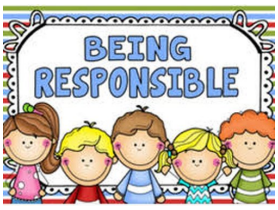
Lower Division Haumāna Guidelines
for Distance Learning and Online Expectations

Academic Kuleana 	• Students should ***participate*** in their online learning as delivered in Canvas/Seesaw as they would during their regular face-to-face schedule. • Participation in live Zoom (synchronous) sessions are required unless otherwise arranged with kumu. • Students should demonstrate high levels of ***engagemen***t. As a contributing member of their online learning community, this includes: sharing content and ideas, asking questions, participating in dialogue and discussion and supporting peers when able. • Students are expected to ***complete*** all assignments/assessments and submit ***original work*** that is authentic and is reliable evidence that reflects students' knowledge and skill. • ***Academic integrity*** should be applied at all times, for all courses, by all students. Whether attending school face-to-face or through distance learning, Kamehameha Schools policy prohibits: cheating, plagiarism, copying, etc.. • All behavior and interaction online should be that of **respect, rapport and etiquette** to self, peers, and kumu.
Canvas and Seesaw Course Responsibilities	• Follow the **2020-21 Kula Ha'aha'a Distance Learning Schedule** to know which classes to Zoom with or receive lessons from on Canvas/Seesaw for each day of the week. • Please have all of course materials with you as needed. • Kumu will be giving you feedback on assignments turned in. This should be addressed within 24 hours via email, Canvas or Seesaw. • Submit all assignments by the due dates listed in the Canvas Calendar
Attendance	• Attendance for live Zoom sessions (synchronous) will be taken. • Recorded sessions will be made available on Canvas for those who may miss the live Zoom session. • Be sure to contact your child's kumu to let them know your child missed class but watched the recorded Zoom session so they can be marked "present".
Online Meeting Guidelines **(Live or Recorded)** 	• KS uniform and appearance guidelines apply while on camera. • Sit in an upright position at a table or appropriate study location (not on bed). • Test your computer before class starts to make sure you can be seen and heard. • Backgrounds, whether actual or virtual should be simple and not distracting. • Be aware of background noise that may interfere with the audio such as fish tanks, TVs, radio, individuals talking or children playing. • Log-in a few minutes before your scheduled synchronous session in order to be on time. • Have your camera on and your microphone muted as you start an online session. • Do not leave the class early (unless kumu has previously approved this early release). • Live sessions and chat will be recorded.

Other Considerations 	• If you contact your teachers after 3:30pm they will respond within 24 hours. In other words, if you email them at 5 pm, they may not respond until the next morning. • Keep the lines of communication open with your kumu. Email them should you have any questions or if you need more support to be successful during distance learning. • Stick to a routine. • Designate a study area in your home that allows you to focus on your learning. • Make sure to take breaks throughout the day; step away from your iPad to allow time for you to go outside, exercise, grab a snack, do a hobby, etc.
Kokua 	• Reach out to your counselor if you need academic, emotional, or Kahu Kalani Wong for spiritual support. ○ K-2 Mr. Jon Kimoto jokimoto@ksbe.edu ○ Gr 3-5 Ms. Ashley Canillo ascanill@ksbe.edu ○ Kahu Wong klwong@ksbe.edu • Please report any iPad technical difficulties immediately to Kumu Sanoe Cabanting-White: sacabant@ksbe.edu

Examples of synchronous and asynchronous modes of learning:

Synchronous (at the same time)	Virtual meeting with kumu and peers through Teams or Zoom that might include direct instruction, explicit delivery of content and introduction of skills, whole/small group discussion, live presentations, etc. *Attendance will be taken for synchronous sessions*
Asynchronous (on your own)	Acces materials and resources that were posted in Canvas/Seesaw that offer direct instruction, explicit delivery of content and introduction or practice of skills. Complete posted assignments, tasks, or assessments such as discussion board, responses, research, view videos, etc.