

‘ŌIWI EDGE

KAMEHAMEHA SCHOOLS HAWAI‘I

DISTANCE LEARNING PLAN FOR ‘OHANA SY 2020-21



Kamehameha
Schools®

HAWAI‘I

Introduction to Kamehameha Hawai'i's Distance Learning Plan

“I Kahiki ka ua, ako ‘ē ka hale.”

While the rain is still far away, thatch the house.

At Kamehameha Hawai'i, it is our kuleana to maintain a sharp focus on the horizon so we are informed and prepared no matter what may come our way. The purpose of this document is to describe the actions Kamehameha Hawai'i will take to continue learning in the event of an extended school closure.

If deemed necessary, we will initiate our K-12 Distance Learning Plan (DLP) to provide continued quality learning for our haumāna at home. We are committed to making sure that haumāna continue to experience the care and aloha of our hoa kumu and the routine of daily learning, even in the event of school closure. This DLP articulates our efforts to accomplish four goals, K-12:

- Haumāna-Kumu Contact Time
- Online Content Delivery
- Online Monitoring of Haumāna Progress/Student Assessment
- Ongoing Haumāna Support

We view distance learning as an extension of the inclusive, nurturing kauhale experience we provide our haumāna here at Kamehameha Hawai'i. While virtual learning will not replace the face-to-face environment for our haumāna, we will continue to deliver **‘Ōiwi Edge** learning and teaching for E Ola! through online platforms.

If Kamehameha Hawai'i campus is closed and the DLP is initiated, the po‘o kula will send email communication to ‘ohana and hoa kumu announcing a timeline for implementation.

Technology Platforms and Tools

Kamehameha Hawai'i will continue to use the usual channels for communication with 'ohana, haumāna, and/or kumu.

Platform	Audience	Resource Link/Support
Email/Phone	'Ohana, haumāna, kumu	Ensure your information in KS Connect is accurate. Contact your divisional office for support.
Kamehameha Hawai'i Website	'Ohana, haumāna, kumu	https://www.ksbe.edu/education/hawaii/
Kamehameha Hawai'i COVID Staff Resource Site	Hoa kumu	https://sites.google.com/ksbe.edu/kshcoronavirusupdates/home

The list of common online tools below include the systems that are currently being used by kumu. The purpose of these tools are to deliver engaging content and activities to haumāna at a distance. This will allow haumāna and kumu to continue to interact online.

Online Tools	Division	Description
Canvas	Kula Waena Kula Ki'eki'e	The Canvas Learning Management System allows our kula to build a digital learning environment that meets the unique challenges faced by our institution. Canvas simplifies teaching for our kumu and elevates learning for our haumāna.
Seesaw	Kula Ha'aha'a	Seesaw is a platform for haumāna engagement. Kumu create lessons and activities to share with haumāna in Seesaw.
KS Connect	Kula Waena Kula Ki'eki'e	KS Connect is an online resource for student information and to monitor haumāna progress.

All haumāna in grades K-12 will be taking their devices and chargers home on a daily basis. Also, most of our technology tools are not device specific, which means haumāna will be able to access learning through parental devices, phones, etc. in the event that they cannot access their school iPad/laptop.

Distance Learning Guidelines for Our Kamehameha Hawai'i 'Ohana

The transition to distance learning may be challenging for our 'ohana. We encourage our families to think differently about how to support their children; how to create structures and routines that allow them to be successful; and how to monitor and support their learning and well-being. Some haumāna will thrive with distance learning, while others may struggle. The guidelines provided below are intended to help 'ohana think about what they can do to help their children find success in a distance learning environment.

1. Establish and set the following structures and routines as soon as distance learning is implemented.

- Set regular hours for your children's school work.
- Maintain bedtime routines.
- Define the physical space for your children's study. If possible, this should be a quiet public/family space that can be quiet at times and has a strong wireless internet signal.

2. Take an active role in monitoring and supporting your children's learning.

- Monitor communications from your children's teachers.
- Contact your children's teachers, as needed.
- Have your children explain the Learning Management Systems (Canvas and Seesaw) that their kumu are using.
- As much as possible, be present to monitor and support your children's learning.
- Begin each day with a check-in. Questions you might ask your children:
 - What are you learning today?
 - What are your learning targets or goals?
 - How will you be spending your time?
 - What resources do you require?
 - What supports do you need?
- End each day with a check-in. Questions you might ask your children:
 - What did you learn today?
 - How did you meet your learning targets or goals?
 - How effectively did you use your time?
 - What challenges did you have today? How did you overcome them?
- Allow your children to own their work; do not complete assignments for them, even when they are struggling.

