

Waiākea High School

Distance Learning Handbook

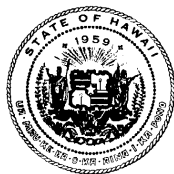
2020-2021 School Year



#WaiakeaWarriorStrong

(updated 8/13/2020)

DAVID Y. IGE
GOVERNOR



DR. CHRISTINA KISHIMOTO
SUPERINTENDENT

STATE OF HAWAII

DEPARTMENT OF EDUCATION

WAIĀKEA HIGH SCHOOL

155 W. KAWILI ST. HILO, HAWAII 96720-5038

PHONE: 974-4888 FAX: 974-4880

Website – <http://waiakeahigh.k12.hi.us>

August 13, 2020

To our Waiakea High Community:

In this time of uncertainty, the opening of the school year is viewed as a comforting return to normality. At Waiakea High School, the unprecedented circumstances surrounding the COVID-19 pandemic have forced us to reevaluate educational practices, school schedules, and virtually everything we do in relation to the way we deliver instruction to our students.

As we plan for the opening of school year 2020-2021, our administration, teachers, and staff members are trying to apply the safest and most efficient way to ensure continuous learning at Waiakea High School. As such, beginning on August 17, 2020, Waiakea High School along with the Hilo/Waiakea Complex schools will move to 100% distance learning for at least the first four weeks of the school year, and possibly extending to the end of the first quarter.

This distance learning handbook will provide you with important information on how instruction will be delivered throughout the beginning of the school year. You may also refer to Waiakea High School's return to school handbook on our school website for more information.

If you have any questions, please feel free to contact your child's counselor, administrator, or you can express any concerns on the contact link on our school website. Waiakea High School thanks you in advance for your cooperation and support as we try to maintain a quality educational experience for all of our students.

With Much Warrior Pride...

Mr. Kelcy Koga, Principal

#WaiakeaWarriorStrong

Educational Model

Distance learning will require that students attend all classes virtually following an even / odd bell schedule. Attendance during the scheduled class times is mandatory. Per Hawai'i State Department of Education (HIDOE) requirements, students must receive a minimum amount of four hours of daily instruction that can be met by a combination of virtual classrooms, virtual collaborations, offline activities, and "time value" of work assigned.

Google Classroom and / or Blackboard will be used as the primary platform for instruction. Students should be receiving invitations to Google Classroom and / or Blackboard through their school @waiakeahs.k12.hi.us email account. Students should check their school Gmail every day before 8am!

We are all looking forward to welcoming our students back and seeing their faces in our virtual classrooms!

Meeting Student Needs

Accessibility to Devices and Connectivity

WHS will ensure that students have access to educational materials for distance learning. To support virtual learning, WHS will work with families to determine whether or not they have devices and internet service for learning at home. Each student needs to have a device throughout the entirety of the school day. A limited number of Chromebooks are available to check out to students upon request for a fee of \$50. Waivers will be provided for students who qualify for meal benefits, and devices will be prioritized to our most vulnerable populations. A request form for a device (or to indicate no internet access) will be available on the school website.

Technology Support

The '**Ohana Help Desk** is a statewide initiative by HIDOE to provide technology support to public school students and their parents as they transition to distance learning. HIDOE students and their parents will be able to access support via phone or chat when the help desk is open by calling 808-643-DESK (808-643-3375).

Hours are Monday – Friday from 7:00 a.m. to 8:00 p.m. and Sundays from 4:00 p.m. to 8:00 p.m. The Ohana Help Desk will be closed on state holidays. The Ohana Help Desk portal will have 24/7 *self-service support and information* ohanahelpdesk.org

Health and Wellness Support

HIDOE students and families will have access to a new health hotline and telehealth services provided by the **Hawai'i Keiki: Healthy and Ready to Learn Program**. No cost health advice and telehealth appointments with nurses are available. The health hotline can be reached at (844) 436-3888 (toll free) Monday through Friday, excluding holidays.

Students who are English Learners

WHS will provide for the English language development support necessary to serve students who are identified as English Learners to equitably access school.

Serving Students with Special Needs

WHS will provide the “supports and accommodations necessary” to serve students with special needs and fully implement each student’s Individualized Education Program (IEP) and provide special education, related services, and specially designed instruction that includes the following:

- Designed and assigned by a special education teacher
- Adapted and / or modified to meet the student’s individual needs
- Supports the acquisition of IEP goals and objectives
- Progress towards meeting IEP goals and objectives are monitored

Meal Service

Grab and go meals will be available for drive-through pick up each school day for breakfast (7:30-8:00am) and during the scheduled lunch times (see the even / odd bell schedule). Meals are only available to WHS students and student IDs must be presented to scan for payment.

