

McKinley Community School for Adults Maui Campus



Operational Plan for Re-opening of Schools

Created by: Kurt Ginoza, Vice Principal
Date Created: June 2, 2020

Calendar (work year): MCSA Maui Campus currently offers two sessions of classes during the calendar year. Fall 2020 Session (July 2020 to December 2020) and Spring

2020 Session, (January 2021 to June 2021). MCSA remains flexible in creating classes to meet the unique needs of adult learners. Classes are offered during the day, afternoon, and evenings.

A campus course brochure, containing class dates, times, locations, fees, along with registration and program information is created prior to each session and publicized on MCSA's official website at www.mcsahawaii.org

Registration and Enrollment: MCSA Moanalua Campus maintains an open enrollment policy. Beginning June 1, 2020 the main office located at 179 West Kaahumanu Avenue reinstated its normal business hours: **Monday – Friday 8 a.m. to 4 p.m.** The school has an intake process in place that includes an assessment, counseling, program placement and registration/payment. Registration is conducted in person during normal business hours.

Pre and Post testing of students is conducted via individual appointments and in person utilizing CASAS delivery system during normal business hours. MCSA Maui Campus will adhere to City, State and CDC Guidelines with regards to COVID-19 protocols.

- Temperature (assessment only)
 - Face Mask
 - Social distancing
-
- 4140 (Exceptions to Compulsory Education). All under aged youth are referred to the Vice Principal, who will schedule a meeting to discuss assessment results, goals, program options, and student behavior expectations.
 - Counseling will be conducted by appointment, and can be arranged via video conferencing platform (Google Meet, WEBEX, etc.)
 - Registration for MCSA Partner Programs (DPS Corrections, Job Corps Maui, Kuina)) is conducted by our Transition Coordinator.

Student Attendance: All MCSA teachers will receive student attendance sheets via email at the beginning of each class. The schools Registrar provides detailed instructions, including how to take attendance while teleworking, due dates and submittal instructions. Maintaining accurate student attendance is essential for federal funding purposes. Student attendance is inputted in LACES student data base system.

- Coordination of student attendance for MCSA Partner Programs (DPS Corrections, Armed Forces Education Centers, HCAP) is conducted by Program Coordinators assigned to each, with oversight by the schools Registrar.

DOH/DOE Protocols: MCSA Maui has a system in place to provide accurate and timely information (Tri-level, DOH, etc.) to school staff, student and school community via email, website, phone tree and the VOICE (monthly newsletter)

Maintenance of and access to student records: All student records, including test (GED, HiSET, CASAS, TABE), are inputted, updated and stored in the LACES database system. Request for transcripts, education and employment verification documents are conducted both in person and online.

Screening and Health room Procedures: MCSA Maui Campus staff will adhere to City, State and CDC Guidelines with regards to COVID-19 protocols.

- Temperature (assessment only)
- Face Mask
- Social distancing

School Schedules: Moving forward, MCSA Moanalua Campus proposes a **Three Phase** plan to reopening:

- **Phase I** (June 2020 to July 2020) Instruction will continue via Distance Learning (Essential Education, Burlington English, Basic Skills). Leadership will use this time to monitor enrollment/attendance figures along with the current COVID-19 situation as communicated through HIDOE, to prepare for moving into Phase II.
- **Phase II** (August 2020 to December 2020) Instruction will continue via blended/hybrid learning with an emphasis on student/staff health and safety as attention to social distancing guidelines. Smaller class sizes (1:8 ratio), staggered schedules and continued use of blended instruction will be taken into consideration in the delivery of instruction.
- **Phase III** (January 2021 to June 2021) Face to Face Instruction: Instruction will continue face to face at all MCSA Campus and partner sites (DPS Corrections, Armed Forces Education Centers, HCAP).

Recess and Transition of students between classes:

- Adhere and follow all CDC guidelines before, during and after classes, Social Distancing guidelines and other procedures established by the DOE.

