



SACRED HEARTS ACADEMY

BACK TO SCHOOL PLAN FOR PARENTS

SCHOOL YEAR 2021 – 2022

UPDATED MARCH 17, 2022



Introduction

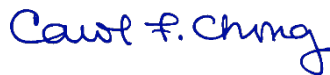
As COVID-19 guidance from the Hawai'i State Department of Health have been adjusted, we are providing an updated Back to School Plan that reflects the latest practices that will be followed at the Academy following spring break. These changes pertain to return from travel after March 25th, mask wearing outdoors and COVID testing and quarantines.

As always, 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 us all to stay well. And your diligence in ensuring the health 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 minimize the number of COVID cases on campus the remainder of this year. As we continue to monitor guidance related to school practices during COVID, we are providing this update to our Back to School Plan with changes in practices highlighted.

We thank everyone in the Sacred Hearts community for doing your best to keep us all healthy and well!



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 attestation 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. Early Learning Center (ELC) students' temperatures will be taken and recorded at the check-in station near 5th Avenue autoline. A wellness check for possible symptoms of illness will also be done for ELC students at check-in and throughout the day.
8. 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 8th grade, and on campus, online or mixed (some courses on campus and others online) instructional format options for high school students (9th through 12th 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 8TH GRADE

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

HIGH SCHOOL FORMAT OPTIONS (9TH – 12TH 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. As of March 21, 2022, students, faculty, staff and visitors must wear a mask while indoors on campus. Mask wearing outdoors will be optional as of that date. Outdoor mask wearing may be reinstated when COVID case numbers in the community are high, and we will follow State Department of Health guidelines. 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. Due to the enhanced protection offered, we encourage students to wear KN95, N95 or surgical masks rather than cloth masks. 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). Microwave ovens are available for upper school students in designated areas by class zone. Social distancing and sanitizing protocols are in place for microwave use. Microwave ovens are not available for use in the lower school, and so home lunches for lower school students should not require heating.

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.

COVID VACCINATION RECORDS AND COVID TESTING FOR STUDENTS

During the spring 2022 semester, we ask parents of students in 1st through 12th grades whose daughter is vaccinated against COVID to provide a copy of her COVID vaccination card to our health coordinator at healthroom@faculty.sacredhearts.org.

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 when indoors on campus and face shields may be required for some activities. Due to the enhanced protection offered, we encourage students to wear KN95, N95 or surgical masks rather than cloth masks.

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 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.

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

Return to School Criteria for the above COVID-related Symptoms of Illness (Must meet ALL three criteria in one of these columns)		
Negative COVID-19 Test	Doctor's Note	At Least 5 Days
<input type="checkbox"/> Proof of a negative COVID-19 test result. <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 5 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
Return to School Criteria for Someone Who Tests Positive for COVID-19 (Must meet ALL the Criteria below)		
<input type="checkbox"/> At least 5 days have passed since symptoms first appeared or if there are not symptoms, at least 5 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		

If your child has tested positive for Covid-19 please contact your principal and follow the guidelines below for a safe return to school.

Students Who Test Positive for COVID-19 will have to complete all three of the following requirements before returning to school in-person.

- Isolation 5-days from the confirmation date of a positive test results if you are showing no symptoms or 5-days from the 1st day of symptoms.
- Fever free 24 hours without fever reducing medication
- Symptoms have improved and **NO** new symptoms have been observed.

Please consult with your primary healthcare provider.

Submit any documents to: healthroom@faculty.sacredhearts.org

Or by Fax: 808-737-7867

If a Student is Exposed to COVID at Home or Other Non-School Location

Who needs to quarantine?

- Students who are ages 18 and older who have completed the primary series of a recommended COVID vaccine but have not received a recommended booster shot when eligible.
- Students who are not vaccinated or who have not completed a primary vaccine series.

The student should stay home for 5 days after the last contact with the person who has COVID-19. A student who has ongoing contact with a person who has COVID-19 because they live in the same household must stay home in quarantine for 5 days after the person with COVID-19 is released from isolation.

In addition, the student should ...

- Get tested at least 5 days after last contact with the person with COVID-19, even if not experiencing symptoms.
- If symptoms develop, immediately self-isolate and get tested.

Who does not need to quarantine?

- Students who are ages 18 and older who have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- Students who are ages 5 – 17 and have completed the primary series of COVID-19 vaccines.

While the student does not need to quarantine, the student should ...

- Get tested at least 5 days after last contact with the person with COVID-19, even if not experiencing symptoms.
- If symptoms develop, immediately self-isolate and get tested.