3. Remain mindful of your children's well-being.

- Help your children manage the range of emotions they may experience, including stress, worry, and anxiety by:
 - Encouraging physical activity and/or exercise.
 - Reminding your children to take periodic breaks as they study.
 - Establishing times for quiet and reflection.
 - Helping your children to maintain contact with their friends and to see them in person, when circumstances permit.
 - Monitoring how much time your children are spending online, including study time, as well as their use of social media.

Roles and Responsibilities During Distance Learning

Haumāna Roles & Responsibilities	
<ul style="list-style-type: none"> ● Establish daily routines for engaging in the learning experiences (e.g. 8:00 am start). ● Identify a comfortable, quiet space in your home where you can work effectively and successfully. ● Regularly monitor online platforms (Canvas and Seesaw) to check for announcements and feedback from your teachers. ● Complete assignments with integrity and academic honesty, doing your best work. ● Do your best to meet timelines, commitments, and due dates. ● Communicate proactively with your teachers if you cannot meet deadlines or need additional support. ● Collaborate and support your Kamehameha Hawai'i peers in their learning. ● Comply with Kamehameha Hawai'i's Acceptable Use Policy, including expectations for online etiquette. ● Proactively seek out and communicate with other adults at Kamehameha Hawai'i as different needs arise (see below). 	
For questions about ...	Contact
a course, assignment, or resource	the course or grade level teacher through email or by calling the school office
a technology-related problem or issue	Kula Ha'aha'a Main Office (808) 982-0200 Kula Waena Main Office (808) 982-0400 Kula Ki'eki'e Main Office (808) 982-0600
a personal, academic or social-emotional concern	your school counselor through email or by calling the school office

Roles and Responsibilities During Distance Learning (continued)

'Ohana Roles & Responsibilities

Provide support for your children by adhering to the following *10 Guidelines for Kamehameha Hawai'i Parents* as well as you can:

- Establish routines and expectations.
- Define the physical space for your child's study.
- Monitor communications from your children's teachers.
- Begin and end each day with a check-in.
- Take an active role in helping your children process their learning.
- Establish times for quiet and reflection.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry - contact your child's counselor with any concerns.
- Monitor how much time your child is spending online.
- Keep your children social, but set rules around their social media interactions.

For questions about ...	Contact
a course, assignment, or resource	the course or grade level teacher through email or by calling the school office
a technology-related problem or issue	Kula Ha'aha'a Main Office (808) 982-0200 Kula Waena Main Office (808) 982-0400 Kula Ki'eki'e Main Office (808) 982-0600
a personal, academic or social-emotional concern	your child's assigned school counselor through email or by calling the school office

Kula Ha'aha'a Priorities & Considerations

- After receiving initial notice from the po'o kula about school closure and timelines, 'ohana will receive an email from the Kula Ha'aha'a po'o kumu with division-specific information.
- The primary tools for communication between kumu and 'ohana will be the Seesaw app and email. Kula Ha'aha'a will shift to using Canvas for communication in 2021.
- Haumāna will have both off- and on-screen learning activities designed to engage haumāna in experiences that connect to current curriculum.
- Learning tasks and activities will provide direction to 'ohana on how best to support learning and the expected level of makua involvement. It is expected that haumāna in grades K-2 will need higher levels of support than haumāna in grades 3-5.

Kula Ha'aha'a: Approximate Daily Time Frames for Learning

Kindergarten to Second Grade	
20 - 25 minutes	Reading/Writing (Social Studies connections as appropriate)
20 - 25 minutes	Mathematics
20 - 25 minutes	Social Studies related experiences and/or integrated projects
Third to Fifth Grade	
25 - 30 minutes	Reading (Social Studies connections as appropriate)
25 - 30 minutes	Writing (Social Studies connections as appropriate)
25 - 30 minutes	Mathematics
25 - 30 minutes	Social Studies related experiences and/or integrated projects
All Kula Ha'aha'a Students	
To align with the grade level's specials schedule	'Ōlelo Hawai'i, Art, Music, PE, Science, Library, STEAM, Guidance and Christian Education will provide a range of activities that continue to support the current program.
Flex Learning	<ul style="list-style-type: none"> • Reading aloud and independent reading beyond what's listed above: reading times are K - 1: 10 mins 2: 15 mins 3 - 5: 20 mins • Board games & challenges with math/strategy/critical thinking
Website	Kamehameha Schools Hawai'i - Kula Ha'aha'a Website

ES students enrolled in Lau Liko distance learning will continue with this program.

