



2021-22

ST. ANDREW'S SCHOOLS

Health Response Plan

TABLE OF CONTENTS

INTRODUCTION..... 2

ABOUT OUR APPROACH 2

GUIDING PRINCIPLES..... 3

THE IMPORTANT ROLE OF FAMILIES..... 3

COMMUNITY EXPECTATIONS 4

STAYING HEALTHY & PREVENTING INFECTION 6

NOTIFYING THE SCHOOL OF COVID-19 EVENTS 7

THE SCHOOL DAY..... 10

THE LEARNING EXPERIENCE AT ST. ANDREW’S SCHOOLS..... 11

ATHLETICS..... 11

ACCOMMODATIONS, SUPPORT & RESOURCES..... 12

LEADERSHIP TEAM..... 13

APPENDIX 1 14

 Mission 14

 Vision..... 14

 Guiding Principles and Values 14

 Aims of a St. Andrew’s Education 15

 Educational Philosophy..... 15

APPENDIX 2 – DROP-OFF AND PICK-UP PROCEDURES 16

APPENDIX 3 – SNACK AND MEAL GUIDELINES..... 19

APPENDIX 4 – CLASSROOM PROTOCOLS AND PROCEDURES..... 20

INTRODUCTION

The coronavirus pandemic that emerged in the spring of 2020 has had a profound impact on the world. At St. Andrew's Schools, we are grateful for our faculty, staff, students, and families who have demonstrated extraordinary resilience in adapting and adjusting during this shared journey.

We continue to calibrate our school operations and teaching to the most current health conditions by monitoring the latest information from the Hawai'i State Department of Health (DOH) and the Centers for Disease Control and Prevention (CDC) and by collecting and analyzing school data. Any updates or changes to campus operations will be communicated via email to our families and employees.

Beginning in Fall 2021, we will solely provide face-to-face instruction at both our Queen Emma Preschool (QEP) and Queen Emma Square (QES) campuses. Rest assured that St. Andrew's Schools is well-positioned to pivot to online learning should that become necessary again in the future.

Staying home when sick or showing symptoms, wearing masks, washing hands, and social distancing are the pillars of our school response to the coronavirus pandemic. We also strongly encourage all eligible members of our school community to be fully vaccinated and boosted against COVID-19 and to share their vaccination status with our School Nurse so the data can better inform decision-making by school leadership.

St. Andrew's Schools remains committed to providing our students with an exceptional education in the safest and most supportive way possible. Maintaining a healthy environment is paramount and will require vigilance and dedication from all members of our extended school 'ohana.

ABOUT OUR APPROACH

This Health Response Plan represents the thoughtful, ongoing work of our Risk Management Team. Our primary concern is the health and safety of our St. Andrew's School 'ohana. Our policies and procedures are based upon government mandates and the recommendations and guidelines set forth by the CDC, the DOH, and the Hawai'i Department of Human Services (DHS). We also incorporate what we have learned from our experiences since the beginning of the pandemic and the feedback we receive from our school community.

GUIDING PRINCIPLES

The following principles guide our decision-making in crafting our health response. These principles speak to our Mission, Vision, Values, Aims, and Educational Philosophy (see Appendix 1).

Safety

Our highest priority is the health and well-being of our St. Andrew's Schools community. We believe that a healthy and safe environment is one in which students, teachers, and staff are able to thrive. We also believe that we have an obligation and responsibility to support the health of the broader community – from our own families to those around our state. At all times, we will seek to align our measures with guidance from the Hawai'i State DOH, Hawai'i DHS, and the CDC.

On-Campus Instruction

St. Andrew's Schools recognizes that the optimal learning environment for children is one in which they are learning from their teachers and fellow students in person. To the best of our ability, and in accordance with official health guidelines, we will work to provide the safest on-campus instruction as possible for all students every day.

Academic Coherence & Excellence

St. Andrew's Schools believes in the pursuit of academic excellence and is committed to helping students develop their intellectual capacities and habits of mind so they can thrive in life. We believe that a continuous educational experience is vitally important to achieving this end. While health circumstances may necessitate certain changes or restrictions to student life, our ultimate goal is to support our students' learning and development as seamlessly as possible.

