R. L. Stevenson Middle School
2020-21 School Re-Opening 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

With guidance from local, state, and national officials, R.L. Stevenson Middle School has been preparing and updating school operations and requirements to address the on-going COVID-19 pandemic health and safety concerns. The **R.L. Stevenson Middle School 2020-21 School Re-Opening Plan**, provides a detailed roadmap for our school community to follow as we prepare to welcome students and adults safely back to campus.

Due to the changing nature of this crisis 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 update their emergency contact information cards and in Infinite Campus as soon as possible.

While we cannot predict how the current situation may change, this handbook is a living document which we will update periodically as guidance and conditions continue to change throughout the 2020-21 school year. We are committed to giving hope, to act with kindness, and to work toward togetherness as we prepare to re-open in August.

STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
ROBERT LOUIS STEVENSON MIDDLE SCHOOL
1202 PROSPECT STREET
HONOLULU, HAWAI'I 96822

July 14, 2020

Dear Stevenson Students, Parents, and Guardians,

I hope this letter finds you well. The last few months have been a challenging time for our communities and schools. With recent distance-learning survey data from principals, teachers, students and families, Stevenson has been working diligently to prepare for the reopening of school on August 4. COVID-19 prevention requires us to change how we have normally done business; for the 2020-21 school year, we have implemented new school-specific procedures and routines as outlined by the Center for Disease Control (CDC), the Hawaii Department of Health (DOH), and the Hawaii Department of Education (HIDOE).

We have missed our students, and Stevenson's teachers and staff are looking forward to welcoming them back to campus! The information provided below should help you begin to plan for the new school year. Stevenson is committed to reducing what we know is a stressful time for everyone, to providing a quality educational experience, and to maintaining a safe and clean learning environment for all. In this mailer, you will find the following items. Please review the information together as it can help your child(ren) become familiar with some of what is to come and will assist him/her to transition back to school more smoothly:

- General Information for Parents & Students
- Stevenson Technology Survey - We ask that parents indicate computer (ie. laptop, Chromebook, device) and internet access for each Stevenson Middle School child in a household.
  Survey link: https://bit.ly/stevensontechsurvey
- TRUF (for 6th graders and new students only)
- First 9 Days of School ½ Day Schedule
- SY 2020-21 Bell Schedule
- SY 2020-21 Stevenson Calendar
- Student Fee/Yearbook Form
- Uniform Flyer from Badboy
- Supply List
- Association of Parents & Teachers Registration Form

School officially begins on August 4, 2020. The first 9 days will be half-days from 8:00 - 11:00 a.m. with students. (In the afternoons, teachers will meet for professional development.) Each Hawaii Department of Education school will begin the school year with the first 9 days of school to provide students with time to:
- assess learning needs
- get introduced and/or orientated to Stevenson
- establish routines in new health & safety procedures
- receive technology training

- get acquainted with meal service, meal payments, and pay all student fees
- purchase uniforms

Grab & Go breakfast and lunch will be available everyday. Students will be issued barcode IDs the 1st week of school. Cash deposits can be dropped off at the main office starting July 14th, or parents can go to **ezschoolpay.com** to set automatic payments.

<div align="center">

The First 9 Days of School Schedule 8:00 - 11:00 a.m.
</div>

Tues., Aug. 4, 2020:	**6th Grade Orientation**
Wed., Aug. 5, 2020:	Students with Last Names Beginning **A-L (Group 1)**
Thurs., Aug. 6, 2020:	Students with Last Names Beginning **A-L (Group 1)**
Fri., Aug. 7, 2020:	Students with Last Names Beginning **M-Z (Group 2)**
Mon., Aug. 10, 2020:	Students with Last Names Beginning **M-Z (Group 2)**
Tues., Aug. 11, 2020:	Students with Last Names Beginning **A-L (Group 1)**
Wed., Aug. 12, 2020:	Students with Last Names Beginning **A-L (Group 1)**
Thurs., Aug. 13, 2020:	Students with Last Names Beginning **M-Z (Group 2)**
Fri., Aug. 14, 2020:	Students with Last Names Beginning **M-Z (Group 2)**

*See "General Information for Parents and Students" document on page 4.

To assist with social distancing during morning drop-off and afternoon pick-up times, there will be grade level drop-off/pick-up zones, as indicated by the map on page 3.

