

Volume

18

Revised 07/15/2018

***Kihei Charter Public
High School
Student Handbook***

2018-2019

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Mission Statement of Kihei Charter School

To conceptualize, organize, and build innovative learning environments with custom designed educational programs that will prepare students for a satisfying and productive life in the 21st Century.

The Vision of Kihei Charter School

KCS is a member of the **Innovative Schools Network (innovativeschoolsnetwork.com)** with a focus on developing 21st century skills. Student-centered learning, personalization and integration characterize our educational programs, authentic performance-based assessment, experiential education, and project-based learning. KCS is a community based school that utilizes the unique resources of Maui to create innovative, creative, independent, life-long learners who are engaged citizens committed to affecting positive change in their community.

WASC Accreditation

Kihei Charter School received a six-year accreditation term through 2021 from the Western Association of Schools and Colleges (WASC) in 2015. As part of the accreditation process, all stakeholder groups within the school community worked together to identify the strengths and challenges facing the school in the coming years. From this experience, we have built targeted action plans to address our challenges and build a brighter future for our children.

Kihei Charter School Goals

- Develop a highly innovative and valuable learning environment on Maui, unique in the world for what it has to offer and how it is implemented.
- Pioneer a curriculum unique in its blend of research and development in new technologies, the arts, the Humanities, and the sciences.
- Help establish a grassroots research and development learning environment on Maui by nurturing progress with original creative concepts that spur products, projects, styles, and start up enterprises.
- Provide students with a strong grounding in the arts and sciences.
- Culture a creative community by providing a holistic approach that links the concept of valuable, creative, innovative, and culturally enriching work in school with work driven by these goals in the broader community.
- Create a project environment that simultaneously supports research and development, knowledge acquisition, and cultures self-expression, self-development, and self-esteem through all learning environments.
- Create a continuum of development of student projects and skills throughout grade levels to support these goals.
- Nurture and support the continuing education and creative project development of all school staff.

- Consider community and world challenge in order to focus curriculum towards making valuable innovations and developing school-wide threads of enterprise in those areas. (Such as renewable energy courses, environmental studies, new media, modeling and simulation, special needs accommodation, agriculture, learning environments, and telecommunication.)
- Create and maintain a strong relationship with all segments of the community including, but not exclusively, local businesses, legislators, parents, community leaders, teachers, school support staff, public employee unions, state and county officials, qualified non-profit groups, and other educational and community-minded groups and individuals for the continuing goal of improving education and educational opportunities for our community.

Essential Terms

STEM (Science, Technology, Engineering, & Math) focused education for every student

STEAM (Science, Technology, Engineering, Arts & Math – STEM education supported by access to the arts

Project-Based Curriculum – Student centered learning experiences, with the student, as worker and teacher as coach, will be designed to create actively engaged learners focused around an essential question or problem to be solved.

Blended Learning Model – Students will be actively engaged with a combination of face-to-face lessons and remote learning opportunities such as online courses, teacher class extensions, Running Start College classes, internships, community-based projects, etc.

College Access – Dual Enrollment: We will continue our partnership with the University of Hawaii, Maui Campus (UHMC) to provide our students with access to Early Admit dual-credit college courses.

Classroom Without Walls – Students will utilize the diverse opportunities available on the island of Maui. Volcanos, rainforests, coral reefs, humpback whales, astronomy research, cultural diversity, and alternative energy, are examples of learning opportunities accessed outside of our school buildings. Not just “field trips,” students will consistently engage in rigorous instructional excursions, working in concert with community partners such as the Kihei Community Association, the Kihei Canoe Club, Kaho’olawe Island Restoration Commission, the Maui Sustainability Group, the Maui Coastal Land Trust, the Haleakala National Park, the Pacific Whale Foundation, the Department of Land and Natural Resources, the Hawaiian Islands Humpback Whale National Marine Sanctuary, and the National Atmospheric and Oceanographic Association and more.