Flexibility & Adaptability

St. Andrew's Schools recognizes that any plan that we design to respond to external health conditions must be flexible and able to adapt to circumstances beyond our control. Our overarching goal is to create a continuous learning structure that is durable enough to adapt to possible future major health concerns while still allowing us to maintain on-campus instruction.

THE IMPORTANT ROLE OF FAMILIES

Families play a vital role in maintaining safety at our school. Safe in-person learning during this pandemic will require continual collaboration between the school and our families. **Staying home if sick continues to be one of the critical community safety measures for all students and employees to follow, regardless of vaccination status.**

If a student must isolate or quarantine due to COVID-19 or an illness lasting greater than 7 days, the student's teacher will develop a personalized academic plan for the period of student's absence. This will include scheduled Zoom meetings between the teacher and student. Students encountering long absences will be given extra time to make up work as indicated in the Parent Student Handbook.

The effectiveness of our efforts will also depend heavily on the members of our school community continuing to take precautions while not at school. We encourage families to wear face masks, avoid large social gatherings, and limit travel in accordance with the current guidelines from the government and health organizations.

COMMUNITY EXPECTATIONS

All members of our school 'ohana have a shared responsibility to prevent the spread of illness. Following are the expectations for our students, families, and employees of St. Andrew's Schools.

Follow Federal, State, and Local Orders. Please 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.

Stay Home if Sick. Each day parents/guardians should check their children for fever, cough, shortness of breath, or other symptoms of COVID-19 or other infectious diseases prior to coming to school. If any of these signs are evident, the child must remain at home until the symptoms clear. If a child is absent for 3 or more consecutive school days due to illness, he/she will need written clearance from a medical provider in order to return to school.

Students who have experienced a non-COVID-19 illness can return to school after their symptoms have resolved and they have been fever-free without fever-reducing medication for at least 24 hours. Parents/guardians of sick students should call the Health Room the day before the intended return to school to confirm their readiness. Distance learning is not available for students absent for short, non-COVID-19 illnesses; however, they will be given extra time to make up any missed schoolwork.

Stay Home if Exposed. If anyone in your household has been notified by the DOH that they were in contact with an individual infected with COVID-19, you must notify the School Nurse at (808) 532-2403 or schoolnurse@standrewsschools.org. Depending on the circumstance, you may be asked to keep your child home from school for 5 days. During this time, your child's teacher will present a plan to ensure academic progress during the quarantine period. Vaccinated students ages 5-17 and boosted students/employees age 18 and older should get tested 5 days after the exposure, even without symptoms. While not required to quarantine, they should also wear a mask indoors in public for 10 days following the exposure.

COVID-19 Testing and Notification. If your child or someone in your household tests positive for COVID-19, you must notify the School Nurse at (808) 532-2403 or schoolnurse@standrewsschools.org as soon as possible. Students must also remain home if awaiting COVID-19 test results. See page 7 ("Notifying the School of COVID-19 Events") for further details. All students and employees must isolate for 5 days, regardless of vaccination status.

Face Masks. Regardless of vaccination status, students and employees must wear a well-fitting face mask while they are on campus except when actively eating and drinking. We highly recommend the use of [medical-grade masks](#) – at the minimum, three-ply surgical ("disposable") masks. If possible, invest in KN95 or N95 masks.

HEALTH RESPONSE PLAN 2021-22

Please note that cloth masks alone are *not* effective against the Omicron variant; double-masking (such as layering a cloth mask with a disposable mask) is recommended instead.

The face mask must fit snugly over the nose and mouth. Gaiters and masks with exhalation ports are not permitted. If you choose to wear a face shield, you must still wear a mask. Students are to bring a spare mask to school each day. Please teach your child how to properly use and remove a face mask. Ensure that your child's fabric mask is cleaned regularly.

Temperature Checking. The school will check the temperatures of students upon arrival to their first class of the day using touchless thermal scanners. If your child presents with a temperature that is higher than 100.4 ° F, your child will be sent home.

Hand Hygiene. Handwashing is the single most effective means of preventing the spread of any infection. All students and employees will wash their hands frequently throughout the day. Hand sanitizer stations are readily available throughout campus. Practice and reinforce hand washing at home. Hand washing should occur:

- Before and after meals
- Before and after play
- After using the restroom
- After blowing your nose, coughing, or sneezing

Social Distancing. All students and employees will practice social distancing (at least 3 feet apart) both indoors and outdoors to the extent possible.

