



# R. L. Stevenson Middle School 2020-21 School Reopening 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 2020-21 School Reopening Plan**, provides a detailed roadmap for our school community to follow as we 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 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 handbook is a living document which will be updated periodically as guidance and conditions change throughout the 2020-21 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.



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

October 19, 2020

Dear Stevenson Parents & Guardians,

We appreciate the many parent responses to our Return to School Parent Survey and thank you for providing us with your preferences for having your child return to school when the time comes. We acknowledge that these decisions are not easy at this time, and we honor that each family has their own special circumstances and will do what will keep them safe.

In preparation for 25% of our student body returning to campus throughout Quarter 2, our teachers and staff have been hard at work teaching, preparing their classrooms, and following the latest Governor's Mayor's, Center of Disease Control (CDC), Department of Health (DOH), Board of Education (BOE), and Department of Education (DOE) health & safety guidance. Beginning Monday, November 2, 2020, students identified as vulnerable students will gradually begin returning to campus for Face-to-Face instruction. This will allow students to put aside their laptops, to meet with their teachers in smaller settings, and to receive individualized instruction.

Each week, we will bring back approximately 30 students in targeted groups, specifically students who have Individualized Educational and Action Plans, failing grades during Quarter 1, chronic absenteeism, and/or continue to have connectivity issues. Returning students and their parents will be contacted this week to confirm students' return dates, schedules, and health & safety procedures for returning to school. Special Education and English Language students will return to school everyday (Monday - Friday), and all other returning students will follow their Blended Group 1 or Group 2 schedules. On students' first day back to school, they spend the entire day in the Multipurpose Room with adult support learning to connect to the school wifi, view a Welcome Back to School Health & Safety orientation video, attend their classes online, receive troubleshooting assistance, and walkthrough their class schedule. Their second day on campus, students will attend Face-to Face classes with their teachers.

Below is our calendar for Q2 Transition. If the public health situation requires that we remain, revert, or stop any particular phase, we will alert our school community accordingly:

<b>Return Date</b>	<b>Targeted Student Group</b>	<b># of Students</b>
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November 2 Monday-Friday	SpEd students	Approximately 16 students
November 4 Monday-Friday	Remaining SpEd & EL students	Approximately 16 students
November 9 Monday-Friday	EL Students	Approximately 16 students
November 10 Monday-Friday/ Blended Group 1 or Group 2 Schedule	EL Students + 504 + Multiple Failing Grades + Chronic Absenteeism	Approximately 16 students
November 16 Blended Group 1 or Group 2 Schedule	Multiple Failing Grades + Chronic Absenteeism	Approximately 16 students
November 17 Blended Group 1 or Group 2 Schedule	Multiple Failing Grades + Chronic Absenteeism	Approximately 16 students
November 23 Blended Group 1 or Group 2 Schedule	1 Failing Grade + Failing Grades + Chronic Absenteeism	Approximately 16 students
November 24 Blended Group 1 or Group 2 Schedule	1 Failing Grade	Approximately 16 students
November 30 Blended Group 1 or Group 2 Schedule	Chronic Absenteeism	Approximately 16 students

Transitioning back to school will take cooperation from all of us in following all health and safety guidelines, including always wearing face masks, practicing social distancing, and following recommended hygiene practices. Our website, [rlsms.k12.hi.us](https://rlsms.k12.hi.us), will have all the information to prepare you and your child for his/her return to campus. Please check back frequently for updates. Most importantly, if your child is feeling ill, do not send them to school. It will take all of us to keep our campus safe!

Thank you for your continued support of Stevenson Middle School. Please visit our updated school website [rlsms.k12.hi.us](https://rlsms.k12.hi.us) for up-to-date news and announcements.

Sincerely,

K. Balatico  
Principal

## 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.

During this time of uncertainty, there are a few assumptions that must be made in order to achieve our main objective:

1. COVID-19 will not be totally eliminated, there will always be cases in our communities.
2. Every COVID-19 case cannot be prevented; need to manage spreading the disease.
3. Development of a vaccine would greatly reduce disease incidence.

