



R. L. Stevenson Middle School 2021-22 Return to Learn Plan

School Vision and Mission

Vision: *RLSMS is an ‘ohana that cultivates a community of leaders who are empowered to pursue their passions and dreams.*

Mission: *Utilize innovative, exciting, and learner-centered practices.*

Introduction

Following guidance requirements from the Center for Disease Control (CDC), the Hawaii Department of Health (DOH), the Board of Education (BOE), and the Hawaii Department of Education (DOE), R.L. Stevenson Middle School continues to update school operations and mitigation strategies to address the on-going COVID-19 pandemic health and safety concerns. This **R.L. Stevenson Middle School 2021-22 Return to Learn Plan**, provides detailed guidance for our school community to follow as we welcome students and adults safely back to campus for the new school year.

Due to the changing nature of this pandemic and the need to update families with important and sometimes urgent updates, parents of students may opt in to the SchoolMessenger text-messaging system by texting “Y” or “Yes” to 67587.

Parents are also reminded to complete student emergency cards and update contact information by submitting an official Student Information Update form (SIS-11) for Infinite Campus as soon as possible.

This Return to Learn Plan will be updated periodically as guidance and conditions change throughout the 2021-22 school year. We are committed to giving hope, to act with kindness, and to work toward togetherness as we gradually work together to keep our community informed and safe throughout the transition back to school.

DAVID Y. IGE
GOVERNOR



KEITH T. HAYASHI
INTERIM SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
ROBERT LOUIS STEVENSON MIDDLE SCHOOL
1202 PROSPECT STREET
HONOLULU, HAWAII 96822

July 2021

Dear Stevenson Parents & Guardians,

Thank you for your continued support of Stevenson Middle School. Following are our guidelines to ensure a safe return to campus for our whole school community. We cannot overstate continuing to complete a home wellness check before students come to school in the morning. This is one of the most effective mitigation strategies we can all do.

Please visit our updated school website rlsms.k12.hi.us for up-to-date news and announcements.

We look forward to welcoming your student(s) to school. It will be a fantastic year!

Sincerely,

L. Luczak
Principal

Updated 07.28.21

Guidelines and Expectations for Health and Safety

There are many steps needed toward ensuring our campus is safe to welcome back students and staff. Creating and maintaining optimal learning environments for all students while minimizing the risk of spreading infectious diseases, including COVID-19, is our main objective. The goal is to return to campus as safely as possible given the many known and established benefits of in-person, face-to-face education.

Hawaii DOH & CDC Health & Safety Mitigation Strategies

The Hawaii DOH guidance for schools is intentionally layered, flexible, and aligned to the CDC guidance. Stevenson Middle School implements all core essential strategies and layers additional mitigation strategies to the greatest extent possible in order to lower the risk of exposure and spread of COVID-19.

Core Essential Strategies

1. Promoting COVID-19 vaccination among all staff and eligible students
2. Staff and students to stay home if sick and go home if sick at school (Wellness Check)
3. Correct and consistent wearing of face masks
4. Hand hygiene

Additional Mitigation Strategies

5. Physical distancing
6. Cohorting when possible
7. Cleaning and disinfection
8. Improving ventilation
9. COVID-19 screening testing when possible

Visitors on Campus

To ensure the safety of staff and students, visitors, including kupuna and parents, will be restricted on campus unless conducting school business at the school office. All visitors must check-in at the main office. Visiting classrooms or waiting on campus grounds will not be allowed.

When on school property, parents and the public must abide by all school guidelines and face mask requirements. When possible, business may be conducted by telephone or other appropriate audio-visual technology such as WebEx.

COVID-19 Vaccination

COVID-19 Vaccination is the most important core essential strategy. If possible, everyone 12 years of age and older should get fully vaccinated. Students who are fully vaccinated do not need to be quarantined if they are exposed to COVID-19 and are asymptomatic.