Required Forms and Emergency Contacts. Parents/guardians must complete and submit the required Student Health Form (Form14) and SAS Waiver Form prior to the first day of school. The Parent Student Handbook lists the health requirements for each grade level. Parents/guardians must provide at least three (3) emergency contacts who are able to pick up your child within one (1) hour of receiving a call from the school if your child presents with a fever or becomes ill during the school day.

COVID Vaccination. We highly encourage all students and employees to be vaccinated and boosted against COVID-19 when eligible. Students are encouraged to send a copy of their COVID-19 vaccination card to the School Nurse via email at schoolnurse@standrewsschools.org or by fax at (808) 532-2402. Knowing the vaccination status of our student population helps our Risk Management Team to make informed decisions about school activities.

Students' Personal Items. Please limit the personal items your child brings onto campus each day and reinforce policies of not sharing food, supplies, and other items with other students. Students K–12 must bring their own water bottles and snacks each day.

Travel. St. Andrew's Schools encourages the school community to avoid all unnecessary travel. Should students travel off-island, they will be expected to fully comply with the State and County policies in place at the time of travel. Students and employees are no longer required to notify the School of travel plans. When travelling, please continue to observe the 3 W's regardless of vaccination status.

[Please click here for current information on the State of Hawai'i travel policies.](#)

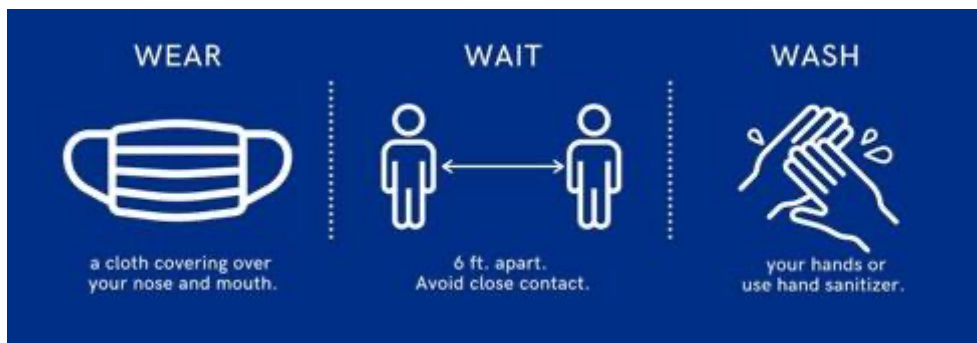
Visitors. Unscheduled visitors, including parents/guardians without an appointment, are not permitted on campus. Visitors must have a scheduled appointment and must visibly display their visitor badge at all times while on campus. Scheduled visitors must check-in at the Attendance Office, located next to the gym, to receive their visitor badge. A log of all visitors is maintained for security and contact tracing purposes.

Receiving Room. Parents/guardians may drop off forgotten items for their students (e.g., water bottles, lunch, etc.) in Transfiguration Hall, Room 101, without the need to enter campus or receive a visitor badge. Please enter through the walk-in gate to the left of Transfiguration Hall. Upper School students may pick up items from the Receiving Room themselves. Items for K-6 students will be delivered to the classroom by a staff member.

STAYING HEALTHY & PREVENTING INFECTION

The best way to prevent illness from COVID-19 is to educate yourself and to practice the **Three W's**:

- **W**ear a mask
- **W**ait six feet apart to practice social distancing
- **W**ash your hands frequently.



Vaccination, including booster shots when eligible, is also a critical element to forestall the transmission of COVID-19. We encourage all eligible students, staff, and family members to get vaccinated and boosted.

COVID-19 spreads from person to person when in close contact with one another. Close contact is defined as less than 3-6 feet for more than 15 minutes in duration over a 24-hour period, depending on circumstances.

People are most contagious when they are sick. Please keep your children home if they are sick or you think they may have been exposed to COVID-19.

Asymptomatic people (those with the COVID-19 virus who don't show any symptoms of the disease) and those who are vaccinated can still spread the virus, which is why we strongly encourage everyone to continue practicing the Three W's.

