

SY 2020-21

K-12 Distance Learning Plan

Kamehameha Schools Maui



Introduction to our Distance Learning Plan

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Kamehameha Schools Maui understands that a school closure for any emergency situation is a major decision affecting many families, faculty, staff, and the larger Maui community. However, we will be prepared in the event state health officials or the School's Administration deem this action necessary for the health and safety of our KS Maui community.

Should such a closure be deemed necessary the school will initiate a K-12 Distance Learning Plan in order to provide continuity of instruction. The Distance Learning Plan will include faculty as well as student support services.

We are committed to ensuring that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of school closure. We must acknowledge that our approach to distance learning cannot replicate the magic that happens when school is in regular session (the invaluable social interactions and mediation, real-time, in-person feedback, community and extracurricular events, and so on). However, we do contend that quality learning can occur virtually.

The purpose of Distance Learning at KS Maui will be to accomplish four K-12 goals within a flexible framework: ***Teacher Contact Time; Online Content Delivery; Online Monitoring of Student Progress/Student Assessments; and On-going Student Support.***

It is our intention that we continue to live our mission, vision, and strategic plan, which together assert that, in order to prepare our students to respond to an ever-changing world, learning remains responsive, adaptive, personalized, and relationship-based. The act of delivering distance learning in an emergency situation provides us with a unique opportunity to reinforce what we assert through our founding documents.

If Kamehameha Schools Maui campus is closed and distance learning is implemented, the Po'o Kula will send email communications to both parents and faculty/staff announcing a timeline for implementation.



KAMEHAMEHA SCHOOLS®

Glossary of Terms

Term	Definition
Asynchronous	Flexible, self-paced learning model that allows students to access and complete assignments as their schedule allows, rather than at a fixed time.
Cohort	A specific grouping that keeps students assigned to a particular group that does not interact with other groups in order to narrow exposure or cross contamination.
Distance Learning	A model of learning that takes place entirely in an online environment and may include both synchronous and asynchronous learning.
Face-to-Face	In-person learning environment taking place on campus.
Hybrid Learning	A combined model that uses both synchronous and asynchronous learning strategies both virtually (online) and face-2-face (on campus).
LMS (Learning Management System)	A software program that allows educational institutions to create and manage courses in an online environment. <ul style="list-style-type: none"> • Seesaw: LMS Platform utilized primarily in the Lower Division (K-5) • Canvas: LMS Platform utilized primarily in the Upper Division (6-12)
Synchronous	Collaborative learning model that happens in real-time, with other learners, during scheduled sessions.
Virtual Learning	This term is used in conjunction with our hybrid learning model to define the learning time scheduled online and off-campus.

Technology Platforms and Tools

All students are provided with a device may it be an iPad or Macbook, depending on the grade-level. This 1:1 program ensures that all students are equipped for distance learning and increases their accessibility to online learning. Kamehameha Schools organization has adopted the use of Canvas, a Learning Management System (LMS). The use of an LMS will allow us to ensure delivery of engaging content and activities to students at a distance. Canvas will house lessons and assessment/feedback structures to allow for students and teachers to interact online.

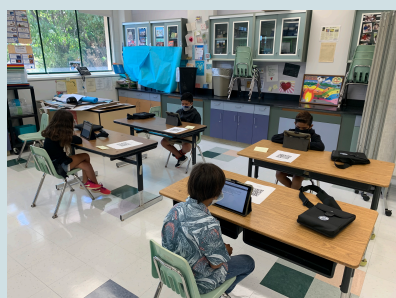
LMS	Description	Resource Link
Seesaw (primarily at Elementary)	Seesaw is a platform for student engagement. Student use creative tools to make pictures, draw, record videos and more, to capture learning in a portfolio. Teachers create lessons and activities to share with students in Seesaw.	https://help.seesaw.me/hc/en-us
Canvas (K-12)	The Canvas LMS allows schools to build a digital learning environment unique to their institution. Canvas is made up of a powerful set of highly integrated learning products that allow for maximum functionality.	KS Digital- https://www.ksbe.edu/digital/ Parent Training- https://bit.ly/canvasohana-n 'Ohana Help Desk – https://www.ksbe.edu/digital/ohanahelp/

Communication will be delivered through the usual means.

