direction from the school.

Direction from the Department of Health indicates for all the household members or any close contacts, follow the guideline below:

Pursuant to the Hawaii Administrative Rules, Chapter 11-156, Exhibit C, you must remain at home in quarantine for 10 days after your last contact with a person with COVID-19. If you have ongoing contact (e.g., same household), you must remain at home in quarantine for 10 days after the person with COVID-19 is released from isolation.

Additional information from the CDC or Hawaii Department of Health can be found using the following links:

[What You Can Do If You Become Sick](#)

[What To Do If You Test Positive For COVID19](#)

[Isolation Guidance from the CDC](#)

## SCHOOL CALENDAR

With the intent of reducing safety risks on campus, we are modifying the school calendar. Fall and Spring breaks have been removed this year. Christmas break is extended by one week, and the spring semester will end one week early. These adjustments will help to reduce travel which can result in increased spread of COVID-19.

- August 10th                      First day of the fall semester
- September 24                      First day of on campus instruction for grades 1 – 3 and 7 – 9
- September 28                      First day of on campus instruction for grades 4 – 6 and 10 - 12
- October 12th                      Discoverer’s Day holiday added
- December 16th                      End of the fall semester
- January 6th                      First day of the spring semester
- May 18th                      End of the spring semester
- May 29th                      Commencement

## LOWER SCHOOL SCHEDULE

The lower school (Grades JK – 6) will maintain its weekly schedule with no adjustments.

- Bell rings at 7:35 for morning Flag
- School starts at 7:50
- School ends at 2:00 on Monday, Tuesday, Thursday, Friday for JK and SK
- School ends at 2:15 on Monday, Tuesday, Thursday, Friday for grades 1 through 6
- School ends at 12:45 on Wednesday for JK and SK
- School ends at 1:00 on Wednesday for grades 1 through 6
  - Autoline pickup for JK – 3rd Grade is on the 5th Avenue side
  - Autoline pickup for 4th – 6th Grade is on the Waialae Avenue side

## LOWER SCHOOL MORNING CARE

- JK and SK students are checked into the health check station directly by their parents. Parents may park at Kaimuki Shopping Center.
- Students in grades 1 – 3 are dropped off by parents via the 5<sup>th</sup> Avenue autoline, and students are then taken to the Student Center for morning care between 7 am and 7:30 am. Social distancing will be observed in morning care, and grade levels will be grouped. Teachers pick students up from morning care and take them to their classroom at 7:25. Students in grades 4 – 6 are dropped off by parents via the 5<sup>th</sup> Avenue autoline and report to the health check station. They will then go to designated areas by grade level.

## LOWER SCHOOL AFTER SCHOOL CARE

- JK and SK students enrolled in the After School Care program will remain in P108
- Students in grades 1 – 6 enrolled in the after school care program will be checked into the Kama’aina Kids program, which will start October 1<sup>st</sup>.
- Kama’aina Kids will follow Academy protocols for maintaining the health and safety of students, faculty and staff.

## UPPER SCHOOL SCHEDULE

The upper school (Grades 7 – 12) will have an adjusted weekly schedule that is similar to the schedule in place during the last two months of spring. The start and end times of the day have been adjusted, and Wednesdays will be used for independent work or work with faculty on assignments, projects, or meetings on campus or online.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:15 a.m.	1	5	Flex Day	1	5
10:00 - 11:15 a.m.	2	6		2	6
11:45 a.m. - 1:00 p.m.	3	7		3	7
1:45 - 3:00 p.m.	4	1:45 – 2:15 p.m. Advisory 2:15 – 3:00 p.m. Office Hours		4	1:45 – 2:15 p.m. Advisory 2:15 – 3:00 p.m. Office Hours

## UPPER SCHOOL FLEX WEDNESDAY

Flex Wednesdays allow students and faculty to be flexible with their use of the school day by not having to follow the regular class schedule. Flex Wednesdays allow time for follow up work, action learning and additional instruction or tutoring. Flex Wednesdays help to foster students' self-discipline, time management skills and personal responsibility. All faculty are on campus Flex Wednesdays during regular school hours.

Sample activities during Flex Wednesdays on campus or online:

- Conference with teachers
- Conference with counselors
- Tutoring sessions with teachers
- Additional performing arts practice sessions
- Project or assignment work with or without teacher assistance
- Schedule make-up tests
- Group work on projects or assignments
- Extended instruction (for example in AP courses)

## PERFORMING ARTS, ATHLETICS AND OTHER EVENTS

School events, athletics and performing arts require special considerations to mitigate risk this school year. Here, too, the Academy is following CDC and Department of Health guidance in determining the precautions that need to be put in place.