Resources

[How to Get the COVID-19 Vaccine in Hawai'i](#)
[COVID-19 Self Checker: Do I need a COVID-19 test?](#)

[Information about COVID-19 – City & County of Honolulu](#)

[Information about COVID-19 – State of Hawai'i Department of Health](#)

[Information about COVID-19 – Centers for Disease Control \(CDC\)](#)

NOTIFYING THE SCHOOL OF COVID-19 EVENTS

Colleen Treacy, School Nurse
schoolnurse@standrewsschools.org
(808) 532-2403

Please notify the School Nurse by email or phone call as soon as possible for any of the following COVID-19 events in your household:

- Student/employee or a household member has been diagnosed with COVID-19
- Student/employee has been tested for COVID-19
- Student/employee or household member has been identified as a close contact (as defined by the Hawai'i State Department of Health) of someone who has tested positive for COVID-19

Please do not report in person at the risk of infecting others. The information provided will help the school to respond appropriately, i.e., notify others if they have been exposed, initiate facility cleaning if needed, and monitor the health of the community.

We encourage only the affected person or a family member to notify the school. If you become aware of a COVID-19 event affecting a member of the St. Andrew's Schools community outside of your own family, please encourage them to notify the School Nurse. In the interest of privacy, the school will not publicly share information identifying the affected person or household. St. Andrew's Schools will, however, collaborate with the Department of Health in promoting contact tracing and advising other students or families who may need to self-quarantine as part of that process.

As a result of a COVID-19 event in the household, a student/employee may be required to quarantine or isolate, as follows:

Isolation (COVID-positive)

- Individuals (students, faculty, and staff) who test positive for COVID-19 should stay home and **ISOLATE for at least five full days**.
- Day 0 is considered the first day of symptoms or the day of a positive viral test for people who do not have symptoms.
- Individuals whose symptoms are improving can leave isolation after five full days if they are fever-free for 24 hours.
- **A mask should be worn when around others for an additional five days.**
- Students or employees recovering from COVID-19 disease will not be required to obtain a COVID-19 test after they are released from isolation unless they develop symptoms of COVID-19 (reinfection) within 90 days from the date of the positive diagnosis

Quarantine (close contact)

- Individuals (students, faculty, and staff) that have **not been fully vaccinated** (defined as vaccinated and appropriately boosted) or are **not vaccinated** should **QUARANTINE for at least five days after their last close contact with a person who has COVID-19**.
- Individuals (students, faculty, and staff) who fall into one of the following groups **do not need to**

QUARANTINE if they

1. Are 18 years or older and have received all [recommended vaccine doses](#), including [boosters](#) and [additional primary shots](#) for some immunocompromised people.
2. Are 5 to 17 years and completed the [primary series](#) of COVID-19 vaccines.
3. Have had a confirmed COVID-19 within the last 90 days (tested positive using a [viral test](#) (includes rapid and laboratory tests).

Screening Testing

- Screening Testing will be offered for individuals (students, faculty, and staff) **at least once a week** in communities with moderate to high transmission whether **the individual is vaccinated or not**.
- CDC Chart

Table 1. Screening Testing Recommendations for K-12 Schools by Level of Community Transmission

	Low Transmission ¹ Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Students	Do not need to screen students.	Offer screening testing for students at least once per week.		
Teachers and staff	Offer screening testing for teachers and staff at least once per week.			
High risk sports and activities	Recommend screening testing for high-risk sports ² and extracurricular activities ³ at least once per week.	Recommend screening testing for high-risk sports and extracurricular activities twice per week.		Cancel or hold high-risk sports and extracurricular activities virtually to protect in-person learning.
Low- and intermediate-risk sports	Do not need to screen students participating in low- and intermediate-risk sports. ²	Recommend screening testing for low- and intermediate-risk sports at least once per week.		

¹ [Levels of community transmission](#) defined as total new cases per 100,000 persons in the past 7 days (low, 0-9; moderate 10-49; substantial, 50-99, high, ≥100) and percentage of positive tests in the past 7 days (low, <5%; moderate, 5-7.9%; substantial, 8-9.9%; high, ≥10%.)

² Examples of low-risk sports are diving and golf; intermediate-risk sport examples are baseball and cross country; high-risk sport examples are football and wrestling.

³High-risk extracurricular activities are those in which increased exhalation occurs, such as activities that involve singing, shouting, band, or exercise, especially when conducted indoors.

Educational Accommodations

In all situations that require a student to undergo a COVID-related quarantine or isolation, accommodations will be made by St. Andrew’s Schools to support instruction from home.

What will happen if my child is in a class with a person infected with COVID-19?

