

Hawaii Department of Education Re-opening Schools Recommendations for McKinley Community School for Adults  
Required Submittal by the Deputy Superintendent

Topic	Policy	Deputy Roundtable Principal inputs	MCSA Recommendations
Calendar (work year)	<p><a href="#">HRS 302A-251</a> (requirement for 180 days of instruction)</p> <p><a href="#">BOE 106-1 (School Calendar)</a> (requires Board approval)</p> <p><a href="#">BOE 106-5 (Student instructional hours/reqs)</a> (school waiver requests)</p>	<p>Reconfigure calendar to include breaks during fall and winter months to coincide with flu season? Do the breaks have to be set in stone or can they be responsive to need?</p> <p>Note: Because Hawaii is an international hub, flu season may be year-round.</p> <p>Could we start later...give us more time to prepare staff and students for new ways of operating. Or, start at same time but plan to use beginning days of school year to prepare for new ways of operating. We jumped into this distance learning, but didn't have much time to get ready. I would like to have built in time to prepare, so we do a better job rolling out whatever we are going to be doing.</p> <p>For the requirement of 180 days of instruction to include the use of distance learning to count within a hybrid model. For example having students attend in person every other day or every third day and the other days when they are not physically in school then they engage in online/distance learning which compliments/supports the in person instruction.</p>	<p>McKinley CSA will align and adapt to HIDOE recommendations made for SY2020-2021 school calendar.</p> <p>MCSA schools will modify campus class schedules, as appropriate (morning, noon and night as well as to offer classes during weekends).</p> <p>MCSA operates year round and will maintain distance learning until Aug. We will prepare for smaller sized classes with a live instructor as well as hybrid classes.</p> <p>Students will still continue distance learning on non-inperson instruction days.</p> <p>*Specific operational plans for each campus (McKinley, Farrington, Moanalua, Maui, and Kauai are available.</p>

Registration and Enrollment	<a href="#">BOE 106-3</a> (Admission and Attendance)	Online and in person <ul style="list-style-type: none"> <li>• Online registration very difficult for second language families- in person may be only option for these families (school discretion)</li> </ul>	MCSA has a process in place. MCSA campuses will utilize the following options to help with registration: Mail in option with check payment. Face to face transactions on campus.
Multitrack Schools	<a href="#">BOE 106-5</a> <a href="#">(Student instructional hours/reqs)</a> adhere to no less than 95% of the statutorily required days		NA
Student Attendance	<a href="#">BOE 106-3</a> (Admission and Attendance)  <a href="#">HRS 302A-1133</a> Emergency measures	<p>Need an alternative attendance system for online learning and/or physically in school.</p> <p>Create a school within a school (like HTA) for those who opt for online schooling (school discretion). Create an addendum to the current HSTA contract to allow teachers at individual schools to be able to develop online academies with their administrators at various schools so each school doesn't need to negotiate their own agreement.</p> <p>Does attendance or rather work completion become a focus - maybe a split would work better for students; mandatory class time virtually but also a percentage of work done at student's preference?</p> <p>Brook - to ck with HTA on how they take attendance; Ben Meyer to lead;</p> <ul style="list-style-type: none"> <li>- Come up with business rules</li> </ul>	Using Google Sheets, teachers can take real-time attendance. Attendance can be accessible to administrators, registrars, etc.

DOH/DOE Protocols	<a href="#">HRS 302A-1133</a> Emergency measures	Where will official restrictions/guidance be based for our reference as it may change quickly for the State/County or even the school?	MCSA will follow the recommendations of the Superintendent.
School Supply Lists		Inclusive of mask and hand sanitizer Elementary supply lists are usually long and encompasses a lot of supplies. Given the economic situation of families, please have schools minimize the requested supplies.	NA
Maintenance of and access to student records	Student Online Personal Information Protection sections: <a href="#">HRS 302A-499</a> <a href="#">HRS 302A-500</a> (Prohibited activity; permitted disclosures and uses; limitations)	Please consider going paperless (to the extent possible). If student records are accessible online, is there still a need to print, copy, and store hard copy versions?	Student records are online and stored in a server. These records are available to students upon request.
Student Transportation	<a href="#">HRS 302A-406</a> (Transportation of school children)  <a href="#">BOE 302-1</a> (Student Transportation)  <a href="#">BOE E-302</a> (Transportation)	Will we be using busses? I hope so...but don't know if there will be guidelines for riding.	NA
Screening and Health Room Procedures	<a href="#">BOE 103-4</a> (School Health Services)  <a href="#">BOE 103-3</a> (Emergency Care for Sick or Injured Students)	Place to isolate students who show symptoms of COVID-19 in school; Add staff to comment above What will be the criteria for sick students to be allowed back to school. Will the Health Aides be trained.  Have all employees and students' temperature checked as they enter campus. If they have a	NA