Further, we will follow guidance given by professional associations for each performing arts area: band, choir, dance and drama. Specific protocols will be provided to students/families by the performing arts area they are engaged in.

We will follow ILH, HHSAA protocols for determining how sports are conducted this year. General protocols are provided on a subsequent page, and sport-specific protocols will be provided to student athletes and their families involved in each sport. The following sports are no longer practicing and have completed their seasons: Swimming, Soccer, Basketball, Canoe Paddling, Bowling, Golf, and Cross country. The following sports are currently holding practices: Softball, Sailing, Track and Field, Volleyball, Cheer, and Riflery. Activities may include strength and conditioning, workouts on Zoom and sport-specific skill development work.

School-related activities vary in the level of risk created for the spread of COVID-19 based on the level of close, sustained contact and other factors. Our ability to hold these activities or need to modify them this school year is informed by their risk level. Below are sample activities by risk level, as identified by the National Federation of State High School Associations.

	Lower Risk	Moderate Risk	Higher Risk
<b>Performing Arts</b>		Drama and Plays Band Concerts	Choir Dance
<b>Athletics</b>	Cross Country Riflery Golf Sideline Cheer Swimming	Volleyball Softball Basketball Softball Soccer Track and Field	Competitive Cheer
<b>Other Events</b>		Robotics	Commencement School Assemblies

**ATHLETICS**

The following are the general protocols to be followed by all student athletes:

- Complete a **team-specific** self symptom check within one hour prior to participation
- Complete temperature check by coach prior to entering practice
- Sanitize hands when entering and exiting practice
- Sanitize hand before changing stations or using equipment
- Athletes must bring their own water bottles, towels, and hand sanitizer
- There should be no sharing of personal items or equipment
- Personal items should be placed six feet apart
- Social distancing guidelines must be followed
- Masks must be worn **at all times at** practice sites
- Only one person is allowed in the restroom at a time
- Only coaches and athletes may stay on campus during practice
- The maximum capacity at practice is established by government guidelines

**PERFORMING ARTS**

All performing arts will provide students and parents protocols specific to their discipline.

Band will follow the guidance of the High School Band Director’s National Association.

Choir will follow the guidance of the Hawai’i Chapter of the American Choral Director’s Association.

Dance will follow the guidance of the National Dance Education Organization.

Drama will follow the guidance of the Educational Theatre Association.

## **OTHER EVENTS**

Other scheduled events on campus may be held in their usual format, or they may be adjusted or removed from the calendar as needed to support the health and safety of participants. Announcements regarding specific events will be made in a timely manner in advance of the events.

Sacred Hearts encourages members of the Academy community to avoid non-essential travel when possible during the pandemic. The Academy is providing you our updated travel protocols so that you can build them into your travel plans when you need to travel. These procedures are one more measure that we are taking to keep everyone safe and healthy on campus.

## **TRAVEL POLICY FOR STUDENTS AND THEIR FAMILIES**

### **Pre-Travel**

Parents are asked to inform their daughter's counselor about their travel plans as soon as possible or at least one week before departure to give teachers time to prepare for their daughter's absence and return to school.

### **Return to Oahu**

At this time, the State of Hawaii requires that arriving travelers quarantine for 10 days. If travelers present a negative result on a state-approved COVID test taken within 72 hours prior to travel, they are able to forego the 10 day quarantine.

### **Online Students**

Students who are currently online may continue their regular school participation while traveling and immediately upon return to campus.

### **Return to School for On-Campus Students**

Students who quarantined for 10 days after returning to Oahu may return to campus following completion of the quarantine period.

Students who present, at the time of arrival on Oahu a negative test result on a state approved COVID test taken within 72 hours prior to travel are required to complete two additional steps before returning to campus. These additional steps are being added to help ensure the health and safety of the Academy community.

1. The student will be required to stay at home for a minimum of five days following completion of travel.
2. The student must take a second state approved COVID test on the 5<sup>th</sup> day. She may return to on-campus instruction following submission of a negative test result.

The student may participate on online instruction during this period of time.

### **Travel of Household Members or Visitors to Your Household**

If members of your household return from off-island travel, or if you have visitors to your household from outside Oahu, please have them monitor their health, and if they develop symptoms, notify your daughter's principal.

## QUESTIONS AND INQUIRIES

If you have questions related to an element of this plan or implications for your daughter's educational experience this school year, please contact the appropriate principal below.

Lower School	Grades JK – 6	Mrs. Reme Tam	<a href="mailto:rtam@sacredhearts.org">rtam@sacredhearts.org</a>
Upper School	Grades 7 – 12	Mrs. Carol Chong	<a href="mailto:cchong@sacredhearts.org">cchong@sacredhearts.org</a>