In the event that your child is close contact of a person who has been identified with an active COVID-19 infection, you will receive an email and phone call from the School Nurse or Principal or Director.

HEALTH RESPONSE PLAN 2021-22

If this information becomes available during the school day, you will be asked to pick up your child and you will be given information about self-quarantining for 5 days and receiving instructional support during that time.

Your family may also be contacted by the Department of Health as part of its efforts around contact tracing. We ask that families comply with all Department of Health's guidance and instructions.

THE SCHOOL DAY

Please note that school hours have returned to the pre-pandemic schedule.

**Queen Emma
Preschool**
7 a.m. to 5 p.m.

Grades K-6, The Priory and The Prep
7:45 a.m. to 2:45 p.m.

**The Priory Upper
School**
8 a.m. to 3 p.m.

Grade Level Cohorts

To mitigate the spread of COVID-19, cohorts have been established within the school as follows:

Queen Emma Preschool

- Queen Emma Preschool – Each classroom is a cohort.

The Priory

- Priory Grades K-1
- Priory Grades 2-3
- Priory Grades 4-6
- Priory Grades 7-12

The Prep

- Grades K-1
- Prep Grades 2-4
- Prep Grades 5-6

Students are kept within their cohorts throughout the school day.

School Events

Gatherings such as assemblies, chapels, and other activities may take place in modified fashion this school year, based on current City & County of Honolulu tier levels, student and employee vaccination status, and current CDC and DOH guidelines.

Students will remain in their cohorts during these gatherings.

Off-campus excursions, camps, and travel may be resumed on a limited basis depending on health conditions. Parents/guardians will be notified in advance of any off-campus activities.

In instances where transmissibility is $\geq 10\%$ (as defined in the CDC chart below), choir, band, singing, and chanting, and high-risk sports will not occur unless all students in the class are vaccinated and screening tested twice a week.

After School Care (ASC)

ASC is available until 5:00pm daily. Availability of enrichment classes will be determined by current pandemic guidelines and our availability of resources to maintain cohorts and provide the staff required for our program. Students will remain in their normal cohorts to the extent possible.

THE LEARNING EXPERIENCE AT ST. ANDREW'S SCHOOLS

The school environment and schedules have been designed to limit the broad exposure of students to each other while maintaining the high quality and personalization that are the hallmarks of a St. Andrew's education.

Queen Emma Preschool – The same set of teachers stays with the student throughout the day. Classes are not combined at the end of the day. Playtimes are staggered and specific play areas designated for each class. There is an increased number of student learning stations/centers and a limited number of students allowed to convene at each one.

The Priory Lower School and The Prep (Grades K-6) – The schedule preserves the consistent delivery of core content and continues to incorporate specialty classes (i.e., Music, P.E., Hula, Library, Language). Classes may be held outdoors. Outdoor play is essential to students' health and well-being and occurs periodically during the school day. Use of outdoor play areas (e.g., Queen Emma Square, school playgrounds, Ylang Ylang blacktop) are supervised and staggered so student cohorts are not mixed.

The Priory Upper School (Grades 7-12) – The schedule is designed to reduce exposure while still offering a diverse and rigorous academic curriculum. Student class sizes may range from a low of 10 students to a high of 20 students. All club and large group meetings are held in accordance with current government mandates and health organization guidelines. Physical Education (P.E.) and Hula may be held outside. Procedures to ensure social distancing while using the locker room are reinforced by the P.E. teachers.

ATHLETICS

St. Andrew's Schools recognizes the important role athletics plays in the educational experience of our students. Our sports programs follow HHSAA, ILH, city and state COVID-19 guidelines for interscholastic competition and align with the school's health policies.

We highly encourage all prospective student-athletes to receive the COVID-19 vaccination. Unvaccinated athletes, particularly in high-risk sports, may be required to undergo COVID testing prior to competition. Athletic Director Missy Kilbey will keep students and families apprised of the status of our athletic programs and athlete requirements throughout the year as information becomes available.

There is currently no testing mandate from the ILH for athletes, however, we will continue to test athletes in higher risk sports once or twice a week.

Until further notice, no spectators will be allowed at athletic events.

Mask wearing for athletes will be strictly enforced, with penalty. Players will be asked to leave the game on the 2nd warning and benched on the 3rd warning. An administrator will be present at all games to enforce this ILH rule.

