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To Request Online Learning ONLY

If you want to request ALL VIRTUAL and NO FACE TO FACE Learning for your child, fill out the Online Learning Form.

Click here to fill out Online Learning Form

Technology Access Form

If access to the internet and a device is an issue for your student, please fill out the WHS Technology Form.

Click here to fill out Technology Form

SPED Services Form

Please fill this form out if your child receives Special Education Services.

Click here to fill out the SPED Services Form

Medical exemption to the Face Mask Rule

Please fill this form out if your child has a medical condition or disability.

Click here to fill out the Medical or Disability Face Mask Form
Aloha Families,

Welcome back! We hope everyone had a restful summer and the opportunity to spend much needed time with your ʻohana. This summer, we have been carefully planning the opening of school year 2020–21 as we navigate a new educational experience for all of our students. We will be learning together and encourage all of our families, friends and community members to stay tuned during these unprecedented times.

This handbook, aligned with the Hawai‘i Department of Education, the Hawai‘i Department of Health, the Centers for Disease Control and Prevention, and our governing agencies, outline our practices and policies here at Waiʻanae High School. We hope you familiarize yourself with this document as this should provide you with a thorough understanding of our expectations and best practices.

Thank you for your patience and understanding during these unpredictable times. We look forward to seeing all of you in the near future as we welcome everyone back.

Mahalo,

Disa Hauge
Principal

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**Did you know?**

- We may be able to offer drive through meals when school starts.
- If you request a device, drive thru pick up will be August 3–4, 2020.
- Add us on Twitter and Instagram for official info! @WHSSEariders
- Our PCNC will be offering sessions on how to help your child at home.
- Juniors and Seniors are getting an email with instructions on accessing their classes and how to make a counselor appointment.
- Please call rather than coming to campus. If you do come, please stand on the markers while waiting for your turn at the window.
**Calendar**

- **August 5:** 9th Grade Orientation - A Group (Last name A-K), 8-12
- **August 6:** 9th Grade Orientation - B Group (Last name L-Z), 8-12
- **August 7:** First A day: All Last Names A-K First Day of School, 8-11
- **August 10:** First B day: All Last Names L-Z, 8-11
- **August 11-12:** A then B days, 8-11
- **August 13-14:** A then B days, 8-12
- **Aug 17:** Alternating A and B days begin, all days end at 1:15

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<th>Term 1</th>
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**August 2020**

- **3:** Labor Day
- **10:** L-Z, 8-11
- **13:** 6-11
- **17:** 6-11
- **24:** 6-11

**September 2020**

- **1:** Labor Day
- **7:** 8-11
- **14:** 8-11
- **21:** 8-11

**October 2020**

- **2:** 8-11
- **9:** 8-11
- **16:** 8-11
- **23:** 8-11

**November 2020**

- **2:** Election Day
- **9:** 8-11
- **16:** 8-11
- **23:** 8-11

**December 2020**

- **7:** 8-11
- **14:** 8-11
- **21:** 8-11
- **28:** 8-11

**Calendar 2020**

- **Break:** 8-12
- **A:** 8-12
- **B:** 8-12
COVID-19 & WHS Rules

How does the virus spread? The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another.

WHS Health & Safety Rules

1. Keep your student home with ANY cold/flu symptoms.
2. Face masks MUST be worn AT ALL TIMES. In class, if students are 6 ft apart, the teacher may allow masks to be removed.
3. Students MUST keep 6 ft of social distance as much as possible.
4. Students in lines must stand on markers or 6ft away.
5. If a student becomes ill at school, we will isolate him or her and call you to pick him or her up.
6. Students must wipe down laptops & desks & wash hands daily.

How can I protect my child from COVID-19 infection?

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs & sneezes with a tissue and throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched surfaces and objects, like tables, countertops, light switches, doorknobs, and cabinet handles).

The information provided above was taken from the Center for Disease Control and Prevention (CDC). For additional information and guidance from the CDC, please check out their website: https://www.cdc.gov/coronavirus/2019-ncov/faq.html
OFFICIAL GUIDELINES FOR REOPENING SCHOOLS

The Core Assumptions for Reopening Schools shall serve as the guiding principles to support decision-making throughout the HIDOE tri-level structure of the Department as the state, complex areas, and schools navigate the changing circumstances in Hawaii and collective impacts on our public school system.