School Contact Information

Website www.kiheicharter.org

Kihei Charter High School (KCHS) Campus Phone: (808) 875-0700

School Fax (KCHS): (808) 874-6745

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For students and parents to communicate via e-mail with teachers and/or administrators please use the following format: first initial + last name@kiheicharter.org

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Academic Policies

Beliefs about Teaching and Learning

- All students are unique and deserve a rigorous, creative and nurturing school environment that encourages them to realize their individual goals and aspirations as they move through their school years.
- Our students benefit from learning opportunities that are culturally relevant and encourage appreciation and respect for diversity.
- It is the school's shared responsibility to develop students' critical thinking skills necessary for success in the 21st century.
- Quality curriculum and instruction, as well as ongoing assessment, are critical elements for student success
- Student success is a responsibility shared by all stakeholders: students, families, teachers and staff, administrators and the community.

Attendance

The Hawaii Compulsory Laws require regular attendance of all pupils enrolled in the public schools until the age of 18.

Poor attendance limits accomplishments and reinforces a habit, which will handicap the individual in his/her educational future as well future employment. It is the belief of the Kihei Charter School Board of Governance, that instructional time with the facilitators/teachers greatly adds value to a student's education. Students who do not attend regularly are at an educational disadvantage, as they are not receiving the benefits of working collaboratively with their facilitators/teachers and peers.

Good attendance and punctuality are a fundamental part of our 21st Century Skills (self-directional skills). As such, facilitators/teachers will integrate the 21st Century Skills into their coursework and the students will be held responsible for demonstration of the skills. It would be very difficult for a student with consistently poor attendance to demonstrate proficiency in the 21st Century Skills.

Parents can track student attendance through PowerSchool, which will record excused and unexcused absences. In order for an absence to be deemed excused, a parent or guardian will need to contact the school by phone or by writing either prior to the absence or within three days of a student's return to school. PowerSchool will also record tardies to all classes. As a school of choice that strongly encourages parental involvement, we expect our parents to check their child's attendance record on a regular basis. **We encourage families to phone the school in advance if they are aware a student is going to be absent or tardy, for any reason.**

Absences – Truancy

If a student misses the indicated number of face-to-face school days listed below in any given quarter, it will trigger this truancy policy (Step One and Step Two Interventions) and the suitable interventions.

*Step One:

**Step Two:

Grades 9-12

10 days

15 days

***Step One:** A certified letter will be sent home notifying parents/guardians that their child has missed an alarming amount of school days for the quarter. A meeting is requested to discuss how to improve the situation. If no return communication from the parent/guardian is received, our Department of Education (DOE) Social Worker and Child Protective Service (CPS) will be notified of the truancy.

****Step Two:** A second certified letter will be sent home notifying parents/guardians that their child has missed an unacceptable number of school days for the quarter, and they are truant. A meeting is requested to create a plan to support the student. If no return communication from parent/guardian is received, or there is suspicion of neglect, our DOE Social Worker and CPS will be notified of the truancy.

Suitable Interventions: All of our normal attendance routines will occur such as phone calls to notify families that their child is not at school, advisor communications, Lead Teacher follow-ups, etc. Parents and students need to be aware that there will be some assignments that students will not be able to make up. Assignments that may be made up by absent students will be posted to the teachers' websites.

In support of students with chronic behavioral, non-compliance, and/or insubordination issues, the school will implement non-compliance procedures (please find non-compliance procedures).

Tardies

It is expected that students arrive for class on time and prepared to work. **Three tardies in any one class will equal one absence for that class.** Students may not be able to make up the work they missed prior to their late arrival. Any student who arrives to school more than 15 minutes late will receive a phone call home to their parents/guardian by the front desk.

Once a student has been tardy to a class five (5) times, they will be assigned mandatory reflective writing, which will be due within three (3) days of being assigned. Students will be required to stay afterschool to complete this writing if it is not completed within the required time frame. Once a student has been tardy to a class seven (7) times, this will be considered insubordination, which will result in a working detention or a one (1) day suspension. Persistent tardies will also result in a behavior contract and may progress to multiple-day suspensions.