### Focus on 5 CDC Health & Safety Mitigation Strategies

1. Face Masks: Consistent and correct use of masks (Exceptions will be made for students with disabilities who may be unable to tolerate the wearing of a face mask.)
2. Social Distancing: Social distancing of no less than 6 feet where possible
3. Hand hygiene and respiratory etiquette
4. Cleaning and disinfection
5. Implement proper ventilation strategies

### 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. All visitors must check-in at the Front Office. 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 and Daily Wellness Check at Home

[Bit.ly/WellnessCheckHIDOE](https://bit.ly/WellnessCheckHIDOE)

All staff, visitors, and students are asked to monitor their health and exposure and complete a wellness check each morning **before** going to school. If you have any symptoms of illness or recent COVID-19 exposure, students and staff must notify the school office and stay home.

#### Step 1: Check for Symptoms of Illness

- Fever (a temperature higher than 100°F or hot to the touch)
- 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 or vomiting (stomach ache)
- Diarrhea

### Step 2: Check for Recent COVID-19 Exposure

If any of the following apply to you or your child, do not go to school:

- Recently tested positive for COVID-19
- Waiting for COVID-19 test results
- Self-quarantining due to possible COVID-19 exposure (e.g. travel quarantine)
- Living with someone with COVID-19
- Been in close contact with someone with COVID-19

HAWAII STATE DEPARTMENT OF EDUCATION

## RETURN TO LEARN: 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.



**1 CHECK FOR SYMPTOMS OF ILLNESS**

Do you or your child have any of these symptoms? If yes, **do not go to school.**

<input type="checkbox"/> Fever (higher than 100°F or hot to the touch)	<input type="checkbox"/> Headache
<input type="checkbox"/> Chills	<input type="checkbox"/> New loss of taste or smell
<input type="checkbox"/> Cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Congestion or runny nose
<input type="checkbox"/> Fatigue (tiredness or weakness)	<input type="checkbox"/> Nausea or vomiting (stomach ache)
<input type="checkbox"/> Muscle or body aches	<input type="checkbox"/> Diarrhea



**2 CHECK FOR RECENT COVID-19 EXPOSURE**

Do any of the following apply to you or your child? If yes, **do not go to school.**

- Recently tested positive for COVID-19
- Waiting for COVID-19 test results
- Self-quarantining due to possible COVID-19 exposure (e.g. travel quarantine)
- Living with someone with COVID-19
- Been in close contact with someone with COVID-19

**HELP US TO KEEP OUR SCHOOLS HEALTHY AND SAFE!**

10-29-2020 Photo credit: Centers for Disease Control and Prevention.

### Screening for Potential Illness at School

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. In a

well ventilated area, using 6 feet distancing or behind a physical barrier, 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

If any of these symptoms are present, the individual will be sent home immediately. 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. Students with symptoms will be separated from other students, and parents/guardians will be contacted to arrange for immediate pick-up.

### **Face Coverings**

Face masks must be worn at all times when on school campus, including upon entering and exiting campus. 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. Students may take short, temporary breaks from wearing their face mask in the classroom as long as 6-foot physical distancing is maintained.

Each student will be issued a face shield for added protection. A face shield does not take the place of a face mask and should be worn with a face mask when 6-foot distancing cannot be maintained. 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.

### **Additional Personal Protective Equipment (PPE) Requirements**

In addition to the required face masks while at school, staff are required to wear face shields when 6 feet distance cannot be maintained between individuals. Disposable gloves must be worn and changed after each physical interaction if any staff is likely to touch bodily fluids. Hands