Monitoring Health and Daily Wellness Check at Home

All staff, visitors, and students must monitor their health and exposure, and complete a wellness check everyday **before** arriving at school. [Daily Wellness Check](#) Students and staff who have

symptoms of any infectious illness or symptoms consistent with COVID-19 should stay home from school and get tested. Staying home when sick is a core essential strategy and a major contributing factor to controlling the spread.. Students and staff must notify the school office and stay home if any Covid-19-like symptoms of illness are present, if they have tested positive for COVID-19 or if there have been recently exposed to Covid-19.

Screening for Potential Illness at School

If during the school day, a student feels ill, the health assistant will be notified, and the individual will be sent to the health room for screening.

Symptom screening will be conducted in a safe and respectful manner for students and staff who are showing signs of illness on campus. The screening is not specifically for COVID-19. The following symptoms will be checked.

- Feverish, unusually warm, or flushed cheeks
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness, weakness)
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting (stomachache)
- Diarrhea

Students with symptoms will be separated from other students, and parents/guardians will be contacted to arrange for immediate pick-up of their child and any other siblings or members of the same household.

Upon arrival the designated pick-up person should remain in their vehicle and call the school office at 307-3300. Your child will be brought out to the vehicle.

If a student has any COVID-like symptoms, he/she may return to school:

- After 10 days since symptoms first appeared AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
- With a doctor's note AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
- With a negative COVID-19 test result AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.

If a student is sent home due to any illness symptom other than those that are COVID-like, respiratory illness, or influenza, he/she may return to school when symptoms are resolved and there is no fever for at least 24 hours without the use of fever-reducing medication.

The School Health Assistant will send a note home with the student which conveys the recommendations above.

Daily Wellness Check

WE NEED YOUR HELP!

HIDOE employees, contracted service providers, visitors, and students must complete a wellness check each morning before going to school. Please report any illness or COVID-19 exposure to the school or supervisor.



1 CHECK FOR COVID-19-LIKE SYMPTOMS OF ILLNESS

If any symptoms of illness are present, **do not go to school or work.**

- Fever (higher than 100°F or hot to the touch)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



2 CHECK FOR RECENT COVID-19 EXPOSURE

If any of the following apply, **do not go to school or work.**

- Recently tested positive for COVID-19
- Required to quarantine due to possible COVID-19 exposure (e.g. travel)*
- Living with someone with COVID-19*
- You or a household member are waiting for COVID-19 test results*
- Recent close contact with someone with COVID-19*

*Someone who has been fully vaccinated or has had COVID-19 and recovered in the past three months is not required to quarantine following additional exposure and may go to school/work as long as they do not develop new symptoms.

HELP US TO KEEP OUR SCHOOLS HEALTHY AND SAFE!

Siblings of Students Who Become Sick at School

Siblings and household members of an ill student who is sent home will also be sent home at the same time. All household contacts shall remain at home until a test result is available and submitted. If the COVID-19 test results are negative and they are symptom-free, the siblings may return to school.

If the student's COVID-19 test results are positive, the sibling must remain at home for 10 days if they have no further contact with the person with COVID-19, or until 10 days after the person with COVID-19 is released from isolation if there is ongoing contact.

Face Masks

Face masks must be worn at all times while on school property, including upon entering and exiting campus. Face masks provide an additional safety measure for everyone, when mixing across classes and grade levels is unavoidable.

Face masks should cover both the nose and mouth and should be worn all day, both indoors and outdoors. Students are responsible for bringing, maintaining and properly wearing a mask throughout the school day. Exceptions will be made for students with disabilities who may be unable to tolerate the wearing of a face mask.

Face masks with the one-way valve, neck gaiters, and bandanas are not allowed. Masks must be free of messages or print relating to gang, drug, profanity and/or sexual content as determined by administration. Face coverings are considered part of the dress code and will be enforced through Chapter 19.