Close Contacts who have recovered from COVID-19 in the Last 90 Days

- If they do not have symptoms, they do not need to quarantine or be tested for COVID-19
- Watch for symptoms for 10 days after last contact with the person who has COVID-19
- If symptoms develop, immediately self-isolate and get tested

IMPORTANT THINGS TO NOTE:

1. Students who have been exposed to any of the scenarios listed above should not come on campus until they have been cleared to return by the Sacred Hearts Academy health coordinator.
 - a. If the required documentation is not received and approved by the health coordinator, the student CANNOT be on campus.
2. For purposes of determining the quarantine period, the date of close contact (exposure) is considered Day 0. The day AFTER close contact (exposure) is considered Day 1 and is the first day of quarantine.
3. Close contact is defined as being within 6 feet of the positive individual for 15 minutes or more in a 24 hour period. Close contact in a classroom setting is defined as being within 3 feet of the positive individual for 15 minutes or more in a 24 hour period.
4. Students are considered fully vaccinated when 1) two weeks have passed following their second dose in a two-dose series (Pfizer or Moderna) or their first dose of a single-dose vaccine (Johnson & Johnson). Students ages 18 and older are eligible for a booster five months after receiving their second dose of the Pfizer or Moderna vaccine, or two months after receiving the single dose of Johnson & Johnson. Students between ages 12 and 17 are eligible for a booster five months after receiving their second dose of the Pfizer vaccine.

If a COVID Exposure Occurs on Campus

If exposure to a person who tests positive for COVID occurs on campus, the school administration, following guidelines of the Hawaii State Department of Health, works to determine which students (parents), faculty or staff need to be notified of the exposure and asked to monitor for symptoms. Students' parents are notified by personal phone call (Lower School) or by phone or text message from the Academy's school-wide communication system (Upper School). Quarantine is not required for in-school exposures, and students may remain in school. If possible, a student who has been notified of potential exposure should get tested at least 5 days after the potential exposure, even if the student is experiencing no symptoms. If symptoms develop, immediately self-isolate and get tested. If an active cluster of students who test positive for COVID occurs, a temporary return to quarantining exposed students may be necessary to prevent ongoing transmission.

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

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

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

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 th 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 th Avenue auto line for school day students M-F |
| 5:00 – 5:30 pm | Dismissal in the 5 th 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 5th Avenue by another teacher.

Grades 1-6 students follow the schedule below:

7:00- 7:30 am	Drop off in 5 th 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 th 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 5th Avenue autoline benches. Parents may park at Kaimuki Shopping Center.
- Students in grades 1 – 3 are dropped off by parents via the 5th 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 5th 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 spring sports will be held during the spring 2022 semester. Testing protocols are in place for all student athletes, and tests are provided by the Academy. Student athletes must adhere to the testing schedule provided by their specific sport in order to participate in the sport.

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. In addition, extra-curricular activities that are high risk for disease transmission may require that students not participate in the activity for a longer period than required to return to school following testing positive for COVID or being in close contact with a positive individual.

The table below provides examples of activities by risk level.

	Lower Risk	Moderate Risk	Higher Risk
Performing Arts		Drama and Plays Band Concerts	Choir Dance

Athletics	Cross Country Riflery Golf Sideline Cheer Swimming	Volleyball Softball Basketball Softball Soccer Track and Field	Competitive Cheer
Other Events		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.

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, teachers and attendance office by email about your travel plans as soon as possible or at least one week before departure to give teachers time to prepare for your daughter's absence and return to school.

Return to Oahu and School

Online Students

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

On-Campus Students

If your daughter is returning from interisland travel there are no requirements to return to school.

If your daughter is returning from mainland or international travel, she must fulfill one of the following to return to school on campus **if doing so before March 25th. These requirements will no longer be in place as of March 25th.**

- 1) If the student is **fully vaccinated** ...
 - a. No quarantine is required
 - b. No COVID test is required
 - c. She may return to school upon return to Oahu
- 2) If the student is **not fully vaccinated** but **has completed a pre-travel COVID test** within 72 hours of returning to Oahu from a *Trusted Testing Partner* ...
 - a. Submit the test results to healthroom@faculty.sacredhearts.org
 - b. No quarantine is required
 - c. She may return to school upon return to Oahu
- 3) If the student is **not fully vaccinated** and **has not completed a pre-travel COVID test** within 72 hours of returning to Oahu from a *Trusted Testing Partner* ...
 - a. She must quarantine for 5 days after arriving on Oahu
 - b. No COVID test is required
 - c. She may return to campus following the 5th day of quarantine

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