Radford High School Online Summer School 2020

Dates: June 2\textsuperscript{th} – June 30\textsuperscript{th} (no school June 11\textsuperscript{th})
Semester 1: June 2\textsuperscript{nd} – June 16\textsuperscript{th}
Semester 2: June 17\textsuperscript{th} - June 30\textsuperscript{th}
Hours: 8:00-1:30pm

<table>
<thead>
<tr>
<th>Courses*</th>
<th>Dates:</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geometry</td>
<td>6/2-6/30</td>
<td>1.0</td>
</tr>
<tr>
<td>English 10</td>
<td>6/2-6/30</td>
<td>1.0</td>
</tr>
<tr>
<td>English 11</td>
<td>6/2-6/30</td>
<td>1.0</td>
</tr>
<tr>
<td>English 12</td>
<td>6/2-6/30</td>
<td>1.0</td>
</tr>
<tr>
<td>World History</td>
<td>6/2-6/30</td>
<td>1.0</td>
</tr>
<tr>
<td>Modern History of Hawaii</td>
<td>6/2-6/16</td>
<td>.5</td>
</tr>
<tr>
<td>Participation in Democracy</td>
<td>6/17-6/30</td>
<td>.5</td>
</tr>
<tr>
<td>Economics</td>
<td>6/2-6/16</td>
<td>.5</td>
</tr>
<tr>
<td>American Problems (Social Studies Elective)</td>
<td>6/17-6/30</td>
<td>.5</td>
</tr>
<tr>
<td>Health</td>
<td>6/2-16 &amp; 6/17-30</td>
<td>.5</td>
</tr>
<tr>
<td>PE Lifetime Fitness (PEP1005)</td>
<td>6/2-16</td>
<td>.5</td>
</tr>
<tr>
<td>PE Lifetime Activities (PEP1010)</td>
<td>6/17-30</td>
<td>.5</td>
</tr>
</tbody>
</table>

*Courses to be offered subject to enrollment.

Additional courses will be offered through our Credit Recovery Program. Students needing to make up failed courses outside of those listed above need to contact their counselor for more information. If you are not a Radford student, please provide evidence that you failed the course to lisa.johnstone@k12.hi.us.

Students in the Credit Recovery program will receive a S (Satisfactory) or U (Unsatisfactory) for their work. No letter grade will be given.

**Registration:** Registration will be done online: https://bit.ly/radfordsummerschool2020 or in person at the Radford High School front office on Mondays between 9am-12:30pm and Thursdays between 1-3pm (beginning 5/4.) Registration will be open until classes are filled. Once you have registered please mail or drop your payment off at the Radford High School's front office on the days and hours listed above. Please include the attached Technology Responsible Use form for non-Radford students. Payment must be received by Friday, May 22\textsuperscript{nd} or the student will be dropped from the class.

Mail payment to:
Radford High School
ATTN: Summer School
4361 Salt Lake Blvd.
Honolulu, HI 96818

**Cost:** $95 per .5 credit, $190 for 1.0 credit. Please make checks payable to: Radford High School.
Radford High School Online Summer School 2020

Radford High School Online Summer School Program
Student and Parent/Guardian Agreement Form

Radford High School’s Summer School will take place online. The online courses will have the same expectations as a traditional course.

- Students are expected to log-on and participate daily as instructed by their teachers.
- Students will need to have access to the internet and to a device with a camera during summer school hours.
- Students are expected to work during summer school hours. Appointments should be scheduled around summer school hours.
- Students will not be required to work outside of summer school hours unless they are unable complete assigned tasks during school hours.
- Excessive absences, tardies, misconduct, and/or negligent behavior are grounds for dismissal. If a student taking a year class is absent three times or more during summer school, they will be dismissed from the course. If a student is taking a semester class is absent two or more times they will be dismissed from the course. Three tardies will equal one absence.

Any student who is unable to finish the coursework by the end of summer school is dismissed or withdrawn from summer school no refund of tuition will be given.