ACCOMMODATIONS, SUPPORT & RESOURCES

Queen Emma Preschool Director
Susan Okoga
sokoga@standrewsschools.org

Wellness Director (Grades K-12)
Mara Pavich Garcia
mgarcia@standrewsschools.org

Lower School Principal, The Priory & The Prep
Ka'ipo Bailey-Walsh
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Athletic Director
Missy Kilbey
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Upper School Principal, The Priory
Nichole Field
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School Nurse
Colleen Treacy
schoolnurse@standrewsschools.org

Director of Extended Learning (Grades K-12)
Alethia Donathan
adonathan@standrewsschools.org

We look forward to welcoming back all students to in-person learning. If your child is immunocompromised or you have particular health concerns about their presence on campus, we encourage you to notify the School Nurse at schoolnurse@standrewsschools.org and/or by contacting your child's Principal or Director as soon as possible.

We are also aware that feelings of anxiety can be heightened in situations such as this. St. Andrew's Schools has counselors who are here and ready to help. Please reach out to us by contacting your child's Principal or Director.

If you have any questions or concerns about school policy, please contact your child's Principal or Director. For questions, suggestions, or concerns regarding our COVID-19 procedures, please contact our School Nurse.

The following websites provide important information about COVID-19, health alerts and updates, symptoms and testing, and guidelines for staying healthy:

[Information about COVID-19 – City & County of Honolulu](#)
[Information about COVID-19 - State of Hawai'i Department of Health](#)
[Information about COVID-19 – Centers for Disease Control \(CDC\)](#)
[Information about COVID-19 – World Health Organization](#)

LEADERSHIP TEAM

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Head of School

rfletcher@standrewsschools.org

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Ka'ipo Bailey-Walsh

Lower School Principal, The Priors & The Prep

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Alethia Donathan

Director of Extended Learning

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Nichole Field

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Mara Garcia

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Stephanie Jones

Director of Enrollment Management

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Office: (808) 532-2417

Missy Kilbey

Athletic Director

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Office: (808) 532-2461

Camille Michel

Executive Assistant to the Head of School

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Office: (808) 532-2414

Susan Okoga

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The Rev. Canon Heather Patton-Graham

Chaplain

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Mary Ellen Williams

Chief Financial Officer

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Office: (808) 532-2406

APPENDIX 1

Mission

To educate students in a culture of care, love, and service. Each child is known, challenged, understood, and empowered to *Kūlia i ka Nu‘u* – Strive for the Highest. Honoring our founder, Queen Emma Kaleleonālanī, and with values deeply rooted in our Hawaiian and Episcopal heritage, St. Andrew’s Schools offers a personalized curriculum that inspires students to learn deeply, think critically, and lead courageously.

Vision

Our vision is to help children learn and grow – to be their personal best, engaged in the world and inspired to make it more humane and just.

Guiding Principles and Values

Our Hawaiian and Episcopal heritage is fundamental to our mission and vision. We celebrate and honor Queen Emma’s Kaleleonālanī’s life of love, kindness, hope, faith, and service and follow her example to *Kūlia i ka Nu‘u* – Strive for The Highest – in all that we do. Our guiding core values are described below.

Aloha

Be gracious, kind, loving, and compassionate

Pono

Promote goodness and do the right thing

Kuleana

Recognize and embrace the responsibility we have to past, present, and future generations

Mālama

Take care of the mind, body, and spirit and the natural world we live in

‘Imi Na‘auao

Foster joyful learning

Ho‘omanawanui

Be patient, courageous, and persevering to past, present, and future generation

Aims of a St. Andrew's Education

Our students will develop strong, confident voices and a commitment to mastering, understanding, and creating knowledge.

Our students will develop the intellectual capacity and habits of mind to be successful and thrive in college, the workforce, and beyond.

Our students will lead a life of purpose and service with integrity, respect, compassion, advocacy, and kindness.

Our students will appreciate diversity, understand our connectedness to each other and to Earth, and have the ability to work individually and collaboratively in our global community.

Our students will develop lifetime habits of physical, intellectual, spiritual, and emotional wellness so they can reach their promise and help others do the same.

Educational Philosophy

We believe that all children can learn and that they need a teacher who

- loves, cares for, and believes in them,
- sets high expectations,
- ignites their curiosity,
- understands and implements what is known regarding the science of learning, and
- crafts the curriculum and instruction so students can be successful in their learning.