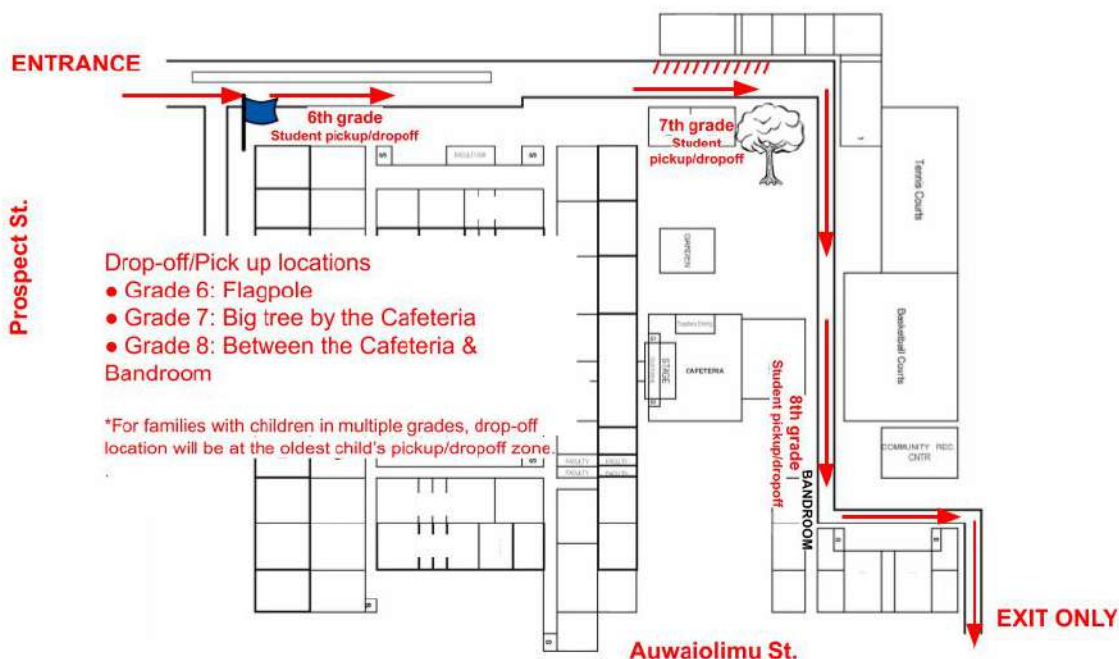
should be washed before and after any contact. Wearing gowns, aprons, or shoe covers are not required, but may be used when working in close contact with students.

## Social and Physical Distancing

Social and 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 six (6) feet of separation. Reduced numbers of students in each class allow for 6-foot spacing within classrooms.

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. for breakfast when the cafeteria opens for meal service. Students not having breakfast in school should arrive no earlier than 7:50 a.m. Masks must be worn before exiting the vehicle. 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.

Movement on campus is 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.



For the 2020-21 school year, the bell schedule has been modified to include fewer class changes and longer periods within the school day. The block scheduling decreases the amount of movement on campus for each student each day.

### **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 schedule 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. School items that are difficult to clean or disinfect, including technology devices, will be assigned single users.

### **Promoting and Practicing Personal Hygiene/Respiratory Etiquette**

All staff and students should not touch 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 after. 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 throughout the day and at the end of the school day. Every Friday, after school, classrooms will be deep cleaned and sanitized.

### **Water Bottles**

For sanitation and hydration reasons, students are encouraged to bring their own water bottles.

### **Instructional Model and Bell Schedule**

To control and limit interactions, Stevenson's schedule includes 2 cohorts of students. Group 1 students will be on campus on Mondays and Thursdays, while Group 2 students attend on Tuesdays and Fridays. The school has in place a gradual return to campus plan which has 25% of the students returning to campus by the end of the 1st semester.

Parents have the option of selecting a distance learning only option each semester.



Stevenson Middle School  
**Quarter 2 Bell Schedule for Students**  
*October 12, 2020 to December 18, 2020*

Monday Online		Tuesday Online		Wednesday Online		Thursday Online		Friday Online	
AA	8:00 - 8:11	AA	8:00 - 8:11	1	8:00 - 8:26	AA	8:00 - 8:48	AA	8:00 - 8:48
1	8:17 - 9:23	1	8:17 - 9:23	2	8:32 - 8:58				
2	9:29 - 10:35	2	9:29 - 10:35	3	9:04 - 9:30	5	8:54 - 10:00	5	8:54 - 10:00
Recess	10:35 - 10:50	Recess	10:35 - 10:50	4	9:36 - 10:02	Recess	10:00 - 10:15	Recess	10:00 - 10:15
3	10:56 - 12:02	3	10:56 - 12:02	Recess	10:02 - 10:17	6	10:21 - 11:27	6	10:21 - 11:27
Lunch A	12:02 - 12:33	Lunch A	12:02 - 12:33	5	10:23 - 10:49	Lunch A	11:27 - 11:57	Lunch A	11:27 - 11:57
4	12:39 - 1:45	4	12:39 - 1:45	6	10:55 - 11:21	7	12:03 - 1:09	7	12:03 - 1:09
4	12:08 - 1:14	4	12:08 - 1:14	7	11:27 - 11:52	7	11:33 - 12:39	7	11:33 - 12:39
Lunch B	1:14 - 1:45	Lunch B	1:14 - 1:45	Lunch	11:52 - 12:30	Lunch B	12:39 - 1:09	Lunch B	12:39 - 1:09
Buc Time*	1:45 - 2:15	Buc Time*	1:45 - 2:15			RTI Class**	1:15 - 2:15		

Mon/Tues School ends at 1:45pm  
 \*Teachers are available virtually & in their classroom during Buc Time to all students for additional support.

