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## **K-12 REOPENING PLAN**

## **2020-2021 SCHOOL YEAR**

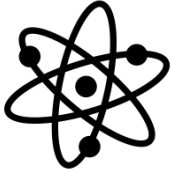
[assets-school.org](https://assets-school.org)

## Greetings



We are happy to welcome you to the 2020-2021 school year! We know this school year will be one unlike any other we have experienced. We understand the opening of school and transition back to campus brings excitement, questions, and concerns. As we have always done, we are committed to helping your child and family along this school journey together.

## Evolving Situation



We have developed the following reopening plan to resume school in the safest and most responsive way possible for families, while knowing that families have particularly diverse needs this year.

Certainly, there may be questions not addressed in this guide, as we are in uncharted territory right now. Please note this is an active document. We are actively monitoring and reviewing new COVID-related information. We will continue to be available to answer questions as they arise and provide guidance as scientific and public health knowledge evolves.

## Our Current Thinking



We agree with the experts from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), Hawaii State Department of Health, National Academies of Sciences, Engineering, and Medicine, and others who emphasize the importance of in-person interaction for learning and development, and prioritize safely reopening campus to the extent public health conditions allow.

Because we know families have diverse needs this year, we have provided multiple educational program options for families to choose from.

We are closely monitoring the public health conditions of Honolulu county. In addition to being in communication with local health officials, we are actively monitoring data dashboards that track key metrics related to infection rate, testing, tracing, and capacity. Taken together with data we will monitor on infections, absences, and symptoms within our Assets community, this information provides us a risk assessment framework related to mitigation measures and closing campus if necessary.

## Important Dates



August 7 - Deadline to select the learning model your child will start the year in

August 11 - Teachers report back to campus

August 19 - First day of school for all students



## Our Guiding Principles and Goals



1. The health and wellness of our students, employees and families is our highest priority.
2. Science, evidence, and pragmatism will guide our decisions.
3. Some decisions will need to be made quickly and when established knowledge is lacking, we will make decisions with the best information available to us, which may not be everything we would hope to know.
4. We recognize the importance of in-person education on student learning, socialization, and support. Our goal is to safely provide in-person instruction for as many students as possible, to degree public health conditions allow.
5. Our in-person and distance learning programs both reflect that we serve bright students who often have learning differences, twice exceptionalities, lagging executive functioning systems, and many social emotional-related co-occurring needs.
6. We remain committed to our values of individualizing and differentiating to meet students where they are in their “many selves.”
7. We hold the intellectual, social-emotional and ethical lives of our students as equally important to their education, growth and wellness.
8. The uncertainty and stress of the pandemic will affect students and parents in financial, psychological, and health ways that will necessitate and provide an opportunity for the school to support families in unprecedented ways.

## Role of Family / Community Expectations



One of the many truths that this pandemic has laid bare is how interconnected we are. Our health is heavily dependent on the care, thoughtfulness and behavior of others. The school has a plan to screen for symptomatic individuals, mitigate transmission on campus, limit exposure, and respond quickly to illness. But we need your help to reduce the chance of the virus coming onto campus.

By enrolling your child at Assets, you are agreeing to the policies and expectations outlined in our reopening plan and family handbook. Most notably, to keep your child home if they are sick or someone in your household is concerned they might be infected. Additionally, we ask for your support in the requests that we have shared, and in sharing a commitment to value and protect the health of our entire school community.

# Illness and COVID Reporting

## Report a Positive or Potential COVID-19 Case



If your child or someone in your household tests positive for COVID-19, immediately notify the school. K-8 families, please send an email to [k8covid@assets-school.org](mailto:k8covid@assets-school.org). High School families please send an email to [HScovid@assets-school.org](mailto:HScovid@assets-school.org). Assets has a nurse on each campus. We will work with the Department of Health to implement contact tracing.

## Please Stay Home if Exposed



If you are aware that anyone in your household has had close contact with someone with COVID-19, or if any of your household members are notified of exposure by the Hawaii State Department of Health, immediately notify the school. K-8 families, please send an email to [k8covid@assets-school.org](mailto:k8covid@assets-school.org). High School families please send an email to [HScovid@assets-school.org](mailto:HScovid@assets-school.org). Based on the circumstance, you may be asked to keep your child home from school for 14 days. Distance learning will be available to your child during the quarantine.