Class Cutting

"Class Cutting" is defined as a student being absent from class without permission. Work that is missed when a student has cut class cannot be made up. Once a student has cut class two (2) times, they will be assigned mandatory reflective writing, which will be due within three (3) days of being assigned. Students will be required to stay afterschool to complete this writing if it is not completed within the required time frame.

Once a student has cut class three (3) times, this will be considered insubordination, a mandatory parent meeting will take place.

Late Work

Kihei Charter High School strives to promote personal responsibility in all its students. It is the belief of the school that punctuality is a fundamental 21st century skill. As a result, students who turn in late work will not earn credit for 21st century skills demonstration; however, their work will still be eligible for earning content standards and credit. Students must always keep in mind that their class grades are 50% content standards and 50% 21st century skills. Turning in work late will drastically affect a student’s ability to earn 100% of the credit available for any assignment. Students who turn work in on time will be given the opportunity to remediate their work per the facilitators’ comments and suggestions. This will facilitate the student towards meeting/advancing the maximum number of standards/21st Century Skills available for the assignment. This also applies to project work, advisory work, and other academic work assigned by teachers in enrichment or tutorial seminars.

Academic Interventions

It is the goal of Kihei Charter School to facilitate all students towards success. As such, the school will implement academic interventions, including additional support in the classroom from educational assistants, academic counseling, and extended school days. The goal of these supports is to provide additional supports for students who demonstrate a need for extra assistance to complete their regularly assigned academic work.

Grading

Student progress is communicated as a percentage of work completed that meets the standards and as a demonstration of mastery of the 21st Century Skills. Students must complete a minimum of 70% in order to receive credit. The KCS academic year is divided into semesters and students work towards earning half credits each semester (1 credit = 1 years’ worth of work). The following is the scale used to convert the percentage of standards computed to a GPA Equivalent.

The KCS HS grading scale (with the percentage earned, the letter grade equivalent and comparable GPA equivalent) is as follows, and this includes all non-AP virtual courses:

97 - 100	A+	4.3
94 - 96	A	4.0
90 - 93	A-	3.7
87 - 89	B+	3.3
84 - 86	B	3.0
80 - 83	B-	2.7
77 - 79	C+	2.5
74 - 76	C	2.3
70 - 73	C-	2.0
60 - 69	I	0.0
00 - 59	F	0.0

No credit is granted for semesters in which less than 70% of the standards and 21st Century Skills were earned; however, as it is the primary goal of Kihei Charter School to facilitate *all* students towards academic success, the school offers students who earn between 60% and 69% of standards and 21st Century Skills

within a class during a semester the opportunity to remediate their work towards earning a 70% in the course and thereby earning credit for the semester. This remediation will take place during required afterschool attendance at the start of the next semester or during summer recess. There is a sliding scale of attendance requirement, with a minimum of four (4) hours for any remediation credit. The student will have two weeks in which to remediate work from the previous semester. In order to be eligible for credit remediation, the student must apply directly to the teacher for this opportunity.

Incompletes “I”s that are not remediated after two weeks, will convert to “F”s with no credit earned on transcripts. No credit is granted for semesters in which less than 59% of the standards were earned.

Families, via PowerSchool, can track the academic progress of each student. Academic progress will also be reported to families quarterly throughout the year at the end of each quarterly block of classes and projects. Grades earned in Early Admit (EA) dual enrollment courses through University of Hawaii Maui College (UHMC) and Advanced Placement (AP) courses taken virtually through Acellus will be weighted as follows:

A	5.0
B	4.0
C	3.0
D	1.0
**** F	0.0

**** Please note: It is **not** the expectation of the school that students participating in the Early Admit program earn “D”s. It is also not the intention of Early Admit for students to earn below average grades – doing so indicates the student may not be ready to participate in collegiate level courses. If a student receives a “C” or “D” in an Early Admit course, the student’s continued participation in Early Admit will be reviewed. In the case of a “D”, there will be a mandatory meeting with the student, parent, advisor, and school administration to review courses and determine the student’s schedule for next semester.