Wednesday School ends at 12:30pm

Lunch A: 6th & 7th Grade students  
 Lunch B: 8th grade Students

Thursday School ends at 2:15pm  
 Friday School ends at 1:09pm

\*\*All students are required to attend RTI Class

**SCHEDULE FOR STUDENTS WHO HAVE RETURNED TO SCHOOL**  
**GROUP 1**

**Quarter 2 Bell Schedule for Students**  
*October 12, 2020 to December 18, 2020*

Monday On Campus		Tuesday Online		Wednesday Online		Thursday On Campus		Friday Online	
AA	8:00 - 8:11	AA	8:00 - 8:11	1	8:00 - 8:26	AA	8:00 - 8:48	AA	8:00 - 8:48
1	8:17 - 9:23	1	8:17 - 9:23	2	8:32 - 8:58				
2	9:29 - 10:35	2	9:29 - 10:35	3	9:04 - 9:30	5	8:54 - 10:00	5	8:54 - 10:00
Recess	10:35 - 10:50	Recess	10:35 - 10:50	4	9:36 - 10:02	Recess	10:00 - 10:15	Recess	10:00 - 10:15
3	10:56 - 12:02	3	10:56 - 12:02	Recess	10:02 - 10:17	6	10:21 - 11:27	6	10:21 - 11:27
Lunch A	12:02 - 12:33	Lunch A	12:02 - 12:33	5	10:23 - 10:49	Lunch A	11:27 - 11:57	Lunch A	11:27 - 11:57
4	12:39 - 1:45	4	12:39 - 1:45	6	10:55 - 11:21	7	12:03 - 1:09	7	12:03 - 1:09
4	12:08 - 1:14	4	12:08 - 1:14	7	11:27 - 11:52	7	11:33 - 12:39	7	11:33 - 12:39
Lunch B	1:14 - 1:45	Lunch B	1:14 - 1:45	Lunch	11:52 - 12:30	Lunch B	12:39 - 1:09	Lunch B	12:39 - 1:09
Buc Time*	1:45 - 2:15	Buc Time*	1:45 - 2:15			RTI Class**	1:15 - 2:15		

Mon/Tues School ends at 1:45pm  
 \*Teachers are available virtually & in their classroom during Buc Time to all students for additional support.

Wednesday School ends at 12:30pm

Lunch A: 6th & 7th Grade students  
 Lunch B: 8th grade Students

Thursday School ends at 2:15pm  
 Friday School ends at 1:09pm

\*\* All students are required to attend RTI Class

**SCHEDULE FOR STUDENTS WHO HAVE RETURNED TO SCHOOL**  
**GROUP 2**

**Quarter 2 Bell Schedule for Students**  
**October 12, 2020 to December 18, 2020**

Monday Online		Tuesday On Campus		Wednesday Online		Thursday Online		Friday On Campus	
AA	8:00 - 8:11	AA	8:00 - 8:11	1	8:00 - 8:26	AA	8:00 - 8:48	AA	8:00 - 8:48
1	8:17 - 9:23	1	8:17 - 9:23	2	8:32 - 8:58				
2	9:29 - 10:35	2	9:29 - 10:35	3	9:04 - 9:30	5	8:54 - 10:00	5	8:54 - 10:00
Recess	10:35 - 10:50	Recess	10:35 - 10:50	4	9:36 - 10:02	Recess	10:00 - 10:15	Recess	10:00 - 10:15
3	10:56 - 12:02	3	10:56 - 12:02	Recess	10:02 - 10:17	6	10:21 - 11:27	6	10:21 - 11:27
Lunch A	12:02 - 12:33	Lunch A	12:02 - 12:33	5	10:23 - 10:49	Lunch A	11:27 - 11:57	Lunch A	11:27 - 11:57
4	12:39 - 1:45	4	12:39 - 1:45	6	10:55 - 11:21	7	12:03 - 1:09	7	12:03 - 1:09
4	12:08 - 1:14	4	12:08 - 1:14	7	11:27 - 11:52	7	11:33 - 12:39	7	11:33 - 12:39
Lunch B	1:14 - 1:45	Lunch B	1:14 - 1:45	Lunch	11:52 - 12:30	Lunch B	12:39 - 1:09	Lunch B	12:39 - 1:09
Buc Time*	1:45 - 2:15	Buc Time*	1:45 - 2:15			RTI Class**	1:15 - 2:15		

Mon/Tues School ends at 1:45pm  
 \*Teachers are available virtually & in their classroom during Buc Time to all students for additional support.