- Online deposits may be made to student’s meal account by going to [EzSchoolPay](#)
- Free and Reduced meal applications will be distributed with the Opening Day Packets Applications are also available online at [EzMealApp](#)
- Meal benefits will carry-over for the first 30 days of school if the student was receiving benefits at the end of the previous school year

[SY 2020-2021 Full Distance Learning Bell Schedule](#)

Opening Day packets will be distributed to all families on Friday, August 14 and Saturday, August 15. Please drive to the Student Parking Lot (enter through the upper entrance across UHH). Remain in your vehicle and a staff member will assist you.

9:00 AM - 10:00 AM	9th Grade Opening Packet Pickup
10:00 AM - 11:00 AM	10th Grade Opening Packet Pickup
11:00 AM - 12:00 PM	11th Grade Opening Packet Pickup
12:00 PM - 1:00 PM	12th Grade Opening Packet Pickup

We ask that students bring the three forms (Technology Responsible Use Form, Technology Responsible Use Guidelines, and the Media Release Form) or have a parent present to sign the forms when the packet is picked up. Students will not be allowed to engage in synchronous (real time virtual meetings) lessons until these forms have been submitted.

All students will begin distance learning on Monday, August 17. Please see the next page for details.

Welcome Back! Monday, August 17, 2020

All students to attend via Webex Event at bit.ly/WHSfirstday

You won't be able to activate your mic nor your camera.
Administrators will be able to see your name.

Start	End	
7:45	8:05	Sign in to the Webex Event
8:05	8:25	Welcome Back / Assembly / Protocols
8:25	9:00	Handbook Review
9:00	9:15	Break
9:15	10:00	Google Classroom Orientation / Q & A
10:00	10:15	Break
10:15	11:00	Blackboard Orientation / Q & A
11:00	11:15	Break
11:15	12:00	Frosh Orientation (<i>10th - 12th graders are excused</i>). Class Officer / Colors / Mascot
12:00	12:30	Lunch
12:30	1:30	Afternoon Activities 1
1:30	1:45	Break
1:45	2:30	Afternoon Activities 2

Please check your @waiakeahs.k12.hi accounts to see how to access your classes tomorrow!

All Periods! Tuesday, August 18

All students must attend all classes virtually!

Course syllabi, class expectations (attendance, assignments, participation, etc.).
Please check your @waiakeahs.k12.hi.us accounts for login information

Start	End	
7:55	8:05	<i>Log on to Period 1 / Check in for Attendance</i>
8:05	8:45	Period 1
8:45	8:50	<i>Passing (Log on to Period 2 / Check in for attendance)</i>
8:50	9:30	Period 2
9:30	9:35	<i>Passing (Log on to Period 3 / Check in for attendance)</i>
9:35	10:15	Period 3
10:15	10:40	Recess and passing (Log on to Period 4 / Check in for attendance)
10:40	11:20	Period 4
11:20	11:25	<i>Passing (Log on to Period 5 / Check in for attendance)</i>
11:25	12:05	Period 5
12:05	12:40	Lunch and passing (Log on to Period 6 / Check in for attendance)
12:40	1:20	Period 6
1:20	1:25	<i>Passing (Log on to Period 7 / Check in for attendance)</i>
1:25	2:05	Period 7

Beginning Wednesday, August 19, students will follow the WHS Bell Schedule for 100% Distance Learning for all Students.

WHS Bell Schedule for 100% Distance Learning for all Students

All students are expected to attend every class virtually at the designated times.

Passing time is for logging on to the next class. Students should be logged in to their next class by the class start time.