To accomplish this,

- We provide an engaging and challenging learning environment that is designed to meet the needs and aspirations of girls and boys using a single-gender coordinate educational system for students grades K–6, an all-girls Upper School for grades 7–12, and a coed, play-based program for our preschool students.
- We foster well-being in mind, body, and spirit to ensure a child's healthy growth and development.
- We teach and model integrity, empathy, compassion, and loving-kindness, and call children to live an ethical life of purpose and service. We create personalized learning experiences, so students can uncover their individual talents and passions and have voice and choice in their schoolwork. They learn how to set goals, honestly assess their progress, and be both inspired and motivated to persevere.
- We cultivate a culture of thinking, learning, leading, and doing that provides opportunities for deep inquiry, exploration, discovery, and reflection.
- We empower students to lead with courage and conviction by creating opportunities to collaborate, create, and communicate as a member of the local, national, and global community.
- We are committed to lifelong learning and continued innovation in teaching and learning. By exploring and thoughtfully incorporating educational research (e.g., the neuroscience of learning) we work to create, design, and implement a preschool–12 curricular program which uses effective instructional and assessment strategies to enhance student learning.

APPENDIX 2 – DROP-OFF AND PICK-UP PROCEDURES

Queen Emma Preschool Morning Drop-Off

Adults must wear a face mask during drop-off. Parents/guardians will remain in their cars and will be asked the following questions:

- Do you or anyone in your household have a fever, cough and/or shortness of breath?
- Within the past 14 days, have you lived with, cared for, or had close contact with anyone who has been diagnosed with COVID- 19?
- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?

If a family answers yes to any of the above questions, their child will not be able to attend preschool that day. Families should then call the School Nurse at (808) 532-2403 so she can guide them on what to do in order for them to return to school.

The screening area will be just inside the gated blacktop area, and you will be greeted by the Queen Emma Preschool (QEP) screening team.

- The QEP screening team will be wearing a face mask, a face shield, gloves and a smock covering.
- A parent/guardian will walk the child to the screening area and the child's temperature will be taken. Children who have a temperature of 100.4 ° F and above will be asked to return home. A child with a fever must be fever-free for 24 hours without fever- reducing medications before returning to school. All absences of three days or more must provide a medical note upon return.
- Children will be supervised and use a hand sanitizer with at least 60% alcohol to clean their hands before entering the building.
- Parents/guardians will say goodbye to their child at the check in area and the child's Preschool teacher or teacher's aide will welcome the child to school for the day and escort the child to their classroom.
- Children will wash their hands when they enter the classroom and get settled in for the day.

Queen Emma Preschool Pick-Up

- Adults must wait in their vehicles upon arrival.
- Adults must wear a face mask during pick-up.
- A staff member will come to your vehicle so you can sign-out your child.
- Children will wash their hands before leaving for the day.
- Your child's teacher or aide will bring your child to your vehicle. Adults must wait by their vehicle.
- We ask that you quickly put your child into their car seat and exit the parking lot.

The Priory & The Prep Morning Drop-Off (Grades K-12)

Students may be dropped off no earlier than 6:45 a.m. Families are expected to screen their children for symptoms of COVID-19 or other infectious diseases **PRIOR** to arrival at school. If your child is sick, please keep him/her at home. Signs will be placed at the front gate directing parents/guardians to the appropriate drop-off location.

Staff members will be present to assist Priory Lower School and Prep students to exit the vehicle. Upper School siblings may be dropped off in the same area. Please be sure your child is prepared to exit the vehicle in a timely manner with all of their belongings and **ensure that they are wearing a mask**. Please remain in your vehicle at all times during drop-off. Students who may need extra time exiting their vehicle may be dropped off

HEALTH RESPONSE PLAN 2021-22

as walk-in (see below).

Students will have their temperatures taken prior to entering their first class of the day. Students who have a temperature of 100.4° F and above will be sent home. A student with a fever must be fever-free for 24 hours without the use of fever-reducing medications before returning to school. All absences of 3 days or more due to illness require a medical clearance to return to school.

Lower School Faculty will be in their classrooms each morning by 7:30 a.m.

Upper School Faculty will be in their classrooms each morning by 7:45 a.m.