Face masks may be removed as long as 6-foot physical distancing is followed when eating, doing strenuous physical activity during PE, or during band. As needed, mask breaks may be taken in well-ventilated outdoor spaces away from others.

Physical Distancing

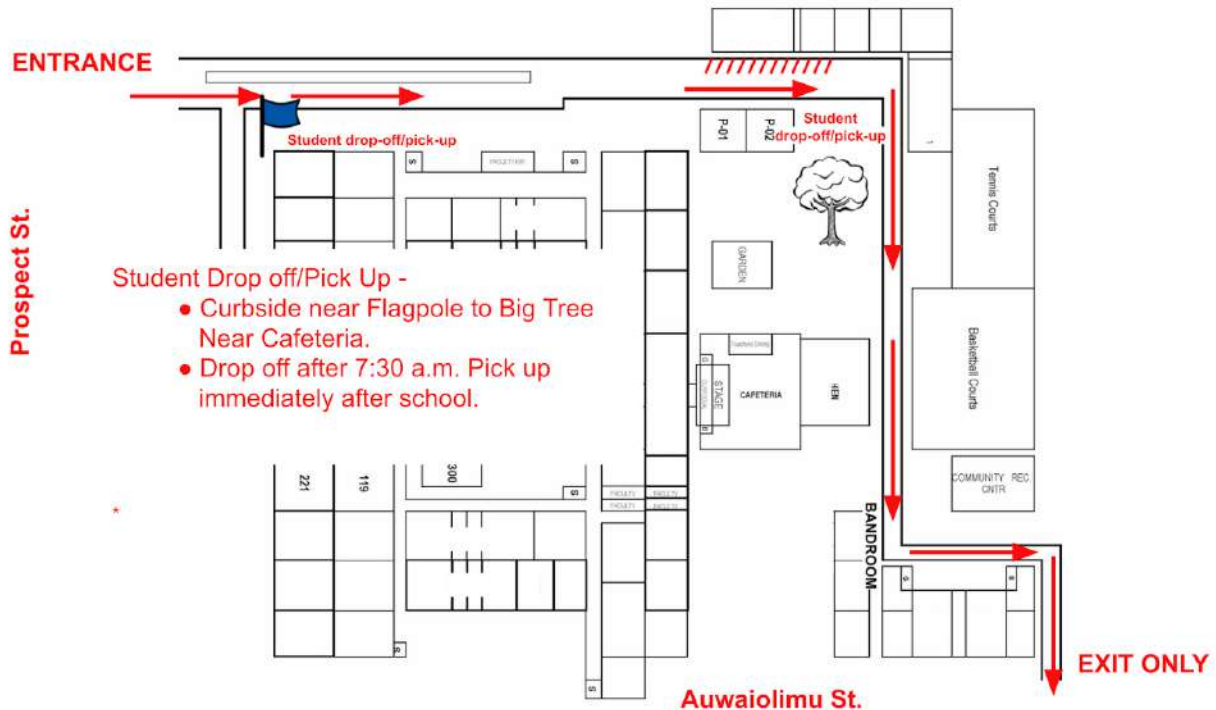
Physical distancing will be implemented in all classrooms and common areas. Classrooms and meeting spaces will be configured to allow for physical distancing of at least three (3) feet of separation to the greatest extent possible.

Drop-Off/Pick-Up

All students may be dropped off curbside near the flag pole, A building, and near the big tree fronting the cafeteria.

Students should arrive no earlier than 7:30 a.m. as there is no supervision before school. The cafeteria opens for breakfast beginning at 7:30 a.m.

Parents/guardians should remain in their car when dropping off or picking up their child. All students must be picked up or leave campus immediately following the end of the school day. The courts and recreation center area are off-limits at all times before and after school.



Ventilation

Whenever possible, classrooms doors/windows will be left open and fans will be on to ensure proper ventilation. High-efficiency particulate air (HEPA) fan/filtration systems are utilized in classrooms and other spaces where ACs cannot be turned off and/or doors and windows cannot be left open.