Bathrooms:

- MCSA custodian cleans toilets in Annex A and D daily.
- Staff & students will continue to practice good hygiene, including the following:
 - Wash hands with soap and water
 - Use of hand sanitizer, especially after touching frequently used items or surfaces.
 - Disinfect frequently used items and surfaces as much as possible.
 - Post signage at multiple, relevant locations to remind employees of good hygiene practices.

Volunteers: All individuals seeking opportunities to volunteer shall make an appointment with the Vice Principal for discussion of options.

Cleaning Classrooms and Offices

- All classrooms will be sanitized before and after each class. All offices will be sanitized periodically throughout the day. Counter area will be sanitized after each transaction.

Sanitation:

- Common touch points (door knobs, file cabinets, supply cabinets and drawers, etc.) and frequently used furniture and equipment should be cleaned and disinfected as much as possible on a regular basis.
- Hand sanitizer should be provided if available, otherwise staff & students should be encouraged to wash their hands with soap and water on a frequent and regular basis.

Safety Procedures: The following Guidelines & Procedures are in place to ensure students and staff safety.

- **Entering School Offices/Classrooms**
 - All employees and visitors are urged to wear a mask or other cloth face covering when they are within six feet of others.
 - Employees shall contact their supervisor prior to entering a Department facility in the event they are symptomatic – cough, shortness of breath or difficulty breathing, or exhibit at least two of the following symptoms:
 - Fever
 - Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell.

Faculty and Staff meetings:

- MCSA Leadership and Program Coordinators will continue to meet monthly via Google Meet (video conference).

- MCSA Program Coordinators will continue to meet with their instructional staff via Google Meet (video conference).

Assessments: (GED/HiSET & CASAS Prep/Post Testing)

- Controlled testing (Limited number of students, reconfiguring test center to ensure adequate space between students, scheduled by appointments only, conduct temperature screening, reschedule students not feeling well).

- All test proctors received COVID-19 protocol training (process, procedures, safety protocols, check in, monitoring).

Learning Management System

- LACES student database system will continue to provide the necessary data required for NRS reporting, programming, and instructional decision-making (AEFLA Grant).

Counseling

- MCSA Maui Campus has a comprehensive intake process which includes counseling students, goal setting, developing of personal learning plans to include goal setting, and placement in appropriate programs to meet their needs.

- Counseling will be conducted by appointment, and can be arranged via video conferencing platform (Google Meet, WEBEX, etc.)

Adult Education: MCSA Maui Campus will continue to offer its students access to learning via distance learning. These include High School Equivalency Credential (GED/HiSET) preparation, English Language Acquisition (ELA) and math/reading remediation, and Workforce Development Diploma Program classes.

Student Discipline

- Student Code of Conduct and Behavior Expectations are outlined in the school's Student Handbook, provided to each student upon enrolling for classes.
- All 4140 students meet with an Administrator to review student code of conduct and behavior expectations.

Performance Evaluation

- All BU5 employees (registrars, transition coordinators, program specialist) assigned to McKinley campuses are classified, non instructional and comply with HIDOE Guidelines regarding the Educator Effectiveness System.

Substitute Teacher

- MCSA will plan to offer a 30 hour substitute teacher training class and a 4 hour substitute teacher recertification class via WEBEX video conferencing platform.

Staff Time and Attendance

- MCSA will be in compliance with leave management policies, procedures, and guidelines in accordance with the department and collective bargaining agreements.

Access to equipment and supplies

- MCSA Maui has a system in place for distribution, monitoring, and tracking of equipment by students and staff (Chromebooks, LCD Projectors) for use during COVID-19.

Professional Development

- MCSA Maui Campus will continue to provide teachers with professional development/training via Google Hangouts, WEBEX, or other video conference platforms. Scheduled for July/August 2020 are PD sessions offered by Essential Education and Burlington English.