		temp, employees are sent home. Students' parents are called to be picked up. Need a "holding" room. Screening "all" is too difficult for larger schools.	
<b>School Schedules</b>	<p><a href="#">BOE 106-5 (Student instructional hours/reqs)</a> (school waiver requests)</p> <p><a href="#">HSTA CBA</a> (Work Time - p. 14, Prep periods - p 21, Duty Free lunch - p 23)</p>	<ol style="list-style-type: none"> <li>1. Staggered start and release times</li> <li>2. Master schedules</li> <li>3. Half-days</li> <li>4. Distance Learning</li> <li>5. Staggered days for large elective classes such as band in which students share instrument and weight training (secondary only)</li> <li>6. Bell schedules (secondary)</li> <li>7. Half of students attend on one day, the other half on the other; rotate A &amp; B groups. Online work on the "off schedule" days</li> <li>8. Stagger recess/lunch for each grade level or by groups</li> <li>9. Schools would need to coordinate so families are all on A or B.</li> <li>10. Complex Principals can coordinate schedules so families are all on same days (A or B).</li> <li>11. ABAB and one day all on line extended learning. Teachers can work with small groups of students to do additional support (intervention/RTI) on the extended learning day. This way, the on/off schedule stays the same each week for working parents to plan around.</li> <li>12. Offer pure online option for parents/kids who can be successful in that mode.</li> </ol> <p>Elementary concern regarding staggered schedules/half-days - working parents/guardians who are unable to safely have their younger children stay home may be unable to do a staggered or half-day schedule</p>	Specific school schedules are delineated by campus and a copy of the individual schedules are available.

		<p>To answer above: what about offering universal</p> <p>What would be the optimal time for a student for a distance learning lesson?</p> <p>Secondary: If staggered schedules are required, how will that work for secondary schools? Would students come in by grade level, alpha or academy? WHS- I would split each class in half in order to have social distance in the rooms.</p> <p>Does coming by grade level allow for social distancing in middle school?</p> <p>All Schools: If staggered schedules are required, how will staff with children report to school if their children's school is off schedule?</p> <p>Would secondary middle level look different from high school on a staggered schedule? Or would parents like the continuity of same schedules?</p> <p>Let's first ask our customers what they prefer: distance learning or in person learning? Can we begin with getting rid of school boundaries and begin to look at how we meet the customers in what they need.</p> <p>Second, we need to provide professional learning around delivery of instruction in an online environment.</p> <p>Third, let's think about how online learning can actually be an aide for our students with special needs. Imagine a teacher providing a quality online lesson - and having the capability of being able to listen to the lesson multiple times.</p>	
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<p>Breakfast and Lunch Program</p>	<p><a href="#">HRS 302A-404</a> (School Meals)</p> <p><a href="#">BOE 103-1</a> (Health and Wellness)</p> <p><a href="#">BOE 103-6</a> (School Food Services)</p>	<p>Feed-in and outside of school Labor shifts</p> <p>Concern about how to fit students into the cafeteria with social distancing... If we wanted to set up a temporary dining area (to expand our capacity), would there be funds to help put this together?</p> <p>Grab and Go everyday for both in school and students out of school.</p> <p>-some schools have difficulty staffing Grab-n-Go sites. The need for more people to help may not be feasible for schools.</p> <p>Our meals served will drop significantly if we rotate students through school even if we offer them meals and this will negatively impact how many cafeteria helpers we “earn”.</p>	<p>NA</p>
<p>Recess and Transition of students between classes</p>	<p><a href="#">CDC guidelines on social distancing</a></p>	<p>How could this be enforced in middle level where being social emerges as a key focus?</p> <p>I would love to get these things in place so that we can re-open our schools. I believe many of these expectations are “feasible”, and some are not. Elementary students and staff will need time to train/prepare for this new way of doing things. Can</p>	<p>Classes will start at different times to minimize foot traffic.</p> <p>Classes with similar schedules will stagger their break times for students.</p>