EVEN		ADVISORY		ODD	
Passing	7:55 - 8:05 (10)	Passing	7:55 - 8:05 (10)	Passing	7:55 - 8:05 (10)
2	8:05-9:30 (85)	2	8:05-9:30 (85)	1	8:05-9:24 (79)
Recess	9:30-9:50 (20)	Passing	9:30 - 9:36 (6)	Passing	9:24 - 9:30 (6)
Passing	9:50 - 9:55 (5)	Adv	9:36-9:56 (20)	3	9:30-10:45 (75)
4	9:55 - 11:17 (82)	Recess	9:56-10:16 (20)	Recess	10:45-11:05 (20)
Lunch	11:17 - 11:47 (30)	Passing	10:16 - 10:21 (5)	Passing	11:05 - 11:10 (5)
Passing	11:47 - 11:52 (5)	4	10:21- 11:43 (82)	5	11:10-12:25 (75)
6	11:52 - 1:14 (82)	Lunch	11:43-12:13 (30)	Lunch	12:25-12:55 (30)
		Passing	12:13 - 12:18 (5)	Passing	12:55 - 1:00 (5)
		6	12:18-1:40 (82)	7	1:00-2:15 (75)

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 17 Welcome Back!	Aug 18 All Periods	Aug 19 ADVISORY	Aug 20 ODD	Aug 21 HOLIDAY No School
Aug 24 EVEN	Aug 25 ODD	Aug 26 ADVISORY	Aug 27 ODD	Aug 28 ODD
Aug 31 EVEN	Sept 1 ODD	Sept 2 ADVISORY	Sept 3 ODD	Sept 4 EVEN
Sept 7 HOLIDAY No School	Sept 8 ODD	Sept 9 ADVISORY Mid-Quarter Reports	Sept 10 ODD	Sept 11 EVEN

The following is provided in case the 100% Distance Learning directive is extended past September 11.

Monday	Tuesday	Wednesday	Thursday	Friday
Sept 14 EVEN	Sept 15 ODD	Sept 16 ADVISORY	Sept 17 ODD	Sept 18 EVEN
Sept 21 EVEN	Sept 22 ODD	Sept 23 ADVISORY	Sept 24 ODD	Sept 25 ODD
Sept 28 EVEN	Sept 29 ODD	Sept 30 ADVISORY	Oct 1 ODD	Oct 2 EVEN
FALL BREAK - October 4 - 10				

Off Campus Learning Expectations and Accountability

WHS will be using online learning resources to support instruction during the 2020-2021 school year. While we realize that online learning cannot replace the caliber of face-to-face instruction, we are prepared to provide our students with a quality learning experience. Students will participate in distance learning through virtual classrooms, and instruction will take place through a combination of synchronous and asynchronous activities.

Synchronous is a term used to describe learning which happens in real time, in a virtual learning environment. Teachers will meet with all students virtually during set class times using Google Meets, WebEx, or Blackboard Collaborate. Teachers may present information (e.g., lecture or slideshows), facilitate a discussion, take students through an online learning experience while sharing their screen (e.g., virtual field trip, Desmos activity, watching a video together, listening to a podcast together, etc.), provide opportunities for student collaboration, and so on.

Asynchronous is a term used to describe a form of distance learning that does not occur in real time. This term is commonly applied to various forms of online learning such as pre-recorded video lessons and learning tasks that students can complete. Students may complete virtual learning experiences assigned by teachers at their own pace with the understanding that it may take about the same amount of time a regular in-person class period would take. Asynchronous assignments will be posted in Google Classroom or Blackboard and may include offline learning activities such as reading a book or completing practice problems. They may include online learning activities such as watching a teacher-created video lecture, watching an educational video, working in Khan Academy, completing choice boards, etc.

General Guidelines for Virtual Learning Environments

- All students should be logged into their WHS Gmail account (@waiakeahs.k12.hi.us)
- Students should be ready to log in 5 minutes prior to the start of class to ensure prompt attendance
- Students must remain present and engaged during any discussion or instructional time with the teacher
- Student computer must have working audio and camera

- WHS adheres to [Chapter 19 misconduct policies](#) regarding student behavior and conduct. Students must adhere to all policies during online instruction. Students are subject to disciplinary action as a result of any Chapter 19 infraction
- Virtual classroom spaces are subject to school privacy laws; taking screenshots or screen captures and redistributing them in either altered or unaltered states is strictly prohibited. Students who do this are liable under Chapter 19 of Hawaii state law and may be held accountable in a civil manner by those victimized
- In the event that a student is disruptive to the learning environment, teachers will attempt to work with the student to correct their behavior. If the student does not address the behavior, the student may be removed from the virtual room. If a student is removed from a virtual room, a referral to administration will be generated and parents will be contacted.
- All students must have a signed Student Publication / Audio / Video Release Form and Technology Responsible Use Form (TRUF) and agree to the Technology Responsible Use Guidelines (TRUG)
 - [TRUF](#) & [TRUG](#) and [Media Release Forms](#) will be distributed and collected when families pick up the Opening Day Packets on August 14 and 15