Frequent Hand Washing and/or Sanitizing

Students and staff will follow a routine of hand washing or use of hand sanitizer throughout the day. Hand sanitizer dispensers are available at every building entrance and in every classroom to ensure regular access. All students and staff should wash or sanitize their hands upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal. Hands should be washed with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol. Students are encouraged to bring hand sanitizer and/or wipes for personal use. Personal items should not be shared with others.

Promoting and Practicing Personal Hygiene/Respiratory Etiquette

All staff and students should avoid touching their eyes, nose, or mouth. Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow. Wash or sanitize your hands immediately afterwards. Parents should talk with their child(ren) about practicing personal hygiene.

Cleaning and Sanitizing of Facilities and Devices

Daily cleaning practices will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. High touch surfaces around campus are cleaned regularly.

If someone is suspected to have COVID-19 while on campus, areas used or accessed by the individual will be cleaned and disinfected. If more than 3 days have passed, no additional cleaning and disinfecting beyond routine cleaning is required. The DOE COVID-19 Response Team, in coordination with the DOE Office of Facilities and Operations, shall determine sanitization priorities, protocol, cleaning plan and schedule.

Water Bottles

For sanitation and hydration reasons, students are encouraged to bring their own water bottles. Water fountains and bottle fillers are accessible if needed.

Instructional Model and Bell Schedule

For the 2021-22 school year, Stevenson will follow the bell schedule below for face-to-face (F2F) instruction also known as in-person learning. F2F learning model is the preferred model as students will have access to a wider range of learning opportunities, receive high quality instruction and feedback, and have social interactions with peers and teachers. They will also be engaged with elective courses that address the needs of the whole child.

Another model of learning that we will offer on a limited basis is a 100% Distance Learning option. In this option the student will need to be heavily supported by the parent/guardian. An application for consideration is available at the front office. There are limited slots available and participation is dependent on fulfillment of criteria and the reason for the request. The Distance Learning platform will be through Edmentum and only the four core courses will be offered: ELA, math, science, and social studies. Electives are not available at this time. The commitment is up to one year.

Stevenson Middle School

Bell Schedule for School Year 2021-2022

Monday			Tuesday			Wednesday			Thursday			Friday		
Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min	Period
8:00-8:05	5	Opening	8:00-8:05	5	Opening	8:00-8:05	5	Opening	8:00-8:05	5	Opening	8:00-8:05	5	Opening
8:05-8:25	20	AA	8:05-8:25	20	AA	8:05-8:50	45	AA	8:05-8:25	20	AA	8:05-8:25	20	AA
8:29-9:14	45	1	8:29-9:14	45	7	8:54-9:39	45	6	8:29-9:14	45	3	8:29-9:14	45	2
9:18-10:03	45	2	9:18-10:03	45	1	9:39-9:54	15	Recess	9:18-10:03	45	4	9:18-10:03	45	3
10:03-10:19	15	Recess	10:03-10:19	15	Recess	9:58-10:43	45	7	10:03-10:19	15	Recess	10:03-10:19	15	Recess
10:23-11:08	45	3	10:23-11:08	45	2	10:43-11:22	39	Lunch A	10:23-11:08	45	5	10:23-11:08	45	4
11:08-11:48	40	Lunch A	11:08-11:48	40	Lunch A	11:26-12:11	45	1	11:08-11:48	40	Lunch A	11:08-11:48	40	Lunch A
11:52-12:37	45	4	11:52-12:37	45	3	10:47-11:32	45	1	11:52-12:37	45	6	11:52-12:37	45	5
11:12-11:57	45	4	11:12-11:57	45	3	11:32-12:11	39	Lunch B	11:12-11:57	45	6	11:12-11:57	45	5
11:57-12:37	40	Lunch B	11:57-12:37	40	Lunch B	12:15-1:00*	45	2	11:57-12:37	40	Lunch B	11:57-12:37	40	Lunch B
12:41-1:26	45	5	12:41-1:26	45	4				12:41-1:26	45	7	12:41-1:26	45	6
1:30-2:15**	45	6	1:30-2:15**	45	5				1:30-2:15**	45	1	1:30-2:15**	45	7