1. The core operations of public education and school models must be adjusted according to the Impact Level of the public health emergency identified for the community. Impact levels may vary by County. The matrix below displays the five levels of impact as described by the Governor’s Reopening Hawaii Plan and the potential changes in the HIDOE’s operations in opening schools.

<table>
<thead>
<tr>
<th>Stay at Home (Major Disruption)</th>
<th>Safer at Home (Moderate Disruption)</th>
<th>Act with Care (Minor Disruption)</th>
<th>Recovery (Minimal Disruption)</th>
<th>New Normal (No Disruption)</th>
</tr>
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<tbody>
<tr>
<td>Online distance learning and instructional packets</td>
<td>Distance learning will continue. Face-to-face instruction is provided in compliance with CDC and DOH guidelines for vulnerable learners for whom online learning is not appropriate</td>
<td>Distance learning will continue. Face-to-face instruction is provided in compliance with CDC and DOH guidelines for vulnerable learners and early grade levels (K-2; SPED Pre-K). Based on an evaluation of operations, personnel, and facilities, face-to-face instruction may include additional groups of students.</td>
<td>Face-to-face instruction in compliance with CDC and DOH guidelines is allowable for all students. Blended learning and distance learning may be used to reduce the number of students on campus to enable social distancing.</td>
<td>All students are allowed back on campus. HIDOE will continue to monitor the public health situation for any changes.</td>
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***As of July 1, 2020 we are in the Recovery Phase

2. School models will reflect a culture of care that is consistent with the BOE principles of Giving Hope, Acting with Kindness, and Working Toward Togetherness. Thus, school models will demonstrate:

a. Adherence to the health and sanitation directives to ensure the health and safety of our students, employees, families, and community members.

b. Priority for students who have challenges with online learning or need additional support to be successful academically for on-campus learning.

c. Flexibility as models address facilities and workforce capacity, and health and safety guidelines to provide supervision and optimal learning.
conditions for their most vulnerable students. Models will be designed to align within a complex area to support families with learners in multiple schools to the greatest extent possible.

3. Accommodations, in compliance with the Americans with Disabilities Act (ADA), will be provided for teachers, administrators, school staff, and students who are at heightened risk for severe illness from COVID-19 due to their age or other health conditions.

WHS Opening Approach

Wai‘anae High School recognizes that daily face-to-face interaction between teachers and students is ideal. We also recognize that the health and safety concerns of our students, faculty and staff is of vital importance. Our Return to Campus Plan seeks to provide a framework to support both ideal teaching and learning while ensuring health and safety for all.

Wai‘anae High School students will be getting out every day at 1:15 pm. We will be following a Hybrid Model of ABABO.

The details are below.

C: Hybrid

- A/B Two-Day Rotation Learning Model for all 4 day weeks and M-Th for 5 day weeks
- Group A (A–K) and Group B (L–Z)
  - All students not on campus will receive online instruction and activities aligned with the teacher’s face to face instruction
  - Whatever the first day of the week is (i.e. holidays or 4 day weeks) the first day of the week we will start with A group.
- Special education & vulnerable learners will be on campus daily as appropriate
  - CBI will be daily face to face instructional settings
  - Resource & ELL students will be scheduled in based on their need in collaboration with their parent
- Fridays (O) will be tightly scheduled and include:
  - Teacher Office Hours (for online or in person tutoring)
  - Face to face time to participate in project-based courses such as CTE, Art, Music, etc
  - Teacher supervision of student-led Socratic Seminars online
  - Teacher outreach to parents and students
  - Differentiated PD to address Distance Learning needs of students/teachers
Importance of Families

All members of the Waiʻanae community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease.

It is imperative that all members of our school community remain committed to the safety policies and procedures listed in this and future communications to help keep students, staff, and faculty safe. By enrolling your child at Waiʻanae High School, you agree to the following requirements:

» **Follow Federal, State, and Local Orders.** All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding mask usage, social distancing, and other measures to reduce the spread of COVID-19.

» **COVID-19 Testing and Notification.** If your child or someone in your household tests positive for COVID-19, you must notify the Administration as soon as possible. You are also required to notify the Department of Health so they may begin their contact tracing procedures.