Plagiarism and Intellectual Property Theft Policy

According to dictionary.com, **plagiarism** is: the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.

Intellectual property is: property that results from original creative thought, as patents, copyright material, and trademarks.

The following are considered plagiarism and/or intellectual property theft:

1. Turning in work that the student did not write, including turning in another student’s work for credit.
2. Using another person’s words without giving the other person credit for them. (Using quotation marks, and stating where the quote came from is not plagiarism.)
3. Using another person’s ideas, arguments or creations without giving credit for them. (Putting the idea into one’s own words and then stating from where the idea was taken from is not plagiarism. For artwork, digital media, or other creative work, the source must be cited.)

When in doubt, ask a facilitator to help determine if an act would be deemed plagiarism and/or intellectual property theft.

When plagiarism or intellectual property theft is suspected, the facilitator will initiate a discussion with the student to determine if there has been a violation of the policy and, if so, the intent and severity of the plagiarism/intellectual identity theft.

The **first violation** of this policy will result in a phone call home and an opportunity to remediate the HCPS, but the student will not earn credit for any of the assignment's 21st Century skills.

The **second offense** of this policy will result in zero credit earned for the assignment and no chance to remediate the work for credit.

The **third offense** will result in a one-day suspension and the assignment of a reflection paper, which will be required for return to school.

Future offenses will result in additional days of suspension, an academic contract, and may result in referral to the Board of Governance for further action.

Promotion

Each student must earn a minimum number of credits in order to be promoted to the next grade level:

- Grade 10: Must have earned a minimum of 5 credits
- Grade 11: Must have earned a minimum of 11 credits
- Grade 12: Must have earned a minimum of 17 credits

Promotion only takes place prior to the start of the school year. Once retained, a student must remain in that grade level for the entire school year. There are no mid-year promotions. Students retained in the 10th grade are required to participate in mandatory state testing.

Standards Based Learning

Kihei Charter School utilizes a student-centered approach to learning through Project-based Learning and 21st Century Skills. Individual student progress is measured by the **Hawaii Content and Performance Standards and Federal Common Cores Standards**, which are required learning components for all public school students in the State of Hawaii, and through student demonstration of the 21st Century Skills. Students make progress through grade levels based upon the sufficient accumulation of these standards and skills. A standard is a piece of work that adequately demonstrates proficiency of an academic concept. The full list of K-12 standards can be viewed here: <http://standardstoolkit.k12.hi.us>

Performance Competencies: The 21st Century Skills

Students will be assessed through performance competencies, which are the school's **Expected School-wide Learner Results**. Known simply as the **21st Century Skills of Kihei Charter School**, these are a list of skills and abilities a student must acquire and demonstrate growth in prior to promotion to the next grade level. The full list of 21st Century Skills are described below.

- **Information Skills**

Students will apply relevant computer and handheld technology across the curriculum, and they will integrate new technologies. Students will also read and understand a wide range of literary and informational text for a variety of purposes, and they will apply a variety of appropriate research methods across the curriculum.

- **Communication Skills**
Students will be able to communicate effectively with a variety of audiences for different purposes, using oral, written, and non-verbal communication.
- **Thinking and Problem Solving**
Students will demonstrate thinking and problem solving in all curricular areas through project application of the scientific method, higher order math skills, and literary analysis.
- **Interpersonal Skills**
Students will demonstrate respect and positive interpersonal skills throughout all areas of their lives. They will successfully work cooperatively as a member of a variety of teams.
- **Self-Directional Skills**
Students will demonstrate their ability to understand and monitor their own learning needs and to goal-set. They will complete a portfolio and present it as part of their exit interview with a graduation committee. Students will also demonstrate career readiness, and will connect to the world of work through career explorations and internships.
- **Global Awareness**
Students will demonstrate an understanding of the thinking, motivations, and actions of different cultures and countries in order to successfully navigate and respond to communities and workplaces extending beyond their neighborhoods.
- **Financial, Economic, and Business Literacy**
Students will demonstrate an understanding of business processes, entrepreneurial spirit, and the economic forces that drive today's economy. They will also be prepared to make appropriate personal economic choices.
- **Civic Literacy and Engagement**
Students will demonstrate an understanding of and the ability to analyze and participate in government and in community, both locally and globally, in order to shape the circumstances that impact their daily lives and the lives of others.