Kula Waena Priorities & Considerations

- After receiving initial notice from the po’o kula about school closure and timelines, ‘ohana will receive an email from the Kula Waena po’o kumu with division-specific information.
- The primary tool for communication between kumu and ‘ohana, including haumāna, will be Canvas.
- Kumu will share materials directly with haumāna through Canvas. Assessment results will be posted to KS Connect.
- Distance learning for our early adolescent learners will focus on having a balanced, holistic learning experience. Haumāna will engage in both off- and on-screen learning activities.
- Learning experiences are designed to be completed independently or in collaboration with other haumāna. Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via our databases, and reading materials including ebooks, etc.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- Counselors are always available to support students with academic, social, or emotional needs.

Kula Waena: Approximate Time Frames for Learning & Resources

Grade Level	Approximate Time Per Class
Grades 6 - 8* <ul style="list-style-type: none"> • ELA/Social Studies • Science/PE Health • ‘Ōlelo Hawai‘i • Math • Elective 	2-3 synchronous sessions per week <ul style="list-style-type: none"> • Not to exceed 60 minutes per session • Maintain A/B class schedule rotation
Specials 6 - 8* <ul style="list-style-type: none"> • Guidance • Christian Education • Digital Citizenship 	Asynchronous course work updated weekly in Canvas <ul style="list-style-type: none"> • Not to exceed 60 minutes per week
Website	Kamehameha Schools Hawai‘i - Kula Waena Website

*All kumu will maintain virtual office hours from 2:10-2:30 each day. Students may schedule additional appointments as necessary.

MS students enrolled in distance learning through Arizona State University will continue with the ASU program.

Kula Ki'eki'e Priorities & Considerations

- After receiving initial notice from the po'o kula about school closure and timelines, 'ohana will receive an email from the Kula Ki'eki'e po'o kumu with division-specific information.
- The primary tools for communication between kumu and 'ohana, including haumāna, will be Canvas, email and mass phone messaging.
- Haumāna will access materials from kumu via Canvas. Assessment results will be posted to KS Connect.
- Learning experiences are designed to be completed independently or in collaboration with other haumāna. Tutoring is not recommended, nor should a parent/guardian be too involved. However, haumāna should email kumu directly on questions that may arise from lessons assigned for any classes.
- Resources will be available in Canvas and will vary by class and lesson. Resources include links to videos, graphic organizers or cloze passages to complete, scanned material to read and engage with, independent research material via our databases, and reading materials including ebooks.
- Haumāna are encouraged to be proactive in reaching out to kumu when they have questions or assignments that are unclear.
- Teachers will post office hours (at least two 45-minute time slots per week) outside of class and their planning periods to be available for students in addition to Ho'ōla office hours (1:30-3:30).
- Administrators, counselors, Kūkoa kumu, Kahu Boshard, and behavioral health specialists will be available to support haumāna with academic, social, or emotional needs.
- KS Connect will be used as the primary tool to communicate assignments and progress reports.
- Haumāna in the Kaunaloa Dual Credit Program will continue with learning based on the work from their respective post-secondary institutions.
- Haumāna in Kelea'o (Distance Learning) will retain their ASU Digital Prep schedule.
- KSH HS athletic director will maintain communication with HS administration, all coaches, student athletes, and 'ohana on any and all athletic events.

Kula Ki'eki'e: Approximate Time Frames for Learning & Resources

Grade Level	Approximate Time Per Class
Grade 9 - 12	<ul style="list-style-type: none"> • 3-4 classes daily (odd/even rotating schedule) • 90 minutes per class • Minimum of 1 synchronous class per week
Kūkoa/KS Connect	Monitoring of student progress, work expectations, work missed.
Kaunaloa Dual Credit	Continued on-line work with respective post-secondary institutions. Work to be monitored by KSH HS dean of studies.
Kelea'o (Distance Learning)	Continued on-line work with ASU. A KSH HS staff member will be assigned to monitor and communicate with each Kelea'o student on his/her progress.
Website	Kamehameha Schools Hawai'i - Kula Ki'eki'e Website

This DLP was adapted from the DLPs of the American International School of Japan and 'Iolani School, with our mahalo.

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