Lunch A 6th and 7th Graders
Lunch B 8th Graders

*Wed school ends at 1:00pm

**M, T, Th, F school ends at 2:15pm

AA Class meets every morning at 8:00am

Periods 1-7 meet 4 times a week

Technology

For the 2021-22 school year, all students will have access to laptops/Chromebooks as needed in their classrooms for classroom use.

Student Activities & Before/After School Programs

We hope to resume off-campus field trips and school-sponsored before and after school programs. This is in conjunction with HIDEOE determining which events are allowable and to what degree. We will continue to follow the DOH recommendations as the health and safety of students and chaperones is a priority. The capacity for the programs to carry out our mitigation strategies will also be a priority in determining participation in competitions and/or events. More information regarding clubs, activities, and events will be shared as it becomes available.

Attendance

Students are required to attend classes daily and report on time. Teachers will continue to take and report attendance in all periods. Families will be contacted when attendance is inconsistent or low. We ask that Parents or Guardians continue to call the school when a student will be absent. The office phone number is (808) 587-4520.

Student Discipline

The school staff will follow RLSMS behavior referral procedures. Chapter 19 still guides our response to student behavior and is aligned with our behavioral expectations. Teachers are the first response line and are expected to address the classroom incidents and provide the appropriate follow up. Teachers will continue to address the low-intensity and infrequent disruptive behaviors (Class D). Please review the Chapter 19 information with your student(s) so that you understand the expectations. If students continue to struggle with self-discipline and/or self-regulation, the Counselor and Administration will be more actively involved in working with the student via an office referral.

School Breakfast and Lunch Program

Individually boxed breakfasts and lunches will be available at no-charge for currently enrolled R.L. Stevenson students. Students will need their ID to pick up meals. This is a continuation of the Seamless Summer program.

While all student meals are free for the current school year, please continue to complete the application for free or reduced meals at www.ezmealapp.com for possible Department of Health P-EBT benefit consideration and to support school funding.

For students on campus, meals may be consumed in the cafeteria. Seating in the cafeteria has been arranged and marked for distancing. All students are required to follow these guidelines. Overflow students will be permitted to eat school lunches outside the cafeteria as needed. Students bringing home lunch may eat at picnic benches, patio tables, and other designated areas.

For students who are enrolled in Stevenson's distance learning option, breakfast and lunch may be picked up during regular meal serving times. A current student I.D. will be required to pick up meals.

Recess

Social and physical distancing will be implemented in all classrooms and common areas to the greatest extent possible.. Students must wear face coverings during activities, even those outside. Students who bring snacks from home may enjoy them in designated areas, refraining from walking and/or running while eating. Sharing of food is discouraged not only because of COVID-19 but also because of the range of allergies students have.

P.E. Uniforms

Physical Education is an important aspect of a middle schooler's educational experience. A Stevenson P.E. uniform is no longer required however students still need to change shirts.

Modification of Emergency Drill Procedures

The school will review emergency drill procedures, including evacuation, lockdown, and shelter-in-place drills to include social distancing to the greatest extent possible. In the event of a real emergency, expediting the evacuation of the school will take precedence over social distancing protocols.

Positive Cases and Possible Exposure

If a student or staff member tests positive for COVID-19, please contact the school immediately. Official documentation confirming the positive results should be provided to the school as soon as it is available.

Individuals who have been diagnosed with COVID-19 may return to school after at least 10 days since the symptoms first appeared AND no fever for at least 24 hours without the use of fever-reducing medications AND symptoms improved. Close contacts must complete the entire 10 day quarantine even if they test negative for COVID-19.