The Priory & The Prep Walk-Ins (Grades K-12)

Students in grades 4 to 12 may arrive at campus on foot without an adult present; students in grade 3 or younger walking onto campus must be accompanied by an adult to the check-in station.

Student walk-ins will be met by a staff member outside the gate at the front of the Harry & Jeannette Weinberg Center, which houses our gymnasium. Students will undergo temperature checks as described above.

The Priory & The Prep Pick-Up (Grades K-12)

Pick-up times are staggered by grade level to maintain social distancing.

Grades K-6	2:45 p.m.
Grades 7-12	3 p.m.

There will be signs to direct parents/guardians to the students' designated pick-up station.

Lower School (Grades K-6): At the end of the student's day, a staff member will escort the child to the parent/guardians' vehicles when they arrive for pickup. Students who will not be picked up by a vehicle will be escorted to the designated "Walk-in & Walk-out Area" in front of the Weinberg Center entrance. Once a parent/guardian has arrived to pick up their student, the student will be escorted to this area for release. Parents/guardians must wear a mask when approaching this area.

Upper School (Grades 7-12): Students will be picked up in front of Kennedy Hall. Students will socially distance in this area until they are picked up. Upper School parents/guardians may **not** park outside of a legal designated parking space prior to 3 p.m. during the Lower School's pick-up time.

In the event that a child needs to be picked up early, parents/guardians should call the Attendance Office ahead of time at (808) 532-2403 to arrange for the student to be in the pick-up area. A staff member will escort the child to the pick-up area. Students **MUST** sign out before leaving campus. Parents/guardians are not permitted on campus (past the fence line) while picking up their child.

After School Care (ASC) Pick-Up Procedure

Pick-up times are from 3:30 to 5 p.m.

Lower School (Grades K-6): Call (808) 532-2464 to arrange for the student to be in the pick-up area. A staff member will escort the child to the pick-up area.

Lion's Den (Grades 7-8): Students can sign themselves out of the program for parent/guardian pick-up.

Parents/guardians are not permitted on campus while picking up their child.

APPENDIX 3 – SNACK AND MEAL GUIDELINES

- Before each meal or snack, faculty or maintenance staff will disinfect all surfaces using CDC- and/or EPA-recommended products and procedures.
- Everyone shall wash their hands before and after each meal or snack. Students will be seated three feet apart in their designated cohort eating area for snack and lunch.
- Students purchasing lunch must wear their mask and observe social distancing while in the lunch line.
- Students must bring a water bottle, one or two snacks, and a home lunch if they are not buying lunch. Students with home lunch should bring their own utensils each day.
- Sharing food is not permitted.
- Microwaves and vending machines are not accessible to K-6 students.
- Ylang Ylang Courtyard will be utilized as much as possible for open air seating.
- Students will sit on the premarked seats to ensure proper social distancing. There is a limit of three students to each round table, picnic table, or six-foot table (with staggered seating).
- Upper School students may eat lunch in Ylang Ylang Courtyard, Queen Emma Park, or the second-floor breezeway while practicing social distancing.
- If food is to be served for a class or other activity, it must be distributed as a single serving or served by designated persons wearing masks and gloves. Family style and buffet meals in which students serve themselves from shared containers are not allowed.
- Parents/guardians are encouraged to utilize goody bags instead of food for birthday celebrations in K-6.

APPENDIX 4 – CLASSROOM PROTOCOLS AND PROCEDURES

- Classroom and bathroom windows and doors will remain open as much as possible to keep air flowing.
- All classrooms have gloves, Kleenex, disinfecting wipes, and a PURETAB (sanitizer and disinfectant) spray bottle for the teacher to use to disinfect the classroom periodically throughout the day.
- Student seating is physically distanced by a minimum of 3 feet with students facing in the same direction (rather than toward each other).
- Students are not to mix with other students or classes outside of their cohort in common areas or in classrooms.
- A student's belongings are stored in individually labeled containers, cubbies, or assigned designated areas, e.g., lockers for Upper School students.
- Students may not share electronic devices, toys, books, and other games or learning aids.
- Shared items will be limited and may be cleaned between each use.
- Classrooms will be kept clear of clutter for easier cleaning.
- Machine washable cloth toys or any material-based items (e.g., pillows, blankets, tents, etc.) are not permitted except for personal blankets for napping (QEP and kindergarten).