Project Based Learning

Project Based Learning is an instructional strategy in which students develop knowledge and skills by working at length to investigate and solve a meaningful, intriguing and complicated question, issue, or problem. Freshmen work on integrated projects while sophomores and juniors are required to complete independent projects each year. Seniors are required to complete a yearlong independent project.

Projects are focused on the following learning goals and design elements:

- Key Knowledge, Understanding, and Success Skills
- Challenging Problem or Question
- Sustained Inquiry
- Authenticity
- Student Voice & Choice
- Reflection
- Critique & Revision
- Public Product

Early Admit

Early Admit (EA) is a program offered through a partnership with the University of Hawaii Maui College (UHMC). It allows students to take college level courses and earn credit towards high school graduation and for college.

Any student enrolled in 11th or 12th grade who:

- Is under the age of 21
- Fulfills and complies with college campus requirements
- Completes admissions forms: UH application and Early Admit Application
- Obtains health clearances: TB (no older than one year prior to first day of semester) and MMR clearances
- Achieves appropriate math and English scores on COMPASS placements
- Maintain acceptable academic standing
- Pays college tuition, fees, and applicable textbooks and supplies

Early Admit offers a limited number of GEAR UP scholarships for eligible low-income students to cover the costs of one course.

Exceptions may be made for 10th grade students who demonstrate exceptional academic and personal responsibility and maturity and who receive approval from both KCS and UHMC.

Students earn one (1) high school credit for each semester Early Admit course they successfully complete. The decision to begin taking college courses early is an important one, and it is one that involves the student, the student's advisor, their parent, school administration and Maui College. Students who are successful in Early Admit are students who are self-motivated, responsible, organized, have good study skills, and do not have behavior/discipline issues.

KCS, in its efforts to make Early Admit available to all eligible students, will cover 50% of the cost of tuition for all students, and 100% of the cost of tuition and fees for students who qualify for free/reduced lunch. (Please note that the school will only reimburse for courses not covered by GEAR UP scholarship). In addition, the school will also offer this same tuition assistance for students who enroll in UHMC courses that do not qualify as Early Admit but are pre-approved by the KCS Early Admit counselor as part of a student's preparation for a career and the world of work.

UHMC will be offering two classes per semester on site in our high school facility. KCS will cover 50% of the tuition for all students who choose to take these on-site classes.

Early Admit classes are those that are 100 level or above. The school does not support non- Early Admit classes with tuition except those approved by the KCS Early counselor on the basis that it aligns with career track preparation (for example courses taken within the construction or culinary arts academies that are below 100 level).

KCS will make its share payments directly to UHMC once the student has enrolled in their classes. Please be aware that any student with an excess of \$20 in outstanding KCS lunch balance will have their tuition payment reduce to first be applied to cover their outstanding lunch balance.

It is not the expectation of the school that students participating in the Early Admit program earn "D"s. It is also not the intention of Early Admit for students to earn below average grades – doing so indicates the student may not be ready to participate in collegiate level courses. If a student receives a "D" in a Early Admit

course or the grades in KCS classes fall below expectations, the student's continued participation in Early Admit will be reviewed. In the case of a "D", there will be a mandatory meeting with the student, parent, advisor, and school administration to review courses and determine the student's schedule for next semester.