Platform	Description	Resource Link/Support
Email	Faculty, Staff, Parents, Students	Ensure your information in KS Connect is accurate. Contact your divisional office for support.
Text, Phone, School Messenger	Faculty, Staff, Parents, Students	
Kamehameha Schools Maui Website	Faculty, Staff, Parents, Students	https://www.ksbe.edu/education/maui/




Other Tools	Description	Resource Link
QuickTime	Use QuickTime Player to play, record, edit, and share audio and video files on your Mac.	https://support.apple.com
PhotoBooth	PhotoBooth is a video creation tool that students/teachers can access easily to create quick videos.	http://support.apple.com
Microsoft Teams	Cloud-based distance meeting collaboration platform that allows for live classroom or small group sessions between teacher & students.	https://support.office.com
Zoom	Cloud-based distance meeting collaboration platform that allows for live classroom or small group sessions between teacher & students.	https://support.zoom.us/hc/en-us

Note: Teachers may have additional online tools they use that are specific to their content areas.



Learning Models

Kamehameha Schools will provide a selection of learning models based on its assessment of internal and external risk considerations. These considerations will align with the State of Hawai'i's Strategy to Reopen and Reshape the Economy and key guidance from the CDC's Considerations for Schools; and the CDC's Scaling Up Operations publications.

			
Learning Model	Face-to-face Learning	ES and MS: Cohort Model HS: Hybrid Model	Distance Learning
Learning Expectation	<ul style="list-style-type: none"> • Student well-being is a priority. • Commitment to E Ola! Learner Outcomes. • We provide high quality, rigorous, innovative, Hawaiian culture-based education. • Learning will always remain responsive, adaptive, personalized, and relationship-based. • <i>Use of Canvas K-12 as our LMS.</i> 		

All of the actions listed are designed with the well-being of our entire campus community in mind. We will adapt to the needs of our families to ensure that every haumāna can thrive with our kōkua.

RISK LEVEL	LOW	MODERATE (We are here)	HIGH
External: State of HI Impact Level Alignment	"New Normal"	"Act with Care"; "Recovery"	"Stay at Home"; "Safer at Home"
Internal: KS Risk Assessment	Strong confidence in local/KS transmission, mitigation, management.	Medium confidence in local/KS transmission, mitigation, management.	Little confidence in local/KS transmission, mitigation, management.
Campus Density	Near 100%	50% - 100%	0%

Distance Learning Guidelines for Teachers

In all that we do at Kamehameha Schools Maui, we reflect on our core Hawaiian values: **pilina**, **'imi na'auao**, and **kūlia pono/kuleana**. The transition to distance learning will not be quick or easy, our core values offer a foundation for our Distance Learning Guidelines.



- **Pilina:** teachers will need to think differently about how to support student learning and well-being, communicate instruction effectively, and provide timely and meaningful feedback.
- **'Imi Na'auao:** teachers will design lessons and assignments that are authentic and relevant, and ensure students engage in rigorous learning experiences and reflect on their learning.
- **Kūlia Pono/Kuleana:** Students and teachers participate in an online learning community, collaborate and utilize each other as valuable resources and affirm that learning is ongoing.

Guidelines provided below are intended to help teachers across all divisions to plan and develop their distance learning curriculum.

PILINA

1. At Kamehameha Schools Maui, student well-being is our priority

Kamehameha Schools Maui's commitment is to nurture relationships and demonstrate deep care for our haumāna and their 'ohana. While in a distance model, your students may be stressed or worried. Take the time to assess your students' **mental, physical, and emotional well-being**. Even through your online delivery, we will continue to build pilina and work to mālama our students' needs as necessary.