General Protocols for Virtual Classrooms

- A quiet background environment designated for learning is ideal
- The learning environment should include an area where the student is sitting upright in a chair during any live session
 - No lying down
 - No sitting with other people (there should be one person per seat)
- Students must convey they are actively present through having their camera on or other means as directed by the teacher
- The student's video should be kept on at all times for attendance purposes
- Unless the teacher says otherwise, the student's audio must be kept off until called on or instructed to do so
- Do not utilize the chat function for non-instructional purposes
- Dress code policies apply - the student must wear appropriate clothing that meets WHS dress code
- Students must be identifiable by the teacher (both in name and image)
- Any participants who cannot be identified during the session will be removed

Waiākea High School Google Accounts

The use of a WHS Google account (@waiakeahs.k12.hi.us) is meant to help students to complete tasks related to school. The account gives students access to the entire GSuite of applications (which includes Google Classroom, docs, sheets, slides, etc.) that are necessary for distance learning to occur.

- **Password Resets:** Students who forget their passwords can submit a password reset request via the [Google Help Desk](#) located on our school website.
- **Suspended Accounts:** Google will also automatically suspend student accounts should any inappropriate conduct occur while online. Offenders will lose access to their accounts for up to 4 years.

Digital Citizenship

Digital citizenship is about much more than online safety. It is a concept that helps teachers, parents, students, technology leaders, and others to understand what technology users should know to use technology appropriately. It is about behavior, ethics, respectfulness, responsibility, and safety – all the things that help a technology user build and shape a digital footprint that is positive and effective.

Characteristics of a Good Digital Citizen

A good digital citizen is ...

- careful about what is shared online
- treats others well by providing positive comments, telling the truth, and being polite
- safe and does not divulge personal information, such as passwords and contact information to strangers
- aware of the rules and terms of the use of online sites, applications, social media, and other digital platforms
- vigilant and looks out for bad behavior like cyberbullying, unwanted solicitations, etc.
- respectful and does not share content that they do not own or which is copyrighted without getting permission and giving credit to the source
- aware that not everything online is true and searches for facts
- aware that once something is posted online, it is there forever
- careful about managing the amount of time spent online
- aware of and follows acceptable use guidelines, policies, and expectations that are set by the school and does not misuse technology and resources

Attendance

- Attendance for each scheduled period will be recorded daily on Infinite Campus (IC) by 3:00 p.m.
- Be aware that attendance in distance learning is mandatory Monday - Friday during the scheduled class times
- Teachers will primarily be taking attendance through their virtual classrooms during synchronous meetings
- If special circumstances or technical difficulties arise, teachers may take attendance in a variety of other ways (please refer to individual teachers for specifics)
- If a student fails to check-in with their teacher or engage in distance learning, the student will be marked absent
- A chronic absenteeism plan will be implemented to re-engage students who are absent and / or do not participate in distance learning for more than three school days a week

Grading

- Students are expected to complete all work as specified by teacher
- Assignments / tests / projects assigned during this time will be mandatory and will be graded
- Please refer to individual teachers' syllabi for more information on grading policies and expectations





Waiākea High School Parent Community Protocol for Addressing Concerns

When a problem or concern arises, Waiākea High School suggests following this protocol to resolve issues. The steps below are to be followed in the order written. More often than not, all concerns will be taken back to the school level for resolution.

Step 1: Conference with the teacher

Should a parent have a concern about their child's classroom, the first step should be to contact the student's teacher. There are occasions where the school administration may not be aware of the concerns or would need to consult the teacher before continuing the conversation.

Step 2: Conference with the school counselor

The school counselor is another school support that a parent can approach. Waiākea High School has a variety of counseling services on campus or can help families find outside support if needed.

Step 3: Conference with the principal

If a parent is not satisfied with a teacher's response, the school principal should be contacted. There may be an occasion when the principal may not be available, in which case it should be referred to the Vice Principal. If it is not an emergency, please allow prudent time for the principal to return your call. Keep in mind that the Principal manages the entire school.

Step 4: Contact the Complex Area Superintendent

Should a parent not be satisfied with the school principal's handling of the concern, the next point of contact is the Complex Area Superintendent (CAS).

Step 5: Contact the Deputy Superintendent

Should a parent not be satisfied with the Complex Area Superintendent's action, the next level is the Deputy Superintendent's Office or State Superintendent's Office.