



# SACRED HEARTS ACADEMY

## BACK TO SCHOOL PLAN FOR PARENTS

SCHOOL YEAR 2022 – 2023

UPDATED JULY 21, 2022



## Introduction

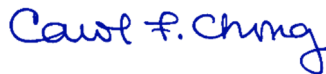
We are providing an updated Back to School Plan for the beginning of the 2022 – 2023 school year that reflects the latest practices that will be followed at the Academy as we start the fall semester. Changes to the Plan from the March 2022 version are highlighted.

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 this year.

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
- Daily Procedures on Campus
- Health Protocols at Home and School
- School Calendar
- School Schedules
- Performing Arts, Athletics and Other Events
- Questions and Inquiries

## 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 disinfected each school day.
2. Classroom desks are configured to facilitate appropriate social distancing, 3 feet between desks, whenever possible.
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. Parents or guardians will sign a compliance attestation statement each semester, agreeing to follow the Academy's COVID-related protocols.
6. 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 instruction on campus for all grade levels. Some high school elective courses may be offered fully online.

## DAILY PROCEDURES ON CAMPUS

1. For the first two weeks of school, August 8<sup>th</sup> through 17<sup>th</sup>, masks will be worn indoors by all on campus. Beginning Monday, August 22<sup>nd</sup>, mask wearing both indoors and out will be optional on campus for students in grades 1 - 12. Students in the Early Learning Center will continue to wear masks indoors. 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 should keep a mask with them during the school day because faculty may request that masks be worn in their classroom. In addition, prevalence of cases in the community may result in a shift to mandatory mask wearing on campus. Parents and students will be notified if such a change occurs.

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. Breakfast will also be available for purchase. The Ching Student Center will again be the location for food distribution for students in grades 1 – 12.
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

We ask parents of students who are vaccinated against COVID to provide a copy of her COVID vaccination card to our health coordinator at [healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org) if they have not done so previously.

## HEALTH PROTOCOLS AT HOME AND SCHOOL

### Hygiene, Masks and Face Shields

Proper hygiene and use of face coverings are two 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. Students may choose to wear masks while on campus as well.

### 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.

### **Returning to School After COVID**

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.

- Isolate 5-days from the confirmation date of a positive test results if you are showing no symptoms or 5-days from the 1<sup>st</sup> 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](mailto:healthroom@faculty.sacredhearts.org) or by Fax: 808-737-7867

Students returning to school after the 5-day isolation period will wear a mask when on campus for days 6 through 10. If parents intend to keep their daughter at home for days 6 through 10, please contact your daughter's principal.

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

#### **Who needs to quarantine?**

Students who are unvaccinated or not up to date on COVID-19 vaccinations must quarantine if they are exposed to a COVID positive person at home or other non-school location.

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 up to date with their COVID vaccinations do not need to quarantine.

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 the student does not have symptoms, she does 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

## **If a COVID Exposure Occurs on Campus**

If exposure to a person who tests positive for COVID-19 occurs on campus, the school administration will follow the guidelines of the Hawaii State Department of Health to determine which students, faculty or staff need to be sent home for a 5-day quarantine period and asked to monitor for symptoms. Students' parents from the Lower School will be notified via an EDUCATE message. Students' parents from the Upper School will be notified via phone or text message from the Academy's school-wide communication system. Quarantine is not required for in-school exposures for students who are up to date with their COVID-19 vaccinations, and students may remain in school. However, if your child is not up to date with her COVID-19 vaccinations she will then be sent home for a 5-day quarantine period. If a student has been notified of potential exposure, she is recommended to test 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-19 occurs, a temporary return to quarantining exposed students may be necessary to prevent ongoing transmission.

## **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. 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 **up to date** with their COVID vaccinations when they have received all recommended vaccine doses for their age group, including recommended booster doses. Vaccine recommendations are different depending on the person's age, the vaccine they first

received and time since the last dose. Use the CDC's COVID-19 [booster tool](#) to learn if and when your daughter can get boosters to stay up to date with her COVID-19 vaccines.