		<p>we devote time at the beginning of the school year for this?</p> <p>I recommend we use these guidelines to get our schools open. How can we get our Governor and Mayors to loosen up and allow us to open using these guidelines? Do they have a desire to re-open, or are they content to keep schools closed? Who do they listen to? Principals, Parents, Board of Ed, others?</p> <p>Staggered schedule playground and equipment to allow for cleaning</p>	<p>Schedules are available upon request.</p> <p>Each campus will review NEW entry and exit protocols with their students.</p>
Bathrooms	<a href="#">OFO Standard Practices Series 6000</a> (SP 6456 – School Lavatories; Guidelines for Plan)	<p>Staggered schedule for grade levels in elementary during peak use times such as recess and lunch</p>	<p>Bathrooms capacity will be reduced to ensure social distancing. Depending on square footage of restroom, a maximum occupancy may need to be established.</p>
Volunteers	<a href="#">BOE 500-22</a> (School Visitations by Non-School Personnel)	<p>How might we screen those who would like to serve as tutors online? What kind of safety protocols would we need to have in place? (my friend who is a nurse wants to tutor after she’s done with her shift)</p>	<p>At this time, we are not accepting volunteers but will do so at a later date.</p>
Visitors	<a href="#">BOE 500-22</a> (School Visitations by Non-School Personnel)	<p>Limit to only essential visitors (classroom volunteers, guest readers/speakers)</p>	<p>Limit to only essential visitors (guest readers/speakers)</p>
Cleaning Classrooms and Offices	<a href="#">OFO Standard Practices Series 6000</a> (SP 6440 – Custodial Services; Guidelines for) (SP 6457 – Summer Cleaning; Guidelines)	<p>Sanitizing stations in each classroom/office. Wipes or sprays in all classrooms. Classrooms disinfected at the end of each</p> <p>All Schools: for classrooms for grade 4 and above, classrooms cleaners are hired for daily cleaning. These cleaners are often HS students. Are we envisioning these cleaning guidelines being performed by classroom cleaners? This would require a lot of training and oversight.</p>	<p>Sanitizing stations in each classroom/office. Wipes or sprays in all classrooms. Classrooms disinfected at the end of each</p>

		Eliminate classroom cleaners and use only custodians to ensure sanitizing rooms and work spaces daily.	
Safety Procedures	<a href="#">BOE E-305</a> <a href="#">BOE 305-1</a> (Student Safety and Welfare) <a href="#">BOE 305-3</a> (Safe Schools)		The DOE safety procedures will be adhered to.
Faculty and staff meetings	<a href="#">HSTA CBA</a> (Work Time Distribution, Weekly Totals within the 7-Hour Day, 5-Day Week, p. 26)	Since space is an issue with distancing, we would need to continue with virtual meetings while on campus.	Since space is an issue with distancing, we would need to continue with virtual meetings for waiver days.
Assessments	<a href="#">HRS 302A-1004</a> (Educational Accountability system and Annual Reports)  <a href="#">BOE E-102</a> (Academic Mastery and Assessment) <a href="#">BOE 102-5</a> (Comprehensive assessment and accountability system) <a href="#">BOE 102-6</a> (Statewide Assessment program)	Are the SBA (since we have missed a full quarter this year) the test of choice in this new environment? Should we be looking at ACT?	NRS Reports will continue to be generated. Staff will also monitor student progress on high school equivalency modules.



<p>Special Education</p>	<p><a href="#">HRS 302A-443.5</a> (Education of students with special needs; SPED schools and programs)</p> <p><a href="#">BOE 105-12</a> (Special Education and Related Services)</p>	<p>How will ESY students be addressed if summer is still impacted by the closure?</p> <p>Distance learning is actually a plus for many students with special needs. Especially those who need to hear a lesson more than once or they have “school phobia”. Better yet learning the same concept with the teacher showing it using different strategies.</p>	<p>NA</p>
<p>Alternative Educational Programs</p>	<p><a href="#">BOE 105-10</a> (Alternative Programs and Services for Secondary Students)</p>	<p>Alternative classes are usually smaller; they could attend every day and still observe social distancing.</p> <p>Provide alternative programs on line for families who choose not to send their children to school (at this time).</p>	<p>NA</p>
<p>Continuity of Learning and Engagement</p>	<p><a href="#">BOE 105-1</a> (Academic Program)</p> <p><a href="#">BOE 105-4</a> (Instructional material)</p>	<p>Recommend the documents used during this time of closure be reviewed, adapted as needed, and set as guidance manuals should a resurgence of COVID19 or other pandemic occur in the near future.</p> <p>Given the need for online learning and the inequity of access at students’ homes that emerged during this crisis, I recommend the state going 1:1 to mitigate the shortfall should another pandemic crisis occur in the near future</p> <p>Further, I would encourage our schools to continue to innovate, ensure student agency, provide relevant place-based/community focused learning contexts regardless if it’s online or in-person learning</p> <p>Effective online instruction should be defined</p>	<p>As we prepare for the opening of school, plans are being drafted to offer blended hybrid classes.</p>

