

Honoka`a High and Intermediate School

Distance Learning Student Handbook 2020-2021

This document is intended to supplement the [HHIS Student Handbook](#) and the [Honoka`a High and Intermediate Return to Learn: Reopening for COVID-19 School Plan - SY 2020 - 21](#) and provide specific information to students and families regarding expectations while on distance learning.

Distance learning is defined as students receiving their education off campus virtually, through online programs such as Acellus or Google Classroom. The Hawaii Department of Education (HIDOE) is requiring all students to attend school through distance learning until September 11, 2020.

Co-Curricular Activities (Currently On Hold)

Attendance & On-Campus Activities

In addition to the attendance policy outlined in the HHIS Student Handbook 2020-2021, daily attendance is required for all school days. Students are expected to follow the [revised bell schedule](#), check Google Classrooms and attend live sessions with their teachers everyday using their school g-mail account. Students on Acellus are considered present when the lessons for the instructional day are completed in each course (approximately six hours per day).

Students are not allowed on campus during the school day except for the following reasons:

- Picking up breakfast or lunch during the designated times (drive up only, students cannot get out of their car)
- Participating in athletics (currently on hold)
- Participating in Uplink (middle school and currently on hold)
- Meeting and/or tutoring with an administrator, teacher, or counselor (must be a scheduled meeting, drop-ins are not allowed at this time)

Bell Schedule

Students are expected to complete the daily assignments provided in Google Classroom or on Acellus. Please keep in mind that daily academic routines support on-line learning success. Additionally, we recommend students allocate approximately six hours per day to complete online classes.

Distance Learning Bell Schedule August 24 - September 11, 2020

Monday/Thursday				Tuesday/Friday			
8:30	9:00	30	Opening/Office Hours	8:30	9:00	30	Opening/Office Hours
9:00	9:15	15	Advisory (Live)	9:00	9:15	15	Advisory (Live)
9:20	10:05	45	Period 1 (Live)	9:20	10:05	45	Period 5 (Live)
10:05	10:50	45	Period 1 Support (Live)	10:05	10:50	45	Period 5 Support (Live)
10:50	11:35	45	Grab and Go Lunch	10:50	11:35	45	Grab and Go Lunch
11:35	12:20	45	Period 3 (Live)	11:35	12:20	45	Period 7 (Live)
12:20	1:05	45	Period 3 Support (Live)	12:20	1:05	45	Period 7 Support (Live)
<p>Wednesday</p> <p>No live classes on Wednesday. Please continue to work on your assignments independently. If you need help, email or call your teacher(s)</p>							

Student Meal Information

Grab and Go meals are available to any public school student at their homeschool or a public school closest to their residence. Students must display their student ID to receive a meal.

	Regular Cost	Reduced Cost	Honokaa High & Intermediate	Waimea Elementary	Pa'auilo
Breakfast	\$1.20	\$.30	8:00 - 8:30 a.m.	7:30 - 8:00 a.m.	7:30 - 8:00am
Lunch	\$2.75	\$.40	11:00 - 11:35 a.m.	11:00 - 11:30 a.m.	11:45-12:15pm

Courses & Grading

Students are expected to complete assignments provided by their teachers through Google Classroom. Specific requirements are outlined in each teacher's syllabus and students are responsible for communicating with their teachers when questions or concerns arise. Students using Acellus are required to complete daily lessons and are expected to finish all the lessons to receive a passing grade.

Grading

Due to COVID-19, class schedules are modified to support online learning and all students will only take four classes each semester. This means, students taking a year long course will complete that course at the end of the semester. For example, students enrolled in a typical year class (e.g. English, Math, Science) Semester 1, must finish all the work and pass by December 18, 2020. Similarly, students enrolled in a typical semester class (e.g. Participation in Democracy, Health, Economics) must

finish all the work and pass by October 2, 2020. Report cards with final grades will be mailed out the week of January 11, 2021 for Semester 1 and June 4, 2021 for Semester 2.

Students using the Acellus online program will follow the same grading timelines. Similar to a typical classroom, grades are calculated based upon students' progress in combination with their grade for **each** course.

Expectations & Online Etiquette (Netiquette)

Whether on the Distance or Blended Learning Track, Chapter 19 misconduct policies apply and students are subject to disciplinary action for any Chapter 19 infraction.

Google Classroom Posts and Comments

When posting or commenting in Google Classroom and/or emails students must adhere to the following rules:

- Use appropriate language at all times
- Provide meaningful and helpful comments on the lesson and positively contribute to a discussion. Hurtful comments that put other students down is not acceptable

Virtual/Live Google Meet or WebEx Rules and Expectations

Live lessons via Google Meet can be a really useful way for allowing students to ask questions about their work and talk to their teachers directly. Active and positive participation in virtual/live Google classrooms are expected and attendance is taken. It is essential that all students adhere to the following live lessons rules:

- Keep your video on at all times. Any person not allowed on the live lesson will be removed
- Keep your audio off until called on or instructed to do so by the teacher
- Use the chat function for instructional purposes only
- Follow the Dress Code policy and wear appropriate clothes (e.g. males must wear shirts)
- Students must be logged into their Honoka'a High and Intermediate School Google account and be identifiable by the teacher (both name and image)
- Items in camera view must be school appropriate. (i.e. hunting gear, guns, knives, bows are not in camera view.)

Students choosing to not follow the virtual/live Google meets rules and expectations are subject to Chapter 19 consequences.

Student Roles & Kuleana

- Establish daily routines for engaging in the learning experiences
- Check your email daily to make sure you are up to date on announcements and feedback from your teachers

- Identify a comfortable, quiet space in your home where you can work effectively and successfully. Make sure you are sitting upright in a chair (no lying down)
- 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 require additional support, respond within 24 hours is best practice
- Collaborate and support your peers
- Comply with Honoka‘a High and Intermediate’s [Digital Device Policy](#), including expectations for online etiquette

Using a School Device

To help ensure equal access, all students will have access to a chromebook. Important information regarding Honoka‘a Digital Device Policy and Guidelines are located at www.honokaa.k12.hi.us/future-ready-learning.html or call the school at (808) 775-8800.

Parent(s)/Guardian(s) are required to review the Technology Responsible Use Guidelines and return the Technology Responsible Use Form to the office. If you need technical support please contact Nathaniel Faggard at nathaniel.faggard@k12.hi.us

Student Support

For students who may need assistance dealing with new routines and coping with the changes to the school environment, Honoka‘a High and Intermediate School has both school counselors and school-based behavioral support staff available. Students or parents may also contact any staff member for assistance.

Name	Position	Email	Phone Number
Daphne Honma	7th & 8th Grade Level Counselor	daphne.honma@k12.hi.us	313-7042
Marlise Lambert	9th Grade Level Counselor	marlise.lambert@k12.hi.us	313-7080
Arlene Fujioka	10th Grade Level Counselor	arlene.fujioka@k12.hi.us	313-7070
Angella Brandt	11th Grade Level Counselor	angella.brandt@k12.hi.us	313-7060
Lynelle Coelho	12th Grade Level Counselor	lynelle.coelho@k12.hi.us	313-7103
Christin DeCoito	Behavioral Health Specialist	christin.decoito@k12.hi.us	313-7141
April Gaoiran	Behavioral Health Specialist	april.gaoiran@k12.hi.us	313-7082
Adam Wieland	Behavioral Health Specialist	adam.wieland@k12.hi.us	313-7190