

# SACRED HEARTS ACADEMY

## BACK TO SCHOOL PLAN FOR PARENTS

SCHOOL YEAR 2021 – 2022



## Introduction

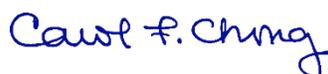
As we get ready to begin the 2021 – 2022 school year at the Academy, the COVID pandemic continues to evolve. Vaccines are now available to those 12 and older, and the percentage of people vaccinated on Oahu, across the state, and across the country continues to rise. The number of new cases each day on Oahu fluctuates. And new COVID variants continue to emerge. With these happenings in place, the guidance provided by the CDC, the Hawaii State Department of Health, and the healthcare professionals we consult with at the school continues to evolve as well. As a result, once again this year, we are providing a *Back to School Plan* for Sacred Hearts families to inform you of our practices at school this year and the things we encourage you to do at home as well.

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 this school year. The healthcare professionals we consult with tell us that coming out of the COVID pandemic may be more complex than managing our way through it last school year. And so we will continue to monitor guidance related to school practices during COVID and adjust this plan accordingly during 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 start this new school year!



Scott Schroeder, PhD  
President



Carol Chong '91  
Upper School Principal



Reme Tam  
Lower School Principal

## PLAN ELEMENTS

- Health and Safety Commitments
- Health and Safety Measures
- Instructional Delivery
- Daily Procedures on Campus
- Health Protocols at Home and School
- School Calendar
- School Schedules
- Performing Arts, Athletics and Other Events
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## 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. 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. Students will have assigned "bubbles" (lower school) and "zones" (upper school) so that their social cohort or grade levels do not interact with other grades when class is not in session, such as during recess or lunch breaks.
6. Parents or guardians will sign a compliance statement each semester, agreeing to follow the Academy's COVID-related protocols. This will replace the daily health screening questionnaire and temperature check that were in place last year. Visitors will complete the health screening questionnaire and temperature check in the Upper School Office when entering campus.

7. An isolation area will be provided for students with symptoms of illness who are waiting to be picked up.

## **INSTRUCTIONAL DELIVERY**

This school year Sacred Hearts Academy is offering the instructional formats we plan to offer following the COVID pandemic: on campus instruction for students in the Early Learning Center (JK and SK) through 8<sup>th</sup> grade, and on campus, online or mixed (some courses on campus and others online) instructional format options for high school students (9<sup>th</sup> through 12<sup>th</sup> grades). Format selection for high school students will be done prior to the start of each semester, and the choice of format will remain in place for that semester. For example, a family might select on campus instruction for their daughter for the fall semester. The student will be on campus for the full fall semester. Families will again select their daughter's spring semester format and then might choose the online format. The student would then participate in online instruction for the full spring semester.

If you have more than one daughter in high school 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 in all grade levels if directed to do so by the Hawaii Department of Health.

### **THE ON CAMPUS FORMAT IN ELC THROUGH 8<sup>TH</sup> GRADE**

Sacred Hearts Academy will offer only on campus instruction this year for students in the Early Learning Center (JK and SK) through 8<sup>th</sup> grade.

### **HIGH SCHOOL FORMAT OPTIONS (9<sup>TH</sup> – 12<sup>TH</sup> GRADES)**

#### **The On Campus Option**

Students taking the on campus option will take all of their courses at the Sacred Hearts campus during the semester.

#### **The Online Option**

Students taking the online option will be online for all of their classes during the semester. Online instruction typically 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. This year we are also offering a selected set of classes that are exclusively online and may contain both synchronous (live online with the instructor) and asynchronous (students and instructor engage the course and each other at different times, on their own schedules through recorded lectures, discussion threads, and assignment submissions and feedback) components.

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.

### **The Mixed Format Option**

Students choosing the mixed format will take some courses on campus and some courses online during the semester. For example, a mixed format student may take her academic courses online and courses in the visual and performing arts or P.E. on campus ... or take a science class online and complete lab assignments on campus. See the online option above for a description of the online format.