Beginning August 17, Stevenson's new **Group 1/Group 2 Two-Day Rotation Learning Model** brings approximately half of our students to school on each day. Each student will physically report to school twice a week for face-to-face days where s/he is physically on-campus/at school in their classrooms for instruction with their teachers. On the remaining days of the week, students are online and receive instruction virtually with their teachers. Attendance is mandatory for all classes, both face-to-face and virtual. Students are to follow their rotating bell schedule regardless of if they are physically on-campus or if they are receiving virtual instruction. Attendance, participation, completion of assignments, and assessments are important as teachers will use attendance, participation, submitted assignments, and assessments to measure your child's mastery of standards throughout the year. Each day, school begins at 8:00 a.m. ***See attached schedule (in BLUE) for end times.***

Stevenson's Group 1/Group 2 schedule takes into account our current student enrollment, available classrooms, available personnel and staff, and social distancing requirements between students.

Days of the Week	Who Comes to Campus?	Online
Group 1 Days Mondays & Thursdays	- Students with Last Names Beginning A-L (Group 1) - Vulnerable Learners	Students with Last Names Beginning M-Z (Group 2)
Group 2 Days Tuesdays & Fridays	- Students with Last Names Beginning M-Z (Group 2) - Vulnerable Learners	Students with Last Names Beginning A-L (Group 1)

Online Day Wednesdays	Only Vulnerable Learners are physically on campus	All other students will be online
Schedule repeats weekly, regardless of holidays. See calendar on right.		**Month 2020**
Priority will be given to vulnerable students for daily face-to-face instruction to the greatest extent possible. Parents of vulnerable students will receive letters shortly with additional information.		
Class schedules will be given to students on their first day of school in their AA Homeroom. AA lists will be posted at the main entrance to the Administrative Building (near Room 107) during the week of July 20-24, 2020 7:30 a.m.-4:00 p.m. Class schedules will be available for parents and students on the Infinite Campus Portal on July 29, 2020.		**Group 1 (G1):** On-Campus Mon./Thur. **Group 2 (G2):** On-Campus Tues./Fri. **Wednesdays (OL):** All students ONLINE, except for vulnerable learners
Special Considerations: - Students who live in the same household but have different last names will be scheduled to attend school on the same days. Parents will be informed shortly. - There are some cases where your child has been placed in the opposite group to better balance the class size. Parents will be informed shortly.		

Calendar (Month 2020):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	G1	G2	OL	G1	G2	
	G1	G2	OL	G1	G2	
	G1	G2	OL	G1	G2	
	G1	G2	OL	G1	G2	
	G1	G2	OL			

Later this month, Stevenson's health and safety procedures for all students and adults will be on our school website. HIDOE's Health & Safety Handbook is available here.

The health and safety of all students and adults is our utmost priority. We ask that all students wear their face masks and
practice social distancing while on-campus. Everyone's cooperation is needed to reduce the risk of community spread. We look forward to meeting the needs of our students. Yet, while we are adjusting to this new learning environment, we anticipate our students will continue to thrive with the personalized assistance and feedback from their teachers and with positive learning experiences throughout the year.

What has remained constant over the last couple of months is that guidance and recommendations are always changing. With school's reopening 3 weeks away, we expect additional information which may change what is contained in this mailer. We will continue to keep you informed via our school website and School Messenger email and text system. The "General Information for Parents & Students" document is on the back of this page. This is new to all of us, so we appreciate your patience, flexibility, and understanding as we prepare Stevenson to open again! Looking forward to seeing many of you soon.

Sincerely,

Katherine Balatico
Principal

Guidelines and Expectations for Health and Safety

Visitors on Campus
To ensure the safety of staff and students, visitors, including kupuna and parents, will be restricted on campus and unless an appointment is scheduled. Visiting classrooms or waiting on campus grounds will not be allowed.

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

Monitoring Health
Families are asked to monitor their household members for symptoms, including fever, and avoid bringing sick children to school. To stop the spread of illness, students and staff must stay home if they are feeling sick. Symptom screening will be conducted for all students and staff on campus.