## Please Stay Home if Sick



If your child is sick, we ask that you keep them home from school. They must be fever- or symptom-free for 24 hours, without any fever-reducing medication, before returning to campus.

## Communication of a Confirmed or Potential COVID-19 Case



We understand a positive case in our community will be unsettling to many people and there will be a desire for details. We will work closely with the Department of Health to inform you of the appropriate information and next steps, while adhering to applicable privacy laws and standards.

Unless directed otherwise, the school will not disclose personally identifiable information and will work with public health officials to communicate additional details to any individuals who may have had exposure to the individual(s) with a positive diagnosis.

## When You Can Return to Campus



Assets School's policy is to consult with local health officials for the most appropriate and updated information regarding when an individual can return to campus after a positive COVID-19 diagnosis or quarantine. The Hawaii Department of Health notifies individuals when they are released from quarantine.

Situations may be unique but our current understanding is:

If...	You May Return to Campus After
1. You think or know you have COVID-19 and you <u>have symptoms</u>	<ul style="list-style-type: none"><li>At least 10 days pass since symptoms first appeared <b>and</b>;</li><li>Being fever-free for at least 24 hours, without fever-reducing medication, <b>and</b>;</li><li>Symptoms have improved.</li></ul>
2. You test positive for COVID-19 but have <u>no symptoms</u>	<ul style="list-style-type: none"><li>10 days pass since the test <b>and</b>;</li><li>Being symptom-free the entire time.</li></ul>

If...	You May Return to Campus After
3. You have COVID-19 symptoms but your primary medical doctor determines it is due to an alternate cause or illness	<ul style="list-style-type: none"> <li>All symptoms resolve <b>and</b>;</li> <li>Being fever-free for at least 24 hours, without fever-reducing medication.</li> </ul>
4. You are exposed to COVID-19 and have no symptoms	<ul style="list-style-type: none"> <li>Completing a 14-day quarantine <b>and</b>;</li> <li>Being symptom-free the entire time.</li> </ul>
5. You develop COVID-19 symptoms during your quarantine	<ul style="list-style-type: none"> <li>Meeting the criteria for #1.</li> </ul>

### Our Reopening Approach









We know no single measure can eliminate our risk. Evidence does suggest that risk to students and employees can be kept low if there is strict adherence to multiple, coordinated mitigation strategies and response protocols.



We have integrated recommendations from multiple health and science organizations into a school reopening framework from the Harvard T.H. Chan School of Public Health. Our reopening strategies focus on promoting Health Classrooms, Health Buildings, Healthy Policies, Healthy Schedules, and Healthy Activities.

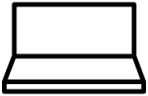

### Healthy Classrooms

	K8	HS
Face Coverings 	Cloth face coverings must be worn by everyone on campus. Exceptions for students will include for lunch, recess, and P.E. Students will be given “mask breaks” outdoors. Exceptions for teachers will include certain types of teaching activities, such as phonological instruction when wearing a face shield and distanced. Teachers will coach students on how to wear and care for their masks. The school has extra masks for those who forget or need a replacement during the day.	
Face Shields 	All students will be provided a clear face shield. They may wear this over their mask at their discretion or at the teacher’s request when working closely with another student. Teachers will wear face shields when close to students.	
Hand Hygiene 	Students will wash or sanitize hands upon arrival and throughout the day. Each classroom will be equipped with hand sanitizer.	
Physical Distancing 	We will distance as much as possible. Classrooms have rearranged furniture and we have tried to lower class sizes wherever possible. Students will face the same direction unless more distance is possible.	