2. Communication is key

Especially in a Distance Learning model, when we cannot make in-person connections, teachers should find alternative ways to continue to reach out, build pilina and communicate with students and families. Various channels such as emails, phone calls to families, school newsletters or bulletins are available as well as through learning management systems (e.g. Canvas, Seesaw). Teachers should remember that while many students will thrive with distance learning, others will struggle so there is no such thing as overcommunicating or over-connecting when trying to support our learners virtually.

'IMI NA'AUAO

3. Commit to E Ola! Learner Outcomes

Whether on campus or from a distance, Kamehameha Schools ensures all students have access to a world-class education that includes Hawaiian-culture based, project-based learning focused on our **E Ola! Learner Outcomes** to design and implement high quality, rigorous learning experiences for our students. Although distance learning makes it difficult for teachers to facilitate and engage with students through hands-on learning, we assert that when teachers design curriculum with the E Ola! Learner Outcomes end in mind, learning, regardless of time and location, learning will be rich and meaningful.

4. Less is more

One challenge confronting teachers is how to best streamline content and elevate the most essential learning for students. In other words, teachers will take a **less-is-more perspective**, focusing on essential standards and developing online curriculum around the most meaningful content. Essential content and skills should be addressed when designing the pacing, lessons, volume of assignments and assessments.

KŪLIA PONO/KULEANA:

5. Design various learning experiences

When school is closed and students are learning from various locations, teachers will work to connect them **asynchronously** (not all students at the same time). Knowing that students might not all be online at the same exact time, teachers can use KS approved devices and modes of communication for discussion forums/threads like Padlet and Flipgrid to allow for student responses and dialogue. Students are responsible for their own learning and need to monitor their progress in each class. When it comes to student engagement and learning, relationships and collaboration remain important as much online as they do in person.



There are many ways teachers can foster it through **synchronous** (all students at the same time) learning. When campus is closed, students will be able to gather for synchronous learning through online video conferencing platforms such as Microsoft Teams or Zoom.

6. Think differently about assessment

Online assessments are one of the most challenging components for teachers to develop in a distance learning model. Distance learning should be seen as an opportunity for students, individually or collaboratively, to complete writing assignments, design infographics, make video presentations, or complete oral assessments via video chat*. Teachers are encouraged to **think differently about the frequency and end goal of assessment** instead of forcing a traditional assessment method that doesn't fit distance learning. Thinking differently about assessment will positively influence the experience for students, leverage the strengths of distance learning, and prevent frustration when traditional methods do not work.

*KS Appropriate Interaction with Students Policy 201.01 applies (see Addendum)

Distance Learning Guidelines for ‘Ohana

The transition to distance learning may be challenging for families. Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children’s learning. Some students will thrive with distance learning, while others may struggle. The four guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

1. Establish routines and expectations.

From the first day Kamehameha Schools Maui implements its DLP, parents should establish routines and expectations. Kamehameha Schools Maui encourages parents to set regular hours for their children’s schoolwork. Parents should identify a public space, not in a child’s bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Siblings may need to work in different rooms to avoid distraction. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented. Parents are encouraged to start and finish each day with a simple check-in. Older students may not want to have these check-ins with parents (that’s normal!), but they should, nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a distance learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

2. Monitor communications from your child’s teachers.

Teachers will communicate with parents through email, as necessary. We also encourage parents to have their children explain the online platforms (e.g. Seesaw, Canvas, etc.) their teachers are using.

3. Take an active role in helping your children process and own their learning.

During a regular school day at Kamehameha Schools Maui, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they’re learning. However, it’s important that your child completes their own work; don’t complete assignments for them, even when they are struggling.

4. Remain mindful of your child’s stress or worry.

This new situation may cause stress for your children. Should this happen, it is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They may be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide. Please reach out to your child’s counselor should he/she experience high levels of stress or worry.

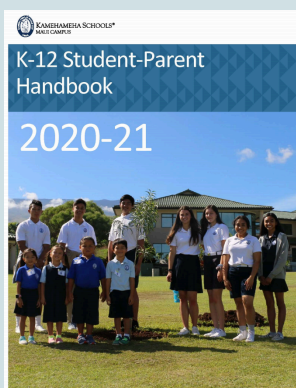
We thank you in advance for your patience and partnership!