The following information is needed at time of registration:

- Student Name, Student ID (SIS) number (if not a Radford student), School, Grade, email address
- Mailing address
- Parent Contact information (name, contact number, email address)

**REFUND POLICY:**

- 100% Refund: Up to May 29, 2020
- 50% Refund: Up to June 1, 2020
- 25% Refund: June 2 - June 8, 2020
- No refund after June 8, 2020.

- No refund and no credit/grade will be given for any student who is dismissed from summer school.
- Refunds may take up to 4-6 weeks to process.
Dear Parents:

This is to inform you that the provisions of Hawaii Administrative Rules Title 8 Chapter 19 Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism applies to all students enrolled in summer school:

- during summer school hours,
- on school premises,
- on department of education transportation, or
- during a department sponsored activity or event on or off school property.

**Crisis Removal**

A summer school site director or designee, in an emergency, may impose a crisis removal of your child immediately if after finding that his/her conduct presents an immediate clear threat to the physical safety of self and others or is extremely disruptive as to make the student’s immediate removal necessary to preserve the right of other students to pursue an education free from undue disruption.

**Class A or Class B Offenses**

If your child commits a class A or class B offense, he/she shall be dismissed from summer school. The summer school site director or designee shall meet with you and your child before the dismissal.

**Class C or Class D Offenses**

If your child commits any two of any class C or class D offense, he/she shall receive a warning for the first offense and may be released from summer for the second offense.

Attachment A list the provisions of Chapter 19 Subchapter 3 Student Misconduct and Summer School.

Should you have any questions regarding the Chapter 19 summer school provisions, please contact your district summer school coordinator or summer school site director.
SUBCHAPTER 3
STUDENT MISCONDUCT AND DISCIPLINE DURING SUMMER SCHOOL

Section 8-19-12: Disciplinary actions; authority. The summer school director or designee shall impose disciplinary action against any student attending summer school. [Eff 5/23/86; comp 7/19/93; comp 5/19/97; comp 2/22/01; and comp 9/10/09] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

Section 8-19-13: Prohibited student conduct; class offenses. (a) The following prohibited conduct applies to all students in summer school during summer school hours, on campus, or other department premises, on department transportation, or during a department sponsored activity or event on or off school property.

1. Class A offenses:
   (A) Assault;
   (B) Bullying (for students in grades 9-12);
   (C) Burglary;
   (D) Cyberbullying (for students in grades 9-12);
   (E) Dangerous instrument, or substance; possession or use of;
   (F) Dangerous weapons; possession or use of;
   (G) Drug paraphernalia; possession, use, or sale of;
   (H) Extortion;
   (I) Fighting;
   (J) Firearms; possession or use of;
   (K) Harassment (for students in grades 9-12);
   (L) Homicide;
   (M) Illicit drugs; possession, use, or sale of;
   (N) Intoxicating substances; possession, use, or sale of;
   (O) Property damage or vandalism;
   (P) Robbery;
   (Q) Sexual assault;
   (R) Sexual exploitation;
   (S) Sexual harassment (for students in grades 5-12);
   (T) Stalking; or
   (U) Terroristic threatening.

2. Class B offenses:
   (A) Bullying (for students in grades K-8);
   (B) Cyberbullying (for students in grades K-8);
   (C) Discrimination;
   (D) Disorderly conduct;
   (E) False alarm;
   (F) Forgery;
   (G) Gambling;
(H) Harassment (for students in grades K-8);
(I) Hazing;
(J) Inappropriate or questionable uses, or both of internet materials or equipment, or both;
(K) Retaliation;
(L) Sexual harassment (for students in grades K-4);
(M) Theft; or
(N) Trespassing.

(3) Class C offenses:
(A) Abusive language;
(B) Class cutting;
(C) Insubordination;
(D) Laser pen/laser pointer; possession or use of;
(E) Leaving campus without consent;
(F) Smoking or use of tobacco substances; or
(G) Truancy.

(4) Class D offenses:
(A) Contraband; possession or use of;
(B) Minor problem behaviors; or
(C) Other school rules.