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

### **International Students and Choice of Instructional Format**

Families of international students enrolled at the Academy and on active F-1 student visas on or before March 9, 2020 may choose their daughter's instructional format. Families of international students enrolled at the Academy after that date must choose the on campus format to maintain visa status, according to current requirements of the U.S. Immigration and Customs Enforcement Agency. Please contact the Sacred Hearts Admission Office for further information and guidance.

## **DAILY PROCEDURES ON CAMPUS**

1. Students, faculty, staff and visitors must wear a mask while on campus. Parents bringing students on campus must wear a mask. Students can wear a mask with any design or pattern they like, as long as the design is not distracting and does not include advertising or political statements. Students may be asked to use a face shield during selected activities during the day.
2. Students, faculty and staff will sanitize or wash their hands regularly during the day.
3. Students, faculty and staff should follow social distancing guidelines.
4. 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 pm Friday for meals the next week.

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

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

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

5. 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.

### 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. 248 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 one hour 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.

### Returning to School After Illness

Students who are kept home or sent home from school due to illness related to any of the symptoms below will be able to return to school after meeting the following criteria on the following page.

x	Fever (100°F or higher)	x	Headache
x	Chills	x	New loss of taste or smell
x	Cough	x	Sore throat
x	Shortness of breath or difficulty breathing	x	Congestion or runny nose
x	Fatigue (tiredness, weakness)	x	Muscle or body aches
x	Nausea or vomiting (stomachache)	x	Diarrhea

<b>Return to School Criteria for the above COVID-related Symptoms of Illness</b> <b>(Must meet ALL three criteria in one of these columns)</b>		
Negative COVID-19 Test	Doctor's Note	At Least 10 Days
<input type="checkbox"/> Proof of a negative COVID-19 test results. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved	<input type="checkbox"/> A signed note from a licensed healthcare provider. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved	<input type="checkbox"/> At least 10 days have passed since symptoms first appeared. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved
<b>Return to School Criteria for Someone Who Tests Positive for COVID-19</b> <b>(Must meet ALL the Criteria below)</b>		
<input type="checkbox"/> At least 10 days have passed since symptoms first appeared or if there are not symptoms, at least 10 days have passed since the date when the positive test was conducted <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved		

Please consult with your primary healthcare provider.

Submit any documents to: [healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org)

Or by Fax: 808-737-7867

**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, unless she is fully vaccinated, in which case she can come to school as long as she does not have symptoms of illness. 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, unless she is fully vaccinated, in which case she can come to school as long as she does not have symptoms of illness.

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](#)

[Coronavirus Self-Checker](#)

## SCHOOL CALENDAR

The school calendar for grades 1 through 12 returns to its regular format this year, including the same start date for all students and schedule for fall and spring breaks:

- August 9<sup>th</sup> First day of the fall semester for all students
- October 11<sup>th</sup> – 15<sup>th</sup> Fall Break
- December 17<sup>th</sup> End of the fall semester
- January 5<sup>th</sup> First day of the spring semester for all students
- March 14<sup>th</sup> – 18<sup>th</sup> Spring Break
- May 24<sup>th</sup> End of the spring semester
- May 28<sup>th</sup> Commencement

The Early Learning Center (JK and SK) has 16 additional instructional days as follows:

- October 11<sup>th</sup> – 15<sup>th</sup>
- December 20<sup>th</sup> – 22<sup>nd</sup>
- March 14<sup>th</sup> – 18<sup>th</sup>
- May 25<sup>th</sup> – 27<sup>th</sup>

## SCHOOL SCHEDULES

### LOWER SCHOOL SCHEDULE

**Early Learning Center** students (JK and SK) are in school five days a week and will follow the schedule below:

7:00 – 7:30 am	Parent drop off and sign in at the auto line area on 5 <sup>th</sup> Avenue  Parents check-in their daughter in the auto line area.
7:35 am	Bell rings - school starts
2:00 – 2:30 pm	Dismissal in the 5 <sup>th</sup> Avenue auto line for school day students M-F
5:00 – 5:30 pm	Dismissal in the 5 <sup>th</sup> Avenue auto line for full day students  If parents of full day students request an earlier pick-up time, they need to reach Ms. April Kaneshiro at 808-728-8790 five minutes before they arrive. The child will be taken to the auto line benches on 5 <sup>th</sup> Avenue by another teacher.