Roles & Responsibilities During Distance Learning

Many stakeholders will contribute to the effective implementation of this DLP. The roles and responsibilities of students and parents are delineated below.

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:15 a.m.start).
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms (Seesaw, Canvas, Showbie, email, etc.) 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 require additional support.
- Collaborate and support your Kamehameha Schools Maui peers in their learning.
- Comply with Kamehameha Schools Maui's Acceptable Use Policy, * including expectations for online etiquette. Proactively seek out and communicate with other adults at Kamehameha Schools Maui as different needs arise (see pg 8).



'Ohana Roles & Responsibilities

Provide support for your children by adhering to the four Distance Learning Guidelines for 'Ohana as well as you can:

- Establish routines and expectations
- Monitor communications from your children's teachers
- Take an active role in helping your children process their learning
- Remain mindful of your child's stress or worry

* link to [Parent & Student Handbook](#), view pages 43-48

School Contact Information

For questions about . . .	Contact
A course, assignment, or resource	Your course teacher.
A technology-related problem or issue	<p>Elementary: Kumu Sanoe Cabanting-White: sacabant@ksbe.edu</p> <p>Middle School: Kumu Dutch Tanaka-Akana: dutanaka@ksbe.edu</p> <p>High School: Kumu. Francine Fujiwara: frfujiwa@ksbe.edu</p>
A personal, academic or social-emotional concern	<p>Your grade-level counselor</p> <ul style="list-style-type: none"> • K-2 Counselor, Mr. Kimoto jokimoto@ksbe.edu • Grade 3-5 Counselor, Ms. Ashley Canillo ascanill@ksbe.edu • Grade 6 & 7 Dean of Students, Kumu Kekaula kecampbe@ksbe.edu • Grade 6 & 8 Dean of Students, Kumu Mike mitom@ksbe.edu • Grade 9 Dean of Students, Ms. Razo karazo@ksbe.edu • Grade 10 Dean of Students, Ms. Chong mlchong@ksbe.edu • Grade 11 Dean of Students, Mr. Akeo laakeo@ksbe.edu • Grade 12 Dean of Students, Mrs. Moala kamatael@ksbe.edu • Class of 2020 Dean of Students, Ms. Nakamura linakamu@ksbe.edu <p>• Academic Support Kumu Nālani Ka‘a‘a nlkaaa@ksbe.edu</p> <p>• Behavioral Health Specialist Kumu Kimberly Dolan kidolan@ksbe.edu</p> <p>• Behavioral Health Specialist Kumu Anu Getgen wagetgen@ksbe.edu</p> <p>• Behavioral Health Specialist Kumu Melissa Stewart-Rodrigues mestewar@ksbe.edu</p> <p>• Student Support Services Kumu Beverly Kempsey bekempsey@ksbe.edu</p> <p>Kahu</p> <ul style="list-style-type: none"> • Grades K- 5 Kahu Monica Mata momata@ksbe.edu • Grades 6-8 Kahu. Kanani Franco refranco@ksbe.edu • Grades 9- 12 Kahu Kalani Wong klwong@ksbe.edu

Lower Division Priorities & Conditions



- After receiving initial notice from the Po‘o Kula about school closure and timelines, families will receive an email from the Lower Division Head with specific information.
- The primary tools for communication between teachers and families will be email and Canvas.
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades K–2 will need higher levels of support than students in grades 3–6.

Lower Division: Approximate Time Frames for Learning

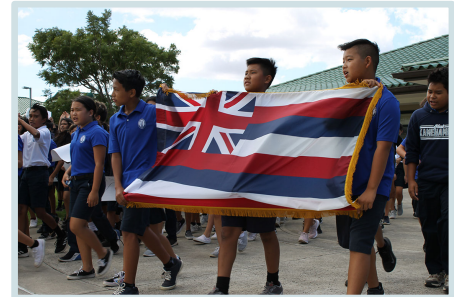
Kindergarten to Second Grade	
30 minutes	Reading/Writing (Social Studies connections as appropriate)
30 minutes	Mathematics
Third to Fifth Grade	
30-45 minutes	Reading/Writing (Social Studies connections as appropriate)
30-45 minutes	Mathematics
All Lower Division Students	
30 minutes	<p>One Specials lesson provided each day</p> <p>K-2 Semester 1/3-5 Semester 2: Science, Hawaiian Tech & Music, Guidance, 'Āina</p> <p>3-5 Semester 1/ K-2 Semester 2: Art, Physical & Health Education, Christian Ed, Guidance, Innovation/Library</p>
Holomua	Students meet with Holomua Kumu during agreed upon time