Learning Management system	<a href="#">BOE 102-5</a> (Comprehensive assessment and accountability system)	Currently our school google classrooms are separate and lack the same features as our k12 g-suite. Can we add the features to our school domains in lieu of moving the school systems into the k12 g-suite?	MCSA continues to use LACES as its comprehensive assessment and accountability system, integrating CASAS data into the system.
Hawaiian Immersion	<a href="#">BOE105-7</a> (Hawaiian Education) <a href="#">BOE 105-8</a> (Ka Papahana Kaiapuni)		NA
Library Service (e book checkouts)	<a href="#">BOE E-600</a> (Libraries) <a href="#">BOE 600-5</a> (Hawaii State Public Library System Internet Acceptable Use Policy)	<p>What is our capacity for ebook library across the state? Connection to the state and university system libraries?</p> <p>Purchase of etextbooks</p> <ul style="list-style-type: none"> <li>• If we move to more distance learning, can we shift as a department to e-textbooks? Is it possible to leverage economy of scale to purchase etextbooks? Will there be funding available to help with this shift (along with 1:1)?</li> </ul>	NA
Counseling	<a href="#">BOE 101-5</a> (Guidance, Counseling, and Related Services)	<p>Trauma-Informed counseling may be needed given the number of families (and our students) that face increased home/food insecurity, domestic violence, and anxiety from the pandemic.</p> <p>We should look at how the “big” companies are doing it now. Many of them offer online visits with the doctor or other professionals.</p> <p>Middle Schools – It’s important for schools to continue to have advisory or guidance classes for students to talk about this traumatizing time. They need their SEL lessons.</p>	Currently on staff we have three transition counselors who have been assigned to provide counseling and guidance along with the vice principals of each campus.

Afterschool programs	<a href="#">HRS 302A-408</a> (After-school and weekend programs) <a href="#">BOE 303-11</a> (After-School Plus (A+) Fees) <a href="#">BOE 101-8</a> (Extended Learning Opportunities)	Elem. Only: Concern with starting with the A+ program and following the CDC distancing in this program.  Secondary (UPLINK) program- same as above	NA
Athletics	<a href="#">BOE 101-16</a> (High School Athletics)	Collaborate with Ads to see if sporting seasons can be moved around.	NA
Adult Education	<a href="#">HRS 302A-433</a> (Scope of Adult and Community Education)  <a href="#">BOE E-800</a> (Adult Education)  <a href="#">BOE 800-1</a> (Content Standards for Adult Schools)	McKinley Community School for Adults will continue to provide an array of classes through distance learning or in-person instruction. Also, blended hybrid classes will be offered to address the needs of students unable to utilize distance learning or lack the equipment or internet connection needed to facilitate that type of learning.  All distance learning programs utilized by the community schools are aligned with the Content Standards for adult schools.	Specific class offering will be designed and shared with each campus staff and available upon request.
Early College	<a href="#">HRS 302A-401</a> (Dual credit program)  <a href="#">HRS 304A-803</a> (Dual credit program; Running Start)	Secondary: Will funding be available to assist schools? If not, will schools have restrictions to use WSF to cover a portion of the cost?	NA
Student Discipline	<a href="#">BOE 101-1</a> (Student Code of Conduct) <a href="#">BOE 101-7</a> (School Climate and Discipline)		MCSA's vice principals handle all discipline within their campuses.

	<a href="#">HAR 8-19</a> (Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism)		
Performance Evaluation	<a href="#">BOE 203-4</a> (Teacher Performance Evaluation Policy)  Administrator etc	EES – If we continue with distance learning, how do we perform observations for those on cycle? Will probably need PD for everyone.  EES should be designed around student growth. EES should also be used as a feedback for improvement – not as a tool for continued employment.	All Unit 5 teachers are Non-Classroom Teachers (NCT) and will continue to be evaluated as in the past.
Substitutes	<a href="#">BOE 203-5</a> (Substitute Teachers)	Can we open up the number of online slots available for the sub teacher class?  Imagine how much money we could save if we did online learning.	NA
Staff Time and attendance	<a href="#">HSTA CBA</a> (Work Time, p. 14)	Addendum to allow for online academies within a school (please see	Online and hybrid classes are offered at MCSA.
Access to equipment and supplies	<a href="#">BOE 301-5</a> (Use of School Equipment)	School equipment (laptops/e-devices) may be lost or suffer damages more frequently with them being checked out to students.	MCSA will be limiting the loaning of equipment to students.
Teleworking	<a href="#">BOE 203-1</a> (Duties and Responsibilities of Teachers)	Training for teachers on effective practices for distance learning (engagement, rigor, relevance)(PD)	Employees who can function and be productive as when in the workplace will continue with teleworking.