(b) Class C and D offenses: A summer school student who commits two of any class C or D offense as defined in section 8-19-6 in the course of summer school shall receive a warning for the first offense and may be released from summer school for the second offense.

(c) Any student who commits a class A or class B offense shall be dismissed from summer school. The summer school director or designee shall notify and meet with the student and parent prior to dismissal from summer school. The summer school director shall file a report with the complex area superintendent and shall provide a copy to the parent.

(d) A summer school director or designee, in an emergency, may impose a crisis removal of a student immediately after finding that the student's conduct presents an immediate clear threat to the physical safety of self or others or is so extremely disruptive as to make the student's immediate removal necessary to preserve the right of other students to pursue an education free from undue disruption. The summer school director or designee shall inform and meet with the student and parent prior to the student's reinstatement in summer school. No student shall be reinstated without the meeting. The summer school director or designee shall file a report with the complex area superintendent and shall provide a copy to the parent. [Eff 5/23/86; am and comp 7/19/93; comp 5/19/97; comp 2/22/01; am and comp 9/10/09; am and comp ] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)
Technology Responsible Use Guidelines
(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

1) Introduction

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as “parent” or “parents”), with their child, should review the guidelines and sign the Technology Responsible Use Form (“TRUF”), which should be returned to the child’s school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at http://bit.ly/FERPAHI.

2) Using technology is a responsibility and opportunity for our students

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) Monitoring for student safety

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student’s files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

4) Consequences of violations

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled “Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.” Those can be viewed here (http://bit.ly/HARChapter19) or you can obtain a copy at your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE’s policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.
5) **Online Educational Services**

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school’s website or provided by the school upon request.

6) **Guidelines for general use and care of HIDOE-owned or leased digital devices**

A) Students will only use digital devices provided by HIDOE for school-related activities.

B) Students may only use electronic devices in the classroom authorized by the teacher.

C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.

D) The HIDOE/State and manufacturer’s identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student’s assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).

E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.
   i) In the event the student has forgotten their username or password, contact the teacher for assistance.
   ii) If the student’s username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.

F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.

G) Reporting damaged/lost devices, viruses, and other issues
   i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled “Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations.” View Chapter 57 here [http://bit.ly/HAR8Chapter57](http://bit.ly/HAR8Chapter57) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
   ii) If a student’s device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
   iii) Students are requested to report any weaknesses/compromises in HIDOE’s computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
   iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.
7) **Guidelines for appropriate and ethical use of HIDOE Internet and Network Services**

A) Students will use HIDOE’s internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.

B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others’ services is prohibited.

C) Students shall always cooperate with requests from teachers and other school administrators for information about the students’ computing activities.

D) Protection of student personal information
   i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).
   ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.
   iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.
   iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
   v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.
   vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.
   vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) **Unauthorized Uses of the Internet or HIDOE Digital Device**

A) Obscenity and harassment
   i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.
   ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.
   iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.
B) Copyright laws and plagiarism
   i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
   ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

C) Downloading, accessing, or copying materials for non-educational purposes
   i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
   ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.

D) Commercial and political business
   i) Students will not use the internet to access or disseminate “for profit” or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
   ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE’s business.

E) Device and network security
   i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user’s account.
   ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE’s computer systems or install rootkits which bypass system security.

F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.
Technology Responsible Use Form
(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