Upper Division Priorities & Conditions



- After receiving initial notice from the Po‘o Kula about school closure and timelines, families and students will receive an email from the Upper Division Head with division-specific information.
- The primary tool for communication between teachers, families, and students will be email.
- Teachers will also share resources through Canvas.

- Learning experiences are designed to be completed independently or in collaboration with other students. Third party tutoring is not recommended, nor should a parent/guardian be too involved.
- 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 online sources or our library databases, and reading materials including ebooks.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- Grade level Dean of Students are always available to support students with academic, social, or emotional needs. Please initiate contact by email.



Upper Division: Approximate Time Frames for Learning

Grade Level	Approximate Time Per Class
Grades 6-8	50 minutes
Grades 9-12	70 minutes

Additional Resources

For Teachers - Support Teaching Online

Website: [Kamehameha Schools DL Hawaiian Resources](#)

Website: ["15 Strategies for Online Learning When School is Closed"](#)

Website: ["10 Strategies for Leading Online When School is Closed"](#)

Website: ["How to Design for Learning: Four Approaches to Nonlinear Curriculum"](#)

Website: ["Seven Ways Technology Can Deepen, Not Cheapen, Place-Based Learning"](#)

Websites: ["Six Ways to Move Beyond the Classwork/Homework Divide \(and Never Look Back\)"](#)

Website: ["Three Ways Online Reflection Promotes Learner Agency in an Age of Urgency" "Why](#)

Website: [Online Connection and Collaboration Matter, Now More Than Ever"](#)

Website: [Teach Online During an Emergency](#)

Website: [Global Online Consortium Resources](#)

Course: [Rapid Transition to Online Learning](#)

For Teachers - Curriculum Resource Sites

Website: [Khan Academy](#)

Website: [TedEd](#)

Website: [Future Learn](#)

Website: [YouCubed - Tasks and More](#)

For Teachers - Other Approved Tools

Padlet - [Online collaboration board](#)

Duolingo - [Language learning app](#)

Animoto - [Video creation tool](#)

Kahoot - [Game-based learning platform](#)

Microsoft OneNote - Online content aggregation (like an online binder); download from Self-Service before you & your students leave for break

TinkerCAD - [3D modeling program](#)

Resources for Parents

Infographic: [Online Learning Habits for Students](#)

Website: [Online Learning and the Parents Role](#)

Website: [Parent Engagement with Student Online Learning is Important](#)

Website: [Common Sense Provides Resources Resources to Prepare for COVID](#)

Website: [What to Ask When Your Kids Bring Home a Device](#)

More resources can be found on the Kamehameha Maui website: <https://www.ksbe.edu/education/maui/>

KS PreK-12 Distance Learning Guidelines

Faculty and Staff Conduct Expectations When Interacting with Students.

❖ Reminders

- Student & Parent Handbook, school policies and procedures and expectations of student behavior still apply.
 - Reinforce expectations for student behavior, remind of violations of policies subject to discipline.
 - KS policies and procedures and expectations of employee conduct still apply.
 - At a minimum, faculty and staff please review the 3 procedures below which have the most relevance to our Distance Learning environment.
- Procedures 201.1.01 - Appropriate Interactions with Students
 - Procedures 201.1.02 - Reporting Suspected Child Abuse or Neglect
 - Procedures 201.1.03 - Harassment, Intimidation and Bullying of Students

KS IT Standards of Conduct

- Handle all KS system properly and professionally, protecting learners, colleagues, partners and our mission from harm.
- Promptly reporting problems or misuse to the KS ITD Help Desk.
- Behaving in accordance with the KS Code of Conduct.
- DO NOT:
 - Reproduce or store any items in violation of copyright and legal protection.
 - Use profanity or language that denigrates any individual or group.
 - Use KS system to harm others, alter other people's materials, misrepresent any identity.
 - Look at information not intended for your viewing or in doing anything illegal or non-ethical.