Contract Agreements during teleworking		If we need to telework again due to a resurgence/another pandemic, we may need to look at agreements related to contact time with students, meeting/admin time, and communication with families	Some telework will continue at MCSA
Parent-teacher conferences	<a href="#">BOE E-304</a> (Communications (Family and Community Engagement)) <a href="#">BOE 304-3</a> (Open Communication)	Use on-line platform like WebEx or Google Meets.  Virtual meetings will continually be a wonderful option for families-especially for those who can't get away from work or situations that limit their ability to come in to meet.	Use on-line platform like WebEx or Google Meets.  Virtual meetings will continually be a wonderful option for families-especially for those who can't get away from work or situations that limit their ability to come in to meet.
Tri-level meetings and communications	<a href="#">BOE 304-3</a> (Open Communication)		MCSA will continue to utilize Google Meets or Webex as a means of meeting and communicating.
Professional Development	<a href="#">BOE E-201</a> (High Performing Employees) <a href="#">BOE E-204</a> (Hiring, Training and Retention of Employees) <a href="#">BOE 204-3</a> (Personnel Development)	If we are going to continue with telework/teaching, we should have PD before we begin teaching students. Build skills before we begin using them...	Our core programs ( Essential Education and Burlington English) provide training via video conference platforms and taped webinars, to be accessed whenever convenient for teachers/staff. Blended learning professional development courses can be delivered by Essential Education.
EES Classroom Walkthroughs	<a href="#">BOE 203-4</a> (Teacher Performance Evaluation Policy)	How do Administrators monitor student learning? On line teaching. (HSTA concerns with access of administrator in teachers google classrooms)  If a Prob 1-2 teachers is placed on "No Rating" how will it effect them when they are	NA  All Unit 5 employees are NCT

		<p>Recommend a new model be used that aligns with this style of teaching, or put on hold until on campus instruction resumes.</p> <p>Principals would have the opportunity to sit in on the online lessons. This has been a wonderful opportunity for principals to discuss ways to improve and there is opportunity for co-teaching. – a very effective method to sharpen each others’ teaching skills. .</p>	
Teacher Candidates	<a href="#">BOE 204-1</a> (Teacher Recruitment, Retention and Employment)	Recommend “placing” (nonqualified) teachers back in positions that typically we have to wait til mid July.	NA
Certification Programs	<a href="#">BOE 204-4</a> (Employee Certification)		NA
Student activities and government	<a href="#">BOE 101-3</a> (Student Activities)	May need to be more virtual than in person due to limitations of social distancing	NA
After-school care and activities	<a href="#">HRS 302A-408</a> (After-school and weekend programs)  <a href="#">BOE 303-11</a> (After-School Plus (A+) Fees)		NA
Security	<a href="#">BOE 305-3</a> (Safe Schools)		Use of current staff to provide security on campuses.

Facilities Use	<a href="#">HRS 302A-1148</a> (Use of school facilities and grounds) <a href="#">BOE 301-3</a> (Use of School Buildings, Facilities and Grounds) <a href="#">OFO Standard Practices Series 6000</a> (SP 6110, Use of School Buildings, Facilities, and Grounds)	Elementary School: Cancel all use until further notice. Limit to only school related or state lead activities.  Secondary Schools- agree with above	MCSA may limit use to organization currently assigned.
Student Competitions			NA
Student Travel	<a href="#">BOE 105-18</a> (Field Trips and Student Travel)		NA
R&M/CIP	<a href="#">OFO Standard Practices Series 6000</a> (SP 6120 - Regular Repair and Maintenance; Procedures for School Request)	We have <b>MANY</b> backlogged projects. This would be a great time to get caught up, while schools are vacant... . Shifting to more online learning will require increased electrical capacity for some schools.	
Miscellaneous		Online system for schools to accept payments so schools can minimize the face to face collection of cash/checks which puts office personnel at risk.  Three plans for different levels of community transmission Keeping students and staff 6 feet apart	Community schools are looking forward to accepting payments online to facilitate the registration process.