COVID-19 symptoms include, but are not limited to:
- Feverish or unusually warm (has flushed cheeks)
- Coughing/sneezing
- Sore throat
- Shortness of breath
- Headache/stomach ache/nausea
- Muscle pain/unusual fatigue
- New loss of taste or smell

Upon arrival, if any of these symptoms are present, the student will be sent home immediately. If during the school day, a student feels ill, they will be sent to the healthroom. Students with symptoms will be separated from other students and parents/guardians will be contacted to arrange for immediate pick-up.

Face Coverings
Please have your child wear a mask to school every day. Students and adults will be responsible for bringing, maintaining and properly wearing a mask throughout the school day. 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.

Each student will be issued a face shield labeled with his/her name. Students are responsible for bringing their face shield to school each day and carrying/storing it with them. Lost or stolen face shields will be replaced for a fee of $5.00.

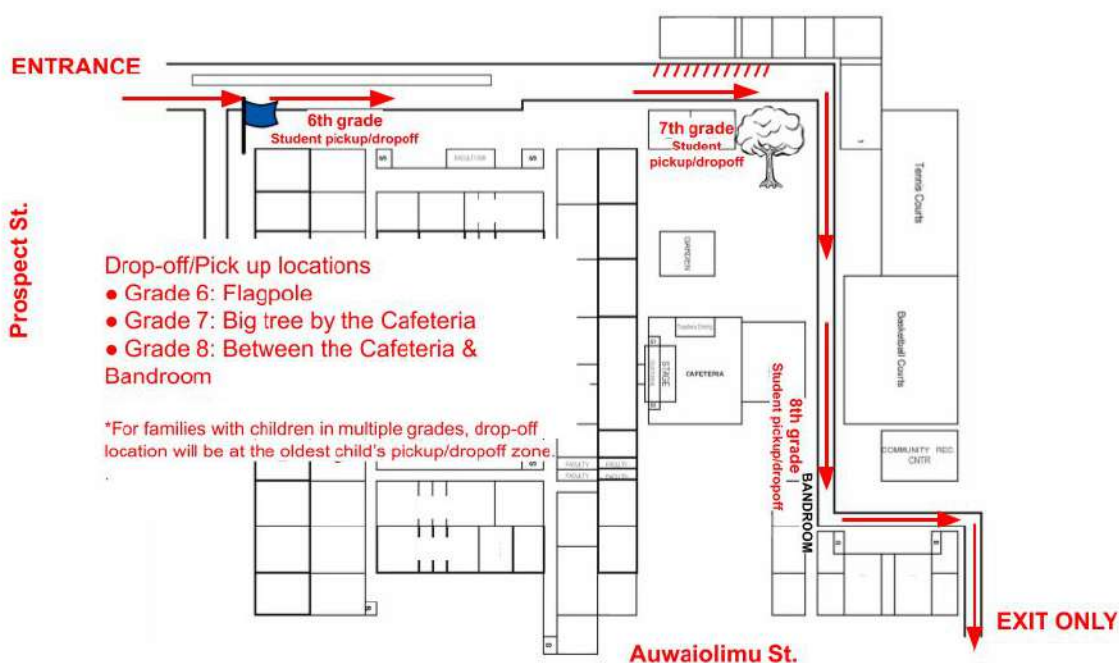## Social and Physical Distancing
Social and physical distancing will be implemented in all classrooms and common areas.
All students must be dropped off/picked up at their designated grade level zones following the map below. For families with children in multiple grades, drop-off location will be at the oldest child's pickup/dropoff zone.
- 6th Grade: Flagpole
- 7th Grade: Big tree by the Cafeteria

- 8th Grade: Between the Cafeteria and Bandroom

Students may arrive on campus no earlier than 7:30 a.m. when breakfast service in the cafeteria opens. 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.

Movement on campus will be controlled, with hallways and pathways marked with directional arrows. Signs posted throughout the campus include reminders for all on campus to wear facemasks and social distance. Please remind your child(ren) to keep a 6 foot distance from others in and out of the classrooms and to follow health and safety procedures provided by teachers and staff.

The schedule includes block scheduling to decrease the amount of movement around campus for each student each day.

Classrooms
Smaller class sizes allow for 6 foot spacing within classrooms.

Ventilation
Whenever possible, classrooms doors/windows will be left open and fans will be on to ensure proper ventilation.