Each student and his or her parent(s)/guardian(s) ("parent" or "parents") must review the Technology Responsible Use Guidelines for digital devices, network, and internet services owned or leased by the Hawaii State Department of Education for its students, known as "Technology Responsible Use Guidelines" or "TRUG", and sign this Technology Responsible Use Form or "TRUF" for access to digital devices, internet and network services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education (HIDOE) owned or leased digital devices, network, and internet services:
- I have read the Technology Responsible Use Guidelines (RS 17-0051) in the separate document and agree to, and will abide by, its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:
- I am responsible for monitoring my child’s use of HIDOE-owned or leased digital devices outside of HIDOE property/school.
- HIDOE may bar access by students to certain material not deemed for educational purposes; however, I also understand it is impossible for HIDOE to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless HIDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore:
  - If available at the school, I agree that my child be assigned a HIDOE-owned or leased digital device;
  - I agree that my child be allowed access to HIDOE’s internet/network services; and
  - I agree that my child be allowed access to the online educational services provided by the school.
- I understand that all software loaded on the device upon issuance to the assigned student is the property of the HIDOE. Copying this software to another device is not permitted and may violate copyright laws. Students/parents should not download or install any software on this device other than printer drivers for home printing or software specifically for access to a home network.
- By signing below, I, in consideration of HIDOE providing my child with HIDOE network and Internet access, agree to indemnify HIDOE for any losses, costs, or damages (including reasonable attorney fees) incurred by HIDOE relating to, or arising out of, any breach of these or other HIDOE rules by the student in using HIDOE-owned or leased digital devices, Network, and Internet. I shall assume responsibility for any damages to HIDOE-owned or leased digital devices while the student is using it, including paying for repairs.
- HIDOE assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary internet and network access and use will incur no such charges. Any such charges are the responsibility of the parent signing below.

This TRUF is valid for the student while attending RADFORD HIGH SCHOOL, (school name) unless rescinded by the parent or the TRUG has been revised.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Printed Name &amp; Student ID#</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Signature</td>
<td>Printed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Parent/Guardian Signature</td>
<td>Printed Name</td>
<td>Date</td>
</tr>
</tbody>
</table>
Please complete this page and the Technology Responsible Use Form (TRUF)
Signatures on TRUF are required in order to receive Google Account

PRINT CLEARLY & use your legal name as shown in Registration documentation.

Print Student’s First Name: ________________________________ Circle Grade: 9 10 11 12
Print Student’s Last Name: __________________________________________
Print Parent’s Name: ______________________________________________ Phone: ___________________
Parent Email(s): _________________________________________________________________

RELEASE FORM FOR STUDENT ONLINE PUBLICATIONS

PARENTS/GUARDIANS OPT-OUT: If you do NOT want your child’s name, photograph, likeness and/or class work
to be displayed on the Internet using the indicated methods, sign or initial the NO line. Do not mark if you are
okay with your child’s name, photo and/or class work appearing in the website.

1. Your own child’s web page NO:________________________
2. Other student produced pages NO:________________________
3. RADFORD produced pages NO:________________________
4. Online version of Publications NO:________________________
   (i.e. school newsletter, newspaper)

(If you wish to change any of these permissions, please completely fill out another form. New forms will
supersede any previous permission. Forms are online at bit.ly/rhs-internetform)

GOOGLE ACCOUNTS OF STUDENTS LEAVING RADFORD WILL BE REMOVED: All your Google account
content you wish to keep needs to be saved, transferred, and/or printed. Go to bit.ly/GoogleArchive for help
getting started. Students that withdraw from Radford will have access for 30 days after leaving. Graduates will
have access for 90 days after graduation. If you used your Radford Gmail address for FAFSA, colleges, or etc.,
make sure to change them to your personal email. Summer accounts will have only 7 days to save info.

COMPUTER EQUIPMENT DAMAGES: Damages will be charged to the student/parent. The replacement cost of
the item or repair cost will be used to determine the amount billed. As per the TAUG Page 2, Section 6,
Paragraph G, Article i, parents are responsible to pay for the damage or replacement.

The following procedure will be followed by RHS Staff in the event that a device sustains damage or loss.

1. Staff will report the student(s) responsible, description of damage, and circumstances in which the
damage occurred.
2. The damage will be assessed and a bill will be created and sent home by mail. (Maximum charge will be
   $100 - a discounted replacement price)
3. The parent/student will pay in the office and a receipt will be issued. If the bill is outstanding, it will be on
   the student's record as an obligation and the student will not be able to participate in activities that require
   all obligations to be cleared, such as prom or graduation.
4. A refund will only be given if the device was lost and returned in working order and after the condition of
   the device is verified.

PLEASE MAKE SURE THE REVERSE SIDE IS COMPLETED.