**Grades 1-6** students follow the schedule below:

7:00- 7:30 am	Drop off in 5 <sup>th</sup> Avenue auto line for Grades 1-6 students  Grades 1-3 students go to the Student Center for Morning Care  Grades 4-6 students proceed to their designated zones on campus
7:35 am	Bell rings; school begins
2:15 – 2:45 pm	Dismissal for school day students from Grades 1-3  5 <sup>th</sup> Avenue on M, T, Th, F  Dismissal for Grades 4-6 students in front of the Administration building on Waialae Avenue
1:00 – 1:30 pm	Early dismissal on Wednesdays for school day students  Students enrolled in Kamaaina Kids for the afternoon program will proceed directly to the Student Center and report to their teachers.

### LOWER SCHOOL MORNING CARE

- JK and SK students are checked in by their parents by the 5<sup>th</sup> Avenue autoline benches. 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 7:00 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 am. Students in grades 4 – 6 are dropped off by parents via the 5<sup>th</sup> Avenue autoline, and they will then go to their designated zone 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.
- Kama’aina Kids will follow Academy protocols for maintaining the health and safety of students, faculty and staff.

## UPPER SCHOOL SCHEDULE

Time	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom
8:00 - 9:20 a.m.	Period 1	8:00 - 8:30 a.m.	Advisory	8:00 - 9:20 a.m.	Period 7	8:00 - 9:20 a.m.	Period 3	8:00 - 9:20 a.m.	Advisory
9:20 - 9:40 a.m.	Break	8:40 - 10:00 a.m.	Period 4	9:20 - 9:40 a.m.	Break	9:20 - 9:40 a.m.	Break	9:20 - 9:40 a.m.	Break
9:40 - 11:00 a.m.	Period 2	10:00 - 10:20 a.m.	Break	9:40 - 11:00 a.m.	Period 1	9:40 - 11:00 a.m.	Period 4	9:40 - 11:00 a.m.	Period 6
11:00 a.m.- 12:20 p.m.	Academic Collaboration Period	10:20 - 11:40 a.m.	Period 5	11:00 - 11:40 a.m.	Break	11:00 a.m.- 12:20 p.m.	Academic Collaboration Period	11:00 - 11:40 a.m.	Break
12:20 - 1:10 p.m.	Lunch	11:40 a.m.- 12:20 p.m.	Academic Collaboration Period	11:40 a.m.- 1:00 p.m.	Period 2	12:20 - 1:10 p.m.	Lunch	11:40 a.m.- 1:00 p.m.	Period 7
1:10 - 2:30 p.m.	Period 3	12:20 - 1:10 p.m.	Lunch	1:30 - 3:00 p.m.	Faculty In-Service	1:10 - 2:30 p.m.	Period 5	1:30 - 3:00 p.m.	Faculty In-Service
		1:10 - 2:30 p.m.	Period 6						

## PERFORMING ARTS, ATHLETICS AND OTHER EVENTS

School events, athletics and performing arts continue to 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. Current guidance is that all regular fall sports will be held during the fall 2021 semester.

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. The table below provides examples of activities by risk level.

	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. Individuals fully vaccinated in the United States or its Territories may enter Hawai'i without pre-travel testing/quarantine starting the 15th day after the completion of their vaccination.

### **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 fully vaccinated in the United States or its Territories may enter Hawai'i without pre-travel testing/quarantine starting the 15th day after the completion of their vaccination and may return to campus immediately upon completion of travel upon showing their vaccination passport to the school's Health Coordinator.

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 in 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	rtam@sacredhearts.org
Upper School	Grades 7 – 12	Mrs. Carol Chong	cchong@sacredhearts.org