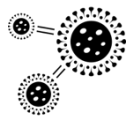



	K8	HS
<b>Class Materials</b> 	Materials will be designated to individual students when possible. Shared materials will be sanitized. Students may not share personal supplies.	
<b>Cohorts</b> 	K-6 self-contained classrooms with limited collaboration amongst no more than one other homeroom  7-8 graders self-contained classrooms with limited collaboration amongst no more than two other homerooms  After School Care will be offered, but enrollment will be limited and students will be divided by grade-level cohorts in designated spaces	Grade-level homerooms  Academic courses aligned with student's profile of needs
<b>Assembly</b> 	Assemblies and other large gatherings are suspended until further notice. These community-building aspects of our program will continue virtually.	
<b>Field Trips</b> 	Field trips are suspended until further notice. Teachers are encouraged to find virtual opportunities to connect students with the meaningful places, experts, volunteers, and ideas they encounter on in-person excursions.	
<b>Outdoor Areas</b> 	We have set up large tents on both campuses to provide additional covered area for instruction, snack/lunch, or drop-off/pick-up procedures.	
<b>Nurse's Station</b> 	We have moved the nurse's station on both campuses to provide a larger space for physical distancing for students who do not feel well. On the K8 campus, where more students see the nurse for medication and "bumps and bruises," the nurse will be going to the students more than we will have students visiting the nurse's office.	




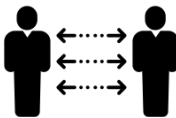
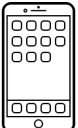



### Healthy Buildings

<b>Ventilation</b> 	All classrooms with students have windows and doors that open to fresh outdoor air. We have set up tents on both campuses that allow for outdoor instruction.
<b>Filter Indoor Air</b> 	All of our classrooms have A/C units. Our maintenance staff is inspecting filters to make sure they fit correctly. The K8 campus uses an HVAC system and we are in the process of upgrading the air filters. Our maintenance staff changes filters on a regular schedule.

Physical Barriers 	We have installed barriers in the main offices for visitors. We continue to discuss if there are other areas that would benefit from barriers. The use of cloth masks and access to face shields has minimized our need for plexiglass from previous correspondence.
Enhanced Cleaning and Disinfection 	<ul style="list-style-type: none"> <li>• Custodial staff clean and disinfect classrooms daily.</li> <li>• Classrooms will be equipped with disinfectant for teachers to use as needed.</li> <li>• Common areas, shared spaces, and high-touch surfaces will be sanitized frequently throughout the day.</li> <li>• Custodial staff are using disinfectants on the Environmental Protection Agency's (EPA's) list of registered antimicrobial products for use against Novel Coronavirus SARS-CoV-2.</li> <li>• Shared materials will be sanitized after every use.</li> <li>• Everyone is expected to sanitize their own technology tools regularly.</li> </ul>





### Healthy Policies

COVID Response Team 	We have a team responsible for reviewing new COVID information, tracking key risk assessment metrics, and procuring COVID-related materials and supplies for the school.
Faculty and Staff Training 	We have been in communication with faculty throughout the summer and will spend a significant amount of time during the week they report to campus before students arrive reviewing COVID information and protocols. This will continue to be a large part of our ongoing communication, meetings, and professional development.
Health Screenings 	<p>It is important that all employees and students have a daily health screening. Soon, there will be a school app that will allow parents to self-assess and report their child's health screening. Until then, staff will conduct a health screening on students before students exit their cars.</p> <p>Please note that students and employees with a temperature of 100.4° F or higher, COVID exposure, or COVID symptoms will not be allowed on campus that day.</p>
Sick Policy 	<p>If your child is sick, we ask that you keep them home from school. They must be fever- or symptom-free for 24 hours, without any fever-reducing medication, before returning to campus.</p> <p>If the student is at school, parents will be contacted immediately for pick up. Students will wait in a supervised, designated area that will be disinfected afterward. If the student is a driver who is capable, they may drive home with parent's permission.</p>