Specific Faculty/Staff and Student Distance Learning Boundaries

<ul style="list-style-type: none"> • Utilize the Distance learning platform provided by KS for communications with students. • Keep communication with students to specific days and times. • Do not use personal cell phones and personal email for communications with students. • Remember appropriate conversation topics and pay attention to language: <ul style="list-style-type: none"> • Keep voice of communication formal – avoid abbreviations and emoticons. • Avoid making, forwarding or responding to emails or posts that are offensive or inappropriate for classroom. • Avoid terms of endearment, affectionate greetings. • Be mindful of home backgrounds and environments during a video conference. • Hold videoconferencing in small groups rather than 1:1 communications whenever possible. <ul style="list-style-type: none"> • No private messaging – respond to students in group chat. • If students query privately, address concerns publicly. • Keep records of conversations and chats. 	<ul style="list-style-type: none"> • Where alternatives to 1:1 communication are unavailable, adopt rules for 1:1 video conferencing that reflect existing boundaries policies. For example: <ul style="list-style-type: none"> • Faculty must notify parents via email of the need to schedule a 1:1 videoconference. Explain the purpose and invite parents to attend, if desired. • Clearly define the purpose of the 1:1 meeting with students and set time limits for when such conversations can take place. • Faculty must notify their supervisor immediately of any concerns that may arise as a result of such videoconference, such as student safety and well-being. The school administrator should collectively determine, based on the facts of each situation, whether further action is warranted. • Keep personal lives separate – don't send personal photos or clips to students and instruct students likewise. • Keep parents informed about structures and activities and chat group, websites.
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KS PreK-12 Distance Learning Guidelines

KS PreK-12 Communication With Parents and Students

- ❖ Student & Parent Handbook, computer use training principles, and school policies and procedures and expectations of student behavior still apply:
 - KS will maintain expectations for student behavior (e.g., cyberbullying, harassment, cheating)
 - Violations of policies will be subject to discipline.
- ❖ The KSM Lower and Upper Divisions will inform parents of the scope of the distance learning programs and KS's expectations for use of the distance learning platform.
 - Specifically describe the distance learning plan and explain the various ways in which online platforms may be used for both asynchronous and synchronous learning.
 - Communicate the expectations of live video-conferencing use, whether video conferencing will be recorded, and KS's policies and procedures for faculty interactions with students during distance learning.
- ❖ Ask for parent kōkua to partner with faculty to ensure student understanding school expectations:
 - Importance of respectful online communications.
 - Faculty will keep communication with students to specific days and times.

Distance Learning – KS Employees responsible for the supervision of a Visitor or Volunteer (including virtual) are responsible for:

- ❖ Ensuring a Visitor or Volunteer (including Virtual) does not have unobservable interactions with a student without a second adult (KS employee or background checked and trained volunteer) present/observing, outside of an emergency situation.
- ❖ Ensuring that each Visitor or Volunteer (including Virtual) has met the requirements to be an approved Visitor or Volunteer (including Virtual) for the KS Educational Activity (see below);
- ❖ Giving each Visitor or Volunteer (including Virtual) an orientation that includes role and responsibilities of the Visitor or Volunteer (including Virtual), the requirement for appropriate conduct, and who to contact with questions; and
- ❖ Informing each Visitor or Volunteer (including Virtual) of the expectation to report as soon as possible to an Employee or through the Hi'ikua Student/Parent Helpline any suspected inappropriate interaction between an adult and a student, any suspected child abuse or neglect, and any suspected student harassment, intimidation or bullying.
- ❖ Ensuring that visitors/guest speakers that have frequent/multiple visits be cleared as a volunteer.