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 8 First day of the fall semester for all students
- October 10-14 Fall Break
- December 20 End of the fall semester
- January 4 First day of the spring semester for all students
- March 13 – 17 Spring Break
- May 24<sup>th</sup> End of the spring semester
- May 27 Commencement

The Early Learning Center (JK and SK) has 12 additional instructional days as follows:

- October 10 -14
- March 13 - 17
- May 25 - 26

## SCHOOL SCHEDULES

### LOWER SCHOOL SCHEDULE

#### Early Learning Center

7:00 – 7:30 am	Parent drop off and sign outside the Primary building
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- 6 – MTThF
1:00 - 1:30 pm	Dismissal for school day students from Grades 1-6 - W
	Grades 1-3      5 <sup>th</sup> Avenue auto line
	Grades 4-6      Waiālae Avenue auto line

#### LOWER SCHOOL MORNING CARE

- JK parents may park at Kaimuki Shopping Center between 7:00 – 7:30 a.m. and check their daughters in their classrooms. A parking pass for Kaimuki Shopping Center issued by the school needs to be displayed on the parent's dashboard.
- Students in grades SK- 3 may be dropped off by parents via the 5<sup>th</sup> Avenue auto line, and 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 7:30 a.m.
- Students in grades 4 – 6 may be dropped off by parents via the 5<sup>th</sup> Avenue or Waiālae Avenue auto line. They will proceed directly to their designated areas on campus.
- Students are not allowed to leave campus once they are dropped off by parents.



## LOWER SCHOOL AFTER SCHOOL CARE

- JK and SK students enrolled in the After School Care program will remain in P108
- Grades 1-3 students enrolled in the After School Care program will be taken directly to the Student Center by their homeroom teachers.
- Grades 4-6 students enrolled in the After School Care program will proceed to the Student Center to report to their teachers.

## UPPER SCHOOL SCHEDULE

TIME	MON	MINUTES	TIME	TUE	MINUTES	TIME	WED	MINUTES	TIME	THU	MINUTES	TIME	FRI	MINUTES
7:45-8:00 a.m.	FLAG	15	7:45-8:00 a.m.	FLAG	15	7:45-8:00 a.m.	FLAG	15	7:45-8:00 a.m.	FLAG	15	7:45-8:00 a.m.	FLAG	15
8:00 - 9:00 a.m.	1	60	8:00 - 9:00 a.m.	6	60	8:00 - 8:40 a.m.	Advisory	40	8:00 - 9:00 a.m.	7	60	8:00 - 9:00 a.m.	Advisory	60
9:05 - 10:05 a.m.	2	60	9:00 - 9:20 a.m.	BREAK	20	8:45 - 9:45 a.m.	3	60	9:00 - 9:20 a.m.	BREAK	20	9:05 - 10:05 a.m.	4	60
10:05-10:25 a.m.	BREAK	20	9:20-10:20 a.m.	7	60	9:50 a.m.-10:50 a.m.	4	60	9:20-10:20 a.m.	1	60	10:05-10:25 a.m.	BREAK	20
10:30 - 11:30 a.m.	3	60	10:30 - 11:30 a.m.	ACP	60	10:50 - 11:05 a.m.	BREAK	15	10:30 - 11:30 a.m.	ACP	60	10:30 - 11:30 a.m.	5	60
11:35 a.m.-12:35 p.m.	4	60	11:35 a.m.-12:35 p.m.	1	60	11:05 a.m.-12:05 p.m.	5	60	11:35 a.m.-12:35 p.m.	2	60	11:35 a.m.-12:35 p.m.	6	60
12:35-1:25 p.m.	LUNCH	50	12:35-1:25 p.m.	LUNCH	50	12:05-12:30 p.m.	BREAK	25	12:35-1:25 p.m.	LUNCH	50	12:35-1:25 p.m.	LUNCH	50
1:30-2:30 p.m.	5	60	1:30-2:30 p.m.	2	60	12:30-1:30 p.m.	6	60	1:30-2:30 p.m.	3	60	1:30-2:30 p.m.	7	60

## PERFORMING ARTS, ATHLETICS AND OTHER EVENTS

Athletics and performing arts may 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. Sport-specific protocols will be provided to student athletes and their families involved in each sport. All regular fall sports will be held during the fall 2022 semester.

Other campus events will generally return to their traditional format for the 2022 – 2023 school year.

## TRAVEL POLICY FOR STUDENTS AND THEIR FAMILIES

There are currently no COVID-related travel protocols in place at the Academy.

## 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