<p>COVID Policy and Reporting</p> 	<p>We have clear expectations and protocols to enact when there is a positive case in our community. Please see the section “Illness and COVID Reporting,” found earlier in this document, for the full policy.</p>
<p>School Bus</p> 	<p>Face coverings and temperature screening will be required prior to boarding. Ventilation will be increased. Students should distance to the degree possible.</p>
<p>Visitors</p> 	<p>Non-essential visitors will be limited on campus. All visitors must wear a mask and stop at the office for health screening. We ask that parents refrain from entering campus unless necessary.</p>
<p>Limited Gathering Size</p> 	<p>To protect everyone, we will limit the number of adults (employees and parents) who are meeting in-person. Most of our faculty meetings will be virtual and beginning-of-year events like Open House and Parent-Teacher conferences will be decided closer to the date.</p>
<p>School App</p> 	<p>We will be sharing information with you shortly about how you can download a free Assets app. This mobile app will allow you to quickly find and receive school information wherever you are. We will continue to communicate essential information to you in multiple ways.</p>
<p>Travel</p> 	<p>We ask that you please avoid any nonessential travel. If your child does travel outside of Hawaii, you are required to contact the main office number: (808) 423-1356 to notify the school. This is a rapidly evolving situation and you must adhere to any state or health orders upon your return, which may include a self-quarantine before returning to campus.</p>
<p>Follow Federal, State, and Local Orders</p> 	<p>All families and employees are expected to adhere to orders from applicable federal, state, and local government health departments.</p>
<p>Distance Learning</p> 	<p>If by circumstance or government order we must close campus and move fully to distance learning, we will be prepared with a responsive program.</p> <p>Additionally, we have provided a distance learning option to start the school year for interested families (<a href="#">see pages 11 and 13 for more information</a>).</p>



## Healthy Schedules

	K8	HS
<p>Before-School Care</p> 	<ul style="list-style-type: none"> <li>6:30 a.m. - 7:15 a.m.</li> <li>Before-school care is limited to need-based only. Families have been asked to register for this service before the school year.</li> </ul>	N/A
<p>Staggered Drop-off</p> 	<ul style="list-style-type: none"> <li>To ensure an efficient drop-off, we strongly encourage families to stagger their drop-off times accordingly:</li> </ul> <p><b>7th-8th Grades 7:15 - 7:25 a.m.</b>  <b>5th-6th Grades 7:25 - 7:35 a.m.</b>  <b>K-4th Grades 7:35 - 7:45 a.m.</b></p> <ul style="list-style-type: none"> <li>Students report to homeroom starting at 7:15 a.m.</li> <li>School starts at 7:50 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>Staggered, parent-selected drop off times: <ul style="list-style-type: none"> <li>6:30 - 6:45 a.m.</li> <li>6:45 - 7:00 a.m.</li> <li>7:00 - 7:15 a.m.</li> <li>7:15 - 7:30 a.m.</li> <li>7:30 - 7:45 a.m.</li> </ul> </li> <li>Students report to designated waiting areas between 6:30-7:15 a.m.</li> <li>Students report to homeroom at 7:15 a.m.</li> <li>7:00 - 7:45 a.m. Study Hall</li> <li>Homeroom starts at 7:50 a.m.</li> </ul>
<p>Staggered Breaks (Recess, Snack, Lunch)</p> 	<ul style="list-style-type: none"> <li>Recess groupings will be by cohorts spread throughout campus</li> <li>Snack and lunch will be eaten in class groupings, in the classroom, or in a supervised outdoor space.</li> <li>Strict adherence to “no sharing” policy</li> <li>Happy Bento will continue service for those who have requested. Lunch will be pre-packaged and handled by adults wearing masks and gloves. Utensils will be handed directly to students.</li> <li><b>No microwave access available</b></li> </ul>	<ul style="list-style-type: none"> <li>Staggered schedule for snack/lunch breaks with two grade levels outside at any one time in designated areas</li> <li>When not on snack/lunch break, students will have “recess” in homerooms</li> <li>Uncle Steve’s Kitchen will be open. Items will be pre-packaged/-wrapped and handed directly to students. Utensils/napkins will be handed directly to students and condiments will be provided in individual packets.</li> <li><b>No microwave access available</b></li> </ul>
<p>Staggered Dismissal</p> 	<p>Staggered dismissal by grade-level cohorts:</p> <ul style="list-style-type: none"> <li>K-4 grades 2:35 p.m. (Wed. 1:05 p.m.)</li> <li>5-6 grades 2:45 p.m. (Wed. 1:15 p.m.)</li> <li>7-8 grades 2:55 p.m. (Wed. 1:25 p.m.)</li> </ul>	<ul style="list-style-type: none"> <li>Staggered, parent-selected pick-up times. <ul style="list-style-type: none"> <li>3:00 - 3:05 p.m.</li> <li>3:05 - 3:10 p.m.</li> <li>3:10 - 3:15 p.m.</li> </ul> </li> <li>Non-carpool students must leave campus at 3:00 p.m.</li> <li>3:15 - 4:00 p.m. Study Hall</li> </ul>