Possible Exposure and Close Contact

A close contact is defined as within 6 feet for 15 minutes or longer (cumulative over a 24 hour period) or in direct contact with the infected person's secretions (e.g. coughed directly into the face) during the infectious period. The infectious period is two days prior to the onset of symptoms or if the individual is not exhibiting any symptoms, two days prior to the positive COVID-19 test specimen collection date.

If a student or staff member believes they meet the criteria for possible exposure and close contact, report it to the Principal Luczak and consult with a healthcare provider. Stevenson Middle School will work with the Department of Health and the DOE Covid-19 Response Team.

DOH is the lead when it comes to contact tracing and will call close contacts to officially notify them of exposure (this is separate from HIDOE's outreach). These close contacts must follow the isolation and quarantine guidance provided by DOH

Stevenson COVID-19 Point of Contact

The COVID-19 point of contact for Stevenson Middle School is Principal Laurie Luczak. She may be contacted at the school office: 587-4520.

Additional Resources

- [Hawaii DOE Covid-19 Information & Updates](#)
- [State of Hawaii COVID-19 Site](#)
- [DOH](#)
- [Centers for Disease Control and Prevention \(CDC\)](#).

Contact Information

If you have any questions or concerns about our school handbook, please contact stevenson.middleschool@rlsms.k12.hi.us and a school administrator or designee will respond as soon as possible.

School Calendar

Following is the school calendar. This can also be found on our school website. Please note that there will not be any instruction on Complex PD days and waiver days. Students should not report to campus on those days.

Stevenson Middle School 2021-2022 School Calendar

Revised 7/6/2021

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\$15 Student Fee (mandatory) and Yearbook Payment (optional) submit by mail or drop off at Stevenson's main office.
July 22 - Schedule Pick up Day, 8:30 to 12:30 in the Cafeteria
 Visit Stevenson Middle School's Website for more school information: rlsms.k12.hi.us

- July 28 - 30 Admin/Teacher Work Days
- Aug 2 Admin/Teacher Work Day
- Aug 3 6th Grade Orientation
- Aug 4 **First Day of School for All Students**
- Aug. 20 Statehood Holiday - No School
- Aug. 27 **Complex PD Day #1 - No School for RLSMS**
- Sept. 6 Labor Day Holiday- No School
- Sept. 24 **Stevenson Waiver Day - No School for RLSMS**
- Oct. 8 First Quarter Ends (Q1-45 days)
- Oct. 11-15 Fall Intersession
- Oct. 25 **Stevenson Waiver Day - No School for RLSMS**
- Nov. 11 Veteran's Day Holiday - No School
- Nov. 25-26 Thanksgiving Holiday - No School
- Nov. 29-Dec. 3 Registration for Next Year's Courses
- Dec. 17 Qtr 2/Sem 1 Ends (Q2-41 Days)
- Dec. 20 - 31 Winter Break
- Jan. 3 Teacher Workday - No School for Students
- Jan. 4 **First Day of Semester 2 for Students**
- Jan. 14 **PD Day #2 - No School for RLSMS**
- Jan. 17 Martin Luther King Holiday - No School
- Feb. 7 **Teacher Institute Day (Oahu)- No School**
- Feb. 21 Presidents' Day Holiday- No School
- March 11 End of 3rd Quarter (Q3-45 Days)
- Mar. 14-18 Spring Recess
- Mar. 25 Kuhio Day Holiday - No School
- Apr. 15 Good Friday Holiday - No School
- May 26 Students' Last Day
- May 27 End of 4th Quarter (Q4-47 Days)
Teacher's Last Day
Grade Window Closes 3:00pm
- May 30 Memorial Day Holiday - No School
- June 9 Report Cards Mailed Home

Important Dates in Bold

- No School for Students
- Planning and Collaboration Day - No School