The school will also not continue to fund low grades. If a student earns a D or below in a course, they will be required to cover the full cost of tuition for the next semester and they will be restricted to taking only one course. If the student earns a grade of B or above in the course, KCS will then reimburse its appropriate share of tuition for that course to the parent after the grade has been finalized for the semester. This probationary period will be limited to one semester if the student earns a grade of B or better in the subsequent semester; however, if the student does not meet that expectation, a mandatory meeting will be held to determine the student's eligibility to continue with Early Admit. If they are granted permission to do so, they will remain on financial probationary status until they earn a grade of B or better.

If a student drops a class during the semester, the family will then assume responsibility for the full tuition for that class. KCS will invoice the family for the amount owed to the school.

Special Education

Kihei Charter School, in partnership with the Department of Education, offers special education services within our full-inclusion model. These services are available for students whose needs can be met in the least restrictive environment. In compliance with the Individuals with Disabilities Education Act (IDEA), Kihei Charter School works to both identify and serve eligible children. The Student Services Coordinator works with teachers to identify and serve students with special needs. Any parent who suspects that their child may have a disability should discuss their concerns with their teacher.

Comprehensive Student Support Services (CSSS)

Comprehensive Student Support Services are resources available to all Kihei Charter School families. The CSSS process is designed to address parent and/or teacher concerns regarding student's academic or behavioral challenges. The CSSS meeting provides a forum for the parent, an administrator, the child's teacher, and a learning specialist to come together and develop additional ideas and/or strategies to help the student. The process should be used as the first step towards consideration of special education. If you are interested in scheduling a meeting with the CSSS Team, please notify your teacher.

State Standardized Tests

Kihei Charter School, being a public school, is responsible for ensuring that all required students participate in mandatory state testing. Participation in State Standardized Testing is a key factor in the funding formula for each charter school. All state testing is administered on site at the school.

Withdraw/Drop Policy

The Withdraw/Drop policy for students who choose to drop a KCS or Acellus virtual course after its start date, effective for school year 2017-18, is as follows:

- A class that is dropped within three (3) weeks of the start date will not appear on a student's final transcript.
- A class that is dropped three (3) to six (6) weeks after its start date will appear on a student's final transcript with a "W" to indicate that the student had withdrawn from the class.

- A class that is dropped later than six (6) weeks after its start date will appear on a student's final transcript with an "F".

UHMC Early Admit courses are also subject to UHMC's Withdraw/Drop policies, which could incur tuition fees for the student.

Behavior of Students

Education is our fundamental function, and we are committed to ensure that each student shall have the best opportunity possible to grow academically, emotionally, and socially to become productive citizens able to function in society. In support of this, the Kihei Charter School general discipline policies seek to:

- 1. Promote a safe and secure learning environment.**
- 2. Promote positive self-esteem so as to prevent students from acts which impede the learning process or which are self-defeating, self-destructive or anti-social.**
- 3. Promote responsible student conduct throughout the school day and at all school-sponsored activities.**
- 4. Maintain appropriate student demeanor while the student's educational activities and responsibilities remain uninterrupted.**

Effective discipline requires the mutual respect and involvement of the total school community. The discipline plan is designed to support positive behavior and teach, counsel and redirect unacceptable conduct.

Student Acts Requiring Disciplinary Action - Chapter 19, Student Misconduct and Discipline

Unlawful student conduct, acts prohibited by State law, are strictly prohibited and enforced during school hours, on school premises or during school-supervised activities.

Class "A" Offenses

Faculty and Staff must report immediately!

Assault: Intentionally, knowingly, recklessly or negligently causing bodily injury to another person with or without a dangerous instrument.

Burglary: Entering or remaining without school authorization in a building that is either owned or operated by the DOE/HC with intent to commit an offense against a person or against school property, or other property located at the school.

Dangerous instruments; or substance: possession or use of: Any explosive device, instrument, material, or chemical, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or bodily injury.

Dangerous weapons: possession or use of: An instrument whose sole design and purpose is to inflict serious bodily injury or death.

Drug Paraphernalia; possession, use, or sale of: Means any equipment, products, and materials of any kind which are used or intended for use, in planting, harvesting, producing, storing, containing, concealing, injecting, ingesting, and inhaling, or otherwise introducing into the human body