Frequent Hand Washing and/or Sanitizing
Upon entering the classroom, students will be provided hand sanitizer. Students and staff will follow a regular schedule of hand washing or use of hand sanitizer throughout the day. Hand sanitizer dispensers will be available at every building entrance and in every classroom to ensure regular access. Students are encouraged to bring hand sanitizer and/or wipes containing at least

60% alcohol for personal use. Personal items should not be shared with others. School items that are difficult to clean or disinfect, including technology devices will be assigned single users.

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. Special attention will be paid to the cleaning of high touch surfaces throughout the day.

Water Bottles
For sanitation and hydration reasons, students are encouraged to bring their own water bottle.

FIRST 9 DAYS OF SCHOOL

Robert Louis Stevenson Middle School
Student Schedule for August 3rd-14th, 8:00 - 11:00 a.m.
*6th grade Orientation Day - Report to Cafeteria for classroom assignments
On July 29, 2020, student schedules will be available on the Infinite Campus Portal.
August 5th-14th, students report to their AA, which will be posted on the Cafeteria bulletin board, outside the Health Room, and outside the Science Bldg.
Please refer to the school map for drop-off/pick-up procedures.
We ask that all students wear their face masks and practice social distancing while on-campus.

Monday, August 3rd	Tuesday, August 4th	Wednesday, August 5th	Thursday, August 6th	Friday, August 7th
No School-Teacher Work Day	6th Grade Orientation **(Only 6th graders report)**	**Group 1** Students with last names **A-L**	**Group 1** Students with last names **A-L**	**Group 2** Students with last names **M-Z**
	• Health & Safety Training • Virtual Assembly • Campus Tour • Paperwork/Planner Distribution • Team Building	• Health & Safety Training • Paperwork/Planner Distribution • Reading & Math Assessments •Team Building	• Paperwork Collection • Universal Screener • Reading & Math Assessments	• Health & Safety Training • Paperwork/Planner Distribution • Reading & Math Assessments • Team Building

Monday, August 10th	Tuesday, August 11th	Wednesday, August 12th	Thursday, August 13th	Friday, August 14th
Group 2 Students with last names **M-Z**	**Group 1** Students with last names **A-L**	**Group 1** Student with last names **A-L**	**Group 2** Students with last names **M-Z**	**Group 2** Students with last names **M-Z**
• Paperwork collection • Reading & Math Assessments • Team Building	• Makeup testing for students with last names M-Z** • Team Building • Technology Training • 7th & 8th Grade Orientation	• Makeup testing for students with last names M-Z** • Chromebook Distribution • Team Building • Technology Training	• Makeup testing for students with last names A-L** • Team Building • Technology Training • 7th & 8th Grade Orientation	• Makeup testing for students with last names A-L** • Chromebook Distribution • Team Building • Technology Training

*The school day will begin at 8am and end at 11am from 8/4-8/14. Grab & Go breakfast & lunch will be available for all students. Please make arrangements to have your child(ren) picked up after collecting their lunch.

**Students who do not complete their reading & math assessments will be asked to report on their non-assigned day.

***School supplies should not be brought to campus within the first 2 weeks of school; teachers will let students know when to bring their supplies to school.

Stevenson Middle School
COVID Bell Schedule for School Year 2020-2021

Group 1 - Last Names A-L   Group 2 - Last Names M-Z

Monday			Tuesday			Wednesday			Thursday			Friday		
Group 1 In-School			Group 1 On-Line			Group 1 On-Line			**Group 1 In-School**			Group 1 On-Line		
Group 2 On-Line			**Group 2 In-School**			Group 2 On-Line			Group 2 On-Line			**Group 2 In-School**		
Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min	Period
8:00-8:11	11	AA	8:00-8:11	11	AA	8:00-8:26	26	1	8:00-8:45	45	AA	8:00-8:45	45	AA
8:17-9:23	66	1	8:17-9:23	66	1	8:32-8:58	26	2	8:54-10:00	66	5	8:54-10:00	66	5
9:29-10:35	66	2	9:29-10:35	66	2	9:04-9:30	26	3	10:00-10:15	15	Recess	10:00-10:15	15	Recess
10:35-10:50	15	Recess	10:35-10:50	15	Recess	9:36-10:02	26	4	10:21-11:27	15	6	10:21-11:27	15	6
10:56-12:02	66	3	10:56-2:02	66	3	10:02-10:17	15	Recess	11:27-11:57	30	Lunch A	11:27-11:57	30	Lunch A
12:02-12:59	31	Lunch A	12:02-12:30	31	Lunch A	10:23-10:49	26	5	12:02-1:08	66	7	12:03-1:08	66	7
12:39-1:45	66	4	12:30-1:45	66	4	10:55-11:21	26	6	11:33-12:39	66	7	11:33-12:39	66	7
12:06-1:14	66	4	12:08-1:14	66	4	11:27-11:52	25	7	12:35-1:05	30	Lunch B	12:39-1:09	30	Lunch B
1:14-1:45	31	Lunch B	1:14-1:45	31	Lunch B	11:52-12:30	38	Lunch	1:15-2:15	60	RTI	1:15-2:15	60	RTI
1:45-2:30	45	Prep	1:45-2:30	45	Prep	12:30-1:15	45	Prep	2:15-3:00	45	Prep	2:15-3:00	45	Prep
2:30-3:00	30	RTI	2:30-3:00	30	RTI	1:15-3:00	105	Mtg						

**Mon/Tues school ends at 1:05pm   *Wed school ends at 12:30pm   ***Thurs/Fri school ends at 2:35pm

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

Group 1 - In-School - Mon/Thurs in-school;	Online - Tue/Wed/Fri
Group 2 - In-School - Tues/Fri in-school;	Online - Mon/Wed/Thurs

School Breakfast and Lunch Program

Individually boxed breakfasts and lunches will be available for all Stevenson students. Students must have their school ID to purchase breakfast and lunch. On days students are scheduled to be off-campus, a drive thru meal pick-up service will be available. Students must present their ID for the drive thru pick up option. As an added health and safety measure, there will be no finger-scanning option for meal purchases and no recess snack sales for the 2020-21 school year.

Cash deposits may be dropped off at the main office beginning July 14, 2020. Deposits may also be made electronically via **ezschoolpay.com** or through the **EZSchoolpay app** with funds available immediately.

For students on campus, meals may be consumed as designated in the cafeteria and on picnic tables and benches. Seating in these areas will be arranged and marked for physical and social distancing. All students are required to follow these guidelines.

Technology

For the 2020-21 school year, all students will be expected to have a laptop/Chromebook to be transported to and from school on a daily basis. Students will not be allowed to store their laptops/Chromebooks in school. Laptops/Chromebooks must be fully charged upon coming to school; laptops cannot be charged at school. For those students who do not have their own laptop/Chromebook, the school will issue a Chromebook during the first weeks of school.

Please go to **bit.ly/stevensontechsurvey** to complete the survey by July 24th or upon registering your child at Stevenson Middle School. The information you share will be used to determine technology accommodations. If you have more than one child at Stevenson, please complete a form FOR EACH CHILD. Each child will need their own device.

Student Activities & Before/After School Programs

All off-campus field trips and school-sponsored before and after school programs are suspended until further notice. The health and safety of chaperones and students will be a priority in determining participation in competitions and/or events.

Attendance

Students are required to attend classes daily, regardless of if they are in school or attending virtually. Attendance will be taken using Infinite Campus.

Student Discipline

The school staff will follow RLSMS behavior referral procedures. Chapter 19 remains in effect for all modes of schooling including virtual instruction during school hours. Teachers are expected to address the incident and provide the appropriate follow up.

Recess

Social and physical distancing will be implemented in all classrooms and common areas. Students must wear face coverings unless engaged in physical activity on the Big Field. No ball playing and tether ball will be allowed. Students who bring snacks from home may enjoy them in designated areas, refraining from walking and/or running while eating. No sharing of food will be allowed.

Healthroom Room for COVID Symptoms

If your child becomes sick at school, he/she will be sent to the Health Room and the parent/guardian will be contacted to pick up your child immediately. He/she will be isolated from others until the designated family member/adult arrives. Upon arrival the designated pick-up person should remain in their vehicle and call the school office at 587-4520. Your child will be brought out to the vehicle.

Any student sent home due to illness will be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.

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.

P.E. Uniforms

Physical Education is an important aspect of a middle schoolers educational experience. However, due to health and safety precautions, the P.E. Department has adjusted its curriculum so that "changing out" into the Stevenson P.E. uniform is not a requirement at this time. When P.E. uniforms become required again, P.E. teachers will inform their students.

Contingency Planning

When a student or staff member either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive, the Department of Health will work with Stevenson to contact individuals involved. If a student or staff member tests positive for COVID-19, the campus will be closed while the school is cleaned and disinfected.

Family and Community Resources

Ohana Help Desk

In addition to support at the school level, the Hawaii DOE has established The Ohana Help Desk to provide support to students and families for technology questions and issues. The Ohana Help Desk is scheduled to launch on August 4, 2020.

Additional Resources

- State of Hawaii COVID-19 Site
- DOH
- Centers for Disease Control and Prevention (CDC).
- Hawaii Children's Action Network Hawaii COVID-19 Resources
- Talking to Children About COVID-19 - A Parent Resource, Feb. 29, 2020
- Ohana Tips for Parents: Ways to Support At-Home Learning by the Hawai'i Statewide Family Engagement Center
- Stop the Spread of Germs
- A Parent's Guide: Helping Your Child Wear a Face Mask
- DOH COVID-19 Home Care Guide
- DOH COVID-19 Frequently Asked Questions (FAQs)
  - Chinese - Simplified
  - Chinese - Traditional
  - Japanese
  - Ilocano
  - Tagalog
  - Korean
- DOH What you need to know
  - Chinese - Simplified
  - Chinese - Traditional
  - Japanese
  - Thai
  - Korean
  - Chuukese
  - Marshallese
  - Ilocano
  - Tagalog
  - Samoan

- DOH Protect yourself and others
  - [Chinese - Simplified](#)
  - [Chinese - Traditional](#)
  - [Chuukese](#)
  - [Hawaiian](#)
  - [Ilocano](#)
  - [Japanese](#)
  - [Korean](#)
  - [Marshallese](#)
  - [Samoan](#)
  - [Spanish](#)
  - [Tagalog](#)
  - [Vietnamese](#)
- [Office of Language Access YouTube Multi-Languages COVID-19 Playlists](#)
- [CDC What to do if you are sick: English, Spanish, Chinese - Simplified](#)
- [CDC Stop the spread of germs poster: English, Spanish, Chinese - Simplified, Vietnamese](#)
- [CDC Symptoms of COVID-19 poster: English, Spanish, Chinese - Simplified](#)

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.

Stevenson Middle School
2020-2021 School Calendar

Revised 7/9/2020

July 2020						
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 2020						
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 2020						
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 2020						
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

November 2020						
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					

December 2020						
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 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						

February 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						

March 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			

April 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	

May 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					

June 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			

Mail in $15 Student Fee
Yearbook Payment -mailed in or purchased during the year
Purchase School Uniforms online Badboyhawaii.com
Meal Money Deposits in office
Go to rlsms@k12.hi.us for more information.

Students will receive their Schedule in AA/Hmrm on the first day

July 29&30	Administrative Days
July 31&Aug. 3	Teacher Work Days
Aug. 4 -14	Orientation Days 8am-11am by Groups According to the student's last name
Aug. 17	Regular Bell Schedule Begins
Aug. 21	Statehood Holiday - No School
Aug. 28	Complex PD Day - No School
Sept. 7	Labor Day Holiday
Oct. 2	First Quarter Ends (Q1-41 days)
Oct. 5-9	Fall Intersession
Nov. 3	Election Day
Nov. 11	Veteran's Day Holiday - No School
Nov.	TBD-Student Orientation Feeder School
Nov.	TBD-Student Orientation Feeder School
Nov. 26-27	Thanksgiving Holiday - No School
Dec. 2-4	Registration for Next Year's Courses
Dec. 18	Qtr 2/Sem 1 Ends (Q2-46 Days)
Dec. 21 - Jan. 1	Winter Break
Jan. 4	Teacher Workday - No School for Students
Jan. 15	Professional Development Day - No School
Jan. 18	Martin Luther King Holiday - No School
Jan. 28	Incoming Parent Orientation/Tour #1
Feb. 4	Incoming Parent Orientation/Tour #2
Feb. 8	Teacher Institute Day (Oahu)
Feb. 15	Presidents' Day Holiday
Mar. --	Student Led Conference(SLC) Early Release TBD
March 12	End of 3rd Quarter (Q3-45 Days)
Mar. 15-19	Spring Recess
Mar. 26	Kuhio Day Holiday - No School
Apr. 2	Good Friday Holiday - No School
May 28	Students' Last Day End of 4th Quarter (Q4-48 Days)
May 31	Memorial Day Holiday - No School
June 1	Teacher's Last Day Grade Window Closes 3:00pm
June 10	Report Cards Mailed Home

Important Dates in Bold

☐ - No School for Students

▨ - Planning and Collaboration Day - No School

v.1 7.20.2020

Technology Responsible Use Form

*(for digital devices, network, and internet services owned and leased by the
Hawaii State Department of Education for its students)*

Each student and his or her parent(s)/guardian(s) ("parent" or "parents") must review the *Technology Responsible Use Guidelines for digital devices, network, and internet services owned or leased by the Hawaii State Department of Education for its students,* known *as* "Technology Responsible Use Guidelines" or "TRUG", and sign this "Technology Responsible Use Form" or "TRUF" for access to digital devices, internet and network services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education(HIDOE) owned or leased digital devices, network, and internet services:

- I have read the Technology Responsible Use Guidelines (*RS 17-0051*) in the separate document and agree to, and will abide by, its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:

- I am responsible for monitoring my child's use of HIDOE-owned or leased digital devices outside of HIDOE property/school.
- HIDOE may bar access by students to certain material not deemed for educational purposes; however, I also understand it is impossible for HIDOE to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless HIDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore:
  - If available at the school, I agree that my child be assigned a HIDOE-owned or leased digital device;
  - I agree that my child be allowed access to HIDOE's internet/network services; and
  - I agree that my child be allowed access to the online educational services provided by the school.
- I understand that all software loaded on the device upon issuance to the assigned student is the property of the HIDOE. Copying this software to another device is not permitted and may violate copyright laws. Students/parents should not download or install any software on this device other than printer drivers for home printing or software specifically for access to a home network.
- By signing below, I, in consideration of HIDOE providing my child with HIDOE network and Internet access, agree to indemnify HIDOE for any losses, costs, or damages (including reasonable attorney fees) incurred by HIDOE relating to, or arising out of, any breach of these or other HIDOE rules by the student in using HIDOE-owned or leased digital devices, Network, and Internet. I shall assume responsibility for any damages to HIDOE-owned or leased digital devices while the student is using it, including paying for repairs.
- HIDOE assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary internet and network access and use will incur no such charges. Any such charges are the responsibility of the parent signing below.

This TRUF is valid for the student while attending _____, unless rescinded by the parent or the TRUG has been revised.
<center>(school name)</center>

Student Signature	Printed Name & Student ID#	Date
Parent/Guardian Signature	Printed Name	Date
Parent/Guardian Signature	Printed Name	Date

Technology Responsible Use Guidelines

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

1) Introduction

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as "parent" or "parents"), with their child, should review the guidelines and sign the Technology Responsible Use Form ("TRUF"), which should be returned to the child's school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at http://bit.ly/FERPAHI.

2) Using technology is a responsibility and opportunity for our students

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) Monitoring for student safety

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student's files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

4) Consequences of violations

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism." Those can be viewed here (http://bit.ly/HARChapter19) or you can obtain a copy at your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE's policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious

activities without notice until the machine in violation is cleaned or fixed.

5) *Online Educational Services*

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school's website or provided by the school upon request.

6) *Guidelines for general use and care of HIDOE-owned or leased digital devices*

A) Students will only use digital devices provided by HIDOE for school-related activities.

B) Students may only use electronic devices in the classroom authorized by the teacher.

C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.

D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).

E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.

   i) In the event the student has forgotten their username or password, contact the teacher for assistance.

   ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.

F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.

G) Reporting damaged/lost devices, viruses, and other issues

   i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (http://bit.ly/HAR8Chapter57) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.

   ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.

   iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).

   iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services

A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.

B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.

C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.

D) Protection of student personal information

    i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).

    ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.

    iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.

    iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.

    v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.

    vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.

    vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) Unauthorized Uses of the Internet or HIDOE Digital Device

A) Obscenity and harassment

    i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.

    ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.

    iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

B) Copyright laws and plagiarism

    i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.

    ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

C) Downloading, accessing, or copying materials for non-educational purposes

    i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.

    ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.

D) Commercial and political business

    i) Students will not use the internet to access or disseminate "for profit" or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.

    ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE's business.

E) Device and network security

    i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user's account.

    ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE's computer systems or install rootkits which bypass system security.

F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.