» **Stay Home if Sick.** If your child is sick, you are expected to keep them home from school.

» **Stay Home if Exposed.** If anyone in your household has been notified by the State Health Department that they were in contact with an individual infected with COVID-19, you are asked to notify the Administration. Based on the circumstance, you may be asked to keep your child home from school for 14 days. During this time, your child will be able to continue classes via distance learning (online).

» **Travel.** Please avoid unnecessary travel. If your child has traveled outside the state of Hawai‘i, you are required to notify the school and keep your child home for 14 days. If anyone in your child’s household has traveled outside the state of Hawai‘i and has tested positive for COVID-19, you must also keep your child at home for 14 days. Your child will continue classes via distance learning (online).

» **Face Masks.** Send your child to school with a facemask every day he or she is attending on-campus classes. Teach your child how to properly use and remove a facemask. If using fabric masks, ensure that your child’s mask is cleaned regularly.
» **Hygiene.** Practice and reinforce good hygiene practices at home, in particular, the importance of frequent hand washing.

» **Students’ Personal Items.** Limit the items your child brings onto campus each day and discourage the sharing of food, supplies and other items with other students.

» **Medical Forms.** Emergency Contacts. Parents must complete and submit all required student medical forms i.e. Emergency Card prior to the first day of school. Parents must provide at least one (1) emergency contact who is able to pick your child up from the school within one (1) hour of receiving a call from the school if your child presents with a temperature or becomes ill during the school day.

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**Guide For Parents, Guardians, and Students**

We understand that distance learning is still new to the school and presents significant challenges to students and families. It is important for families to establish good habits and routines for successfully supporting our students.

- **Establish a daily routine and hourly schedule.** Students should stick to a set schedule that closely mimics a typical school day. This can include the morning routine before coming to school (waking up, brushing teeth, eating breakfast, etc.). When it’s time to start schoolwork, schedule start and end times for each block or subject with breaks included. Parents should also take time at the beginning and end of each day to talk to their child about their expectations throughout the day.

- **Take periodic “screen breaks”.** Students should take a few minutes periodically (every 20-40 minutes) to look away from their screens. Use this time to get up, stretch, hydrate, or use the bathroom.

- **Maintain an “unplugged” recess and lunch schedule.** On a typical school day, students are given at least 10 minutes of recess and 30 minutes of lunch, both of which take place away from any electronic technology or devices. Students should try to maintain this routine at home as well. This will be particularly important for those students who are using computers to do most of their work.

- **Establish a designated study area.** Having a good environment is a critical part of successful learning. Students should have a designated study area in a common area of the house and NOT in their bedrooms. The area should have a table or desk with plenty of space. It should be comfortable and free of distraction. Siblings should have their own separate study areas away from each other so as not to distract or interfere with each
other’s work.

- **Check your email throughout the day.** Email will be the primary mode of communication with families from the school. This includes assignments, notes, and instructions. It is therefore important to check email frequently, especially first thing in the morning.

## Best Practices for Distance Learning

- **Video conferencing protocol.** When students are either joining in on a live classroom or recording an assignment, they should have an area with a blank wall or neutral background to maintain the privacy of your home.

- **Be diligent.** Students should complete work in a timely manner as though it were a typical assignment. Students and parents who treat distance learning as a “vacation” will struggle adapting to this new format. Maintaining a regular work routine will be critical for success.

- **Be responsible.** Students should stay focused on the task at hand. They should be free from distractions. Consider denying access to games, toys, and other items that might hinder their focus. When working on devices, students should stick to the task at hand, avoid multitasking and being on their phone.

- **Be healthy.** Students should take care of themselves physically, emotionally, and mentally. Practice good hygiene. Eat healthy. Get a good night’s sleep. Exercise.

- **Be interested.** Learning is more than just mental. Social-emotional needs of the child are just as important as academics. To that end, take time at the end of each day to debrief the day with your child, asking specific questions to help understand how they are doing.

- **Be proactive.** We understand that these protocols may be difficult for some of you to establish with your children. Please do not hesitate to communicate with your teachers via email about how your children are adjusting and if there are any difficulties that you are facing.
GOT QUESTIONS?

Call us, our phone line is open
(808) 697-9400

Monday- Friday
7:30 a.m- 4:00 p.m

@WHSSeariders