## Healthy Activities

<p>Specialist classes</p> 	<p>Resource Classes include Art, Drama, Music, P.E., Design Studio. Classes will be offered via a rotating block schedule with small class sizes. Material usage will adhere to our current policy. Classes will take place outdoors or in the homeroom class whenever possible.</p>	<p>Art, Music, and P.E. classes are offered as electives at the HS. Physical distancing and material usage will adhere to our current policy. Drama may be offered after school and via an online platform. More information will be shared once the school year begins.</p>
<p>After school clubs and classes</p>	<p>After school workshops may be available via an online platform. More information will be shared once the school year begins.</p>	<p>After school workshops may be available in-person and/or via an online platform. More information will be shared once the school year begins.</p>
<p>Athletics</p> 	<p>We continue to work with the Hawai'i High School Athletic Association, Interscholastic League of Honolulu, and other schools to develop new guidelines for safely resuming sports. Some sports carry more risk than others and we will communicate updates about each sport once the league has finalized plans and we determine as a school if we feel it's safe enough for our athletes and others on campus.</p>	

## Support



We are living through one of the great crises of our time. We expect students and families to experience moments or prolonged periods of anxiety. Across the country we are seeing a heightened need for mental health support. One of the great strengths of Assets is our counseling support. If you have any questions or believe your child could use additional support, please reach out to Peggy Brandt and Sungalina Lee at the K8 campus and Nikki Hamai Sakai and Jason Wagner at the HS campus. Additional counseling support at the HS campus will be shared by the start of the school year.

### Some of the Key Reopening Guidance References

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| <ul style="list-style-type: none"> <li>American Academy of Pediatrics</li> <li>Centers for Disease Control and Prevention</li> <li>Children's Hospital of Philadelphia</li> <li>Harvard Global Health Institute</li> <li>Harvard T.H. Chan School of Public Health</li> <li>Hawaii Association of Independent Schools</li> <li>Hawaii Department of Health</li> </ul> | <ul style="list-style-type: none"> <li>Johns Hopkins University Coronavirus Resource Center</li> <li>Massachusetts General Hospital</li> <li>National Academies of Sciences, Engineering, and Medicine</li> <li>National Association of Independent Schools</li> <li>National Business Officers Association</li> </ul> |
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### Assets School Administration Contact Information (808) 423-1356

Ryan Masa, Head of School - [rmasa@assets-school.org](mailto:rmasa@assets-school.org)  
 Sandi Tadaki, Assistant Head of School and Director of Admissions - [stadaki@assets-school.org](mailto:stadaki@assets-school.org)  
 Nikki Hamai Sakai, High School Principal - [nhamai@assets-school.org](mailto:nhamai@assets-school.org)  
 Caitlin Mates, K-8 Principal - [cmates@assets-school.org](mailto:cmates@assets-school.org)



# K-8 Distance Learning Frameworks

**Program Dates:** The program will follow the 2020-2021 school calendar. Students must commit for the entirety of the first trimester (Aug. 19 - Nov. 13) with options for the second trimester to come at a later date. Please complete the Instructional Options Sign-up by August 7.

**Tuition:** Tuition remains the same for all programs.

**Materials:** Assets will provide books and other physical materials when needed for an assignment.

## Program Options:

<b>Learning-type A</b>	<p><b><u>In-Person Instruction Only</u></b></p> <p>Students report to campus daily and attend classes in person according to their respective class schedules.</p>
<b>Learning-type B</b>	<p><b><u>Distance-Learning Only</u></b></p> <p>Students are at home learning via assignments and instructional materials posted on Google Classroom. Live streaming and/or pre-recorded instruction will be included when possible. The livestream would originate from the classroom where the in-person instruction is occurring on campus and follow the in-person class schedule. Teachers will hold weekly virtual office hours to connect with those students who opt into the distance-learning only program.</p>
<b>Learning-type C</b>	<p><b><u>Hybrid</u></b></p> <ul style="list-style-type: none"> <li>○ <b>Tuesday &amp; Thursday ON CAMPUS</b></li> <li>○ <b>Monday, Wednesday, Friday OFF CAMPUS</b></li> </ul> <p>On select days of the week, students report to campus and attend classes in person. On other days, students are at home learning via assignments and instructional materials posted on Google Classroom. Live streaming and/or pre-recorded instruction will be included when possible. The livestream would originate from the classroom where the in-person instruction is occurring on campus and follow the in-person class schedule.</p>

**\*Daily attendance is required and regular grading applies for all options.**

**Absences:**

- **Student absences from in-person instruction due to illness, voluntary or mandatory quarantine, or travel:**
  - ***If a student is absent***, teachers will attempt to provide some lessons via Google Classroom. However, neither direct instruction, assessments, nor individual check-ins will be required.
- **Student absences from distance-learning due to illness, voluntary or mandatory quarantine, or travel:**
  - Students may continue with their distance-learning program.

**In the event of campus closure (due to government order, a school decision, or positive COVID-19 test), all instruction will move to *Distance Learning-type B*.**

In this scenario, everyone is instructing and learning from home using best practices for online learning. Everyone will follow a synchronized online school schedule to allow for direct instruction via Google Meet or Zoom. The daily schedule will be modified in order to offer virtual office hours to support connections between students and teachers, the counselor, and the administration.





# High School Distance Learning Frameworks

**Program Dates:** The program will follow the 2020-2021 school calendar. Students must commit for the entirety of the first quarter (Aug. 19 - Oct. 16) with options for the second quarter to come at a later date. Please complete the Instructional Options Sign-up by August 7.

**Tuition:** Tuition remains the same for all programs.

**Materials:** Assets will provide books and other physical materials when needed for an assignment. All students are required to have their own laptop.

## Program Options:

### **Learning-type A**

#### **In-Person Instruction Only**

Students report to campus daily and attend classes in person according to their respective class schedules. Students choose to participate in either in-person mentorship (on campus for first quarter) or online mentorship with a faculty mentor.

### **Learning-type B**

#### **Distance-Learning Only**

Students are at home learning via assignments and instructional materials posted on Google Classroom. Live streaming and/or pre-recorded instruction will be included when possible. The livestream would originate from the classroom where the in-person instruction is occurring on campus and follow the in-person class schedule. Teachers will hold weekly virtual office hours to connect with those students who opt into the distance-learning only program. Mentorship will be conducted online with a faculty mentor.

### **Learning-type C**

#### **Hybrid**

- For Periods 1-6, which run on Mondays, Tuesday, Thursdays, and Fridays: students report to campus and attend classes in person on two days of the week. On the other two days, students are at home learning via assignments and instructional materials posted on Google Classroom. Live streaming and/or pre-recorded instruction will be included when possible. The livestream would originate from the classroom where the in-person instruction is occurring on campus and follow the in-person class schedule.

*Hybrid continued*

- For Mentorship, which runs on Wednesday: students choose either in-person mentorship (on campus for first quarter) or online mentorship with a faculty mentor.

**\*Daily attendance is required and regular grading applies for all options.**

**Absences:**

- **Student absences from in-person instruction due to illness, voluntary or mandatory quarantine, or travel:**
  - ***If a student is absent***, teachers will attempt to provide some lessons via Google Classroom. However, neither direct instruction, assessments, nor individual check-ins will be required.
- **Student absences from distance-learning due to illness, voluntary or mandatory quarantine, or travel:**
  - Students may continue with their distance-learning program.

**Mentorship:** We are delaying the start of off-campus mentorship positions until the second quarter. During the first quarter, students will prepare their application materials (including application forms, cover letters, and resume) as well as engage in other mentorship-preparation activities (such as interviews). We will also use the first quarter to establish an online version of the mentorship program.

**In the event of campus closure (due to government order, a school decision, or positive COVID-19 test), all instruction will move to *Distance Learning-type B*.**

In this scenario, everyone is instructing and learning from home using best practices for online learning. Everyone will follow a synchronized online school schedule to allow for direct instruction via Google Meet or Zoom. The daily schedule will be modified in order to offer virtual office hours to support connections between students and teachers, the counselor, and the administration.