

***Changes and edits as of July 29, 2020 have been italicized below.*

Aloha,

As we prepare for the upcoming school year, we wanted to make you aware of our health protocols that will be implemented to ensure student safety.

The three most important factors in consideration of our “back to school” protocols are:

1. Safety and health of all students
2. Quality academic instruction
3. Emotional health of students through friendships and social interaction

HMA will follow the guidelines and counsel of the Hawaii Department of Health (HDOH) along with the Center for Disease Control (CDC) to the best of its ability. In order to have a successful school year which minimizes health risk and maximizes academic learning and personal growth, we need the full cooperation of our staff and community. The following protocols will be organized according to school/administration responsibilities, classroom responsibilities, and student/family responsibilities.

At Home

- *Regularly check on the health of your student and other family members in your household.*
 - *If someone is potentially sick, please keep your student at home for a 2-3 days to ensure that your student is not sick. If they are not sick, they may return to campus.*
 - *If someone in the household has traveled outside of Hawaii, please ensure that the individual is self-quarantining for 14 days away from the rest of the family.*
- *Students must bring their face mask to school. Shields can be worn in addition to masks at any time but will not be a replacement for masks.*
- *Students must bring a refillable water bottle for school. Non-touch drinking fountains have been installed to avoid shared surfaces.*

School Day

- *Dropping off*
 - *Upon dropping off your student off at school, wait in the car until their temperature has been checked at the cafeteria or the front office.*
 - *6:30-7:30am in the cafeteria. 7:30 and on, in the front office. If arriving before 7:30am, the student must be checked at both the cafeteria and front office.*

- Any student arriving before 7:30am, must remain in the cafeteria. No student should be walking around campus in the times between 6:30-7:30am.
- If the student does not have an acceptable temperature, student must return to their vehicle and return home.
- *Temperature check in front office*
 - If it is an acceptable temperature, student will be given a microfiber cloth for the day and allowed to attend classes.
 - If it is not an acceptable temperature, student will be sent home. If parents/guardians have already departed, student will be isolated until they are picked up.
- *In class*
 - Desks have been set 6ft apart (side to side) and to 4.5-5ft (front to back). Classroom doors and windows will remain open throughout the class for air circulation.
 - Student will enter class through the designated entrance door. Teacher will spray sanitizer on all student desks. Student will wipe down desk with the provided cloth. After wiping, student will put away their cloth in the school-provided bag, and sanitize their hands with own or school-provided sanitizer.
 - Student must wear their mask when leaving their desk (i.e. bathroom, throw away rubbish, to turn in an assignment). But when student is at their desk, masks may be removed. When the teacher hands out assignment or walks through the aisles of the desks, students will be instructed to put on their masks.
 - At the end of class (4th and 8th period only), teacher will spray the desks with sanitizer and students will wipe down the surface areas.
- *Between classes*
 - Students must wear masks while walking to and from class, at the lockers, restroom, hallways, and office.
- *Chapels*
 - Chapels will not be held in the chapel. Students will go to the following classrooms:
 - 9th Grade – Room 13
 - 10th Grade – Room 30
 - 11th Grade – Room 5
 - 12th Grade – Room 34
 - Chapels will vary in programming. Some may be conducted through Zoom, while others may be done by grade level.
- *Lunch*
 - Lunch will be served by cafeteria workers.
 - Tables and outdoor benches have been taped off to maintain social distancing. Chairs should not be added, moved, or removed from the tables.
 - Lunch line will be taped off in distances of 6ft.
 - Students may eat outside but must arrange themselves so that they are not facing each other or another's food.
 - When not eating, students must wear masks (i.e. waiting in line, receiving food, after finishing their meal).
 - Students should not share their lunches with a person who lives outside of their household.

- *After school*
 - *Students must return their bag and cloth to the front office.*
 - *Cloths will be washed and sanitized after school in preparation for the next day.*
 - *Different color cloths will be given for the next day to avoid a multi-day use of a cloth.*
 - *Apart from school-sponsored athletics practice, students must wear their masks while on campus until they leave campus.*
- *Restrooms*
 - *Doors will remain open for air circulation.*
 - *Proper handwashing instructions have been posted in the restrooms.*
- *General on-campus policies*
 - *Students should avoid contact with other students and staff.*
 - *Unnecessary physical contact will become disciplinary issues during this pandemic. Hugging, handshakes, hive fives, holding hands, or an arm around a shoulder will result in a warning. Multiple incidents will lead to a removal from campus for several days. Repeated incidents after a removal may lead to an expulsion.*

Athletics & ILH

HMA is planning to continue its athletic program during the 2020-2021 school year. We will be working with the ILH (Interscholastic League of Hawaii) for guidelines on athletic participation and policies. As the guidelines are developed, we will share them with you.

International and Out of State Students

International students are advised to follow the state guidelines for quarantine and testing. If students are able to receive the FDA approved PCR test from a CLIA laboratory, then students may attend school without the 14-day quarantine. However, if the test is unavailable then the 14-day quarantine must be conducted off campus and students will not be allowed to attend school. In order to attend school on August 3, international and out of state students must arrive in Hawaii. To attend classes and/or move into the dorm, evidence that the 14-day quarantine period has been completed or PCR must be given to the front office.

****For international students, an approved PCR may or may not be available in the home country. If international students need to arrive 2 weeks after the start of school, the absences will be excused. However, extended absences beyond 2 weeks will be detrimental to the students.**

As of July 23, 2020 the PCR test can replace the 14-day quarantine but only after September 1, 2020. Any arrival prior to September 1, must include a 14-day quarantine.

Remote Learning

Students will be allowed to enroll and begin the school year through distance learning though the campus will be open. We cannot guarantee that the education received through distance learning will be the same quality as those on campus. We will upload information and assignments on RenWeb and Google Classroom so that it is available to those students. In addition, those choosing to begin the year through distance learning, will not receive a tuition discount. Those families must contact the office to inform them that they will choosing remote learning to start the year. *Classes will be recorded and streamed on-line via Zoom and uploaded to Google Classroom.*

International students are not eligible for a long-term remote learning. USCIS mandates that student visas are only valid if the international student is on campus five days a week. Understandably, some international students may arrive and attend classes at later time due to flight arrangements and quarantine but any time period beyond the month of August may lead to the cancellation of the student visa.

Other Questions or Concerns

We will continue to update you if policies and guidelines change. We understand that not all questions or concerns may have been addressed, please feel free to contact me with those questions. We are still working through several logistical details to ensure the safety and health of your students, quality academic learning, and their continued social and emotional development as young men and women.