Wednesday School ends at 12:30pm  
 Lunch A: 6th & 7th Grade students  
 Lunch B: 8th grade Students

Thursday School ends at 2:15pm  
 Friday School ends at 1:09pm

\*\* All students are required to attend RTI Class

**School Breakfast and Lunch Program**

Individually boxed breakfasts and lunches are available for all Stevenson students. From October 12 through December 18, 2020, free meals will be served to any child age 18 and younger. Families will be notified if there are changes to this service.

On days students are scheduled to be off-campus, a drive thru meal pick-up service will be available. This meal service allows each household to receive one lunch and one breakfast per child each school day. Please follow our lunch bell schedule for pick-up times. Parents or guardians may pick up meals on behalf of their child(ren) by presenting their school ID, recent report card, official letter or email from school listing child(ren) enrolled, attendance record from parent portals of school website, or birth certificate.

When students are scheduled to be in school on campus, breakfast will be available at the cafeteria starting at 7:30 a.m. Lunch will be available in the cafeteria following the lunch schedule. As an added health and safety measure, there is no finger-scanning option for meal purchases and no recess snack sales for the 2020-21 school year.

For students on campus, meals may be consumed as designated in the cafeteria and on picnic tables and benches following social distancing precautions. Seating in the cafeteria has been arranged and marked for distancing of at least 6 feet. Picnic tables and benches are limited to 1 person. All students are required to follow these guidelines. Students who do not have any

classes following their lunch period are not required to remain on campus for lunch and may elect to “grab and go.”

### **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.

### **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. Virtual clubs, activities, and events will be available as scheduled.

### **Attendance**

Students are required to attend classes daily, regardless of if they are in school or attending virtually. Teachers will be taking attendance 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.

### **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.

### **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.

### **Healthroom Room for COVID Symptoms**

If a student becomes sick at school, he/she will be sent to the Health Room and the parent/guardian will be contacted to pick up their 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.

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 Aide will send a note home with the student which conveys the recommendations above.

### **Siblings of Students Who Become Sick at School**

If the siblings of an ill student who is sent home are not ill, they may remain in school unless the ill student is being tested for COVID-19. If an ill student is being tested for COVID-19, the siblings (and all household contacts) shall remain at home until the test results return.

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 14 days if they have no further contact with the person with COVID-19, or until 14 days after the person with COVID-19 is released from isolation if there is ongoing contact.

### **Stevenson COVID-19 Point of Contact**

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

### **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 14 day quarantine even if they test negative for COVID-19.

If someone is suspected to have COVID-19 while on campus, areas used or accessed by the individual will be closed off. 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.

### **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 Balatico 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 HIDEOE's outreach). These close contacts must follow the isolation and quarantine guidance provided by DOH

## **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. Languages supported by the call center: English, Hawaiian, Ilokano, Tagalog, Chuukese, Marshallese. Call 643-DESK (3375).

### **Additional Resources**

- [CDC 10 Things You Can Do To Manage Your Health At Home](#)
- [CDC How to Protect Yourself and Others](#)
- [Help your Child Feel Good about Using and Seeing Others Wearing Face Masks](#)
- [I Can Stay Healthy by Wearing a Face Mask \(PPT\)](#)
- [Stopping COVID-19 in its tracks - Terms to Know](#)
- [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](#)
- [Hawaii Statewide Family Engagement Center Ohana Tips for Parents: Ways to Support At-Home Learning](#)
- [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](mailto: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
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	29	30	31		

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](http://Badboyhawaii.com)  
 Meal Money Deposits in office  
 Go to [rlsms@k12.hi.us](mailto: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)

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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)

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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)

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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

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**\*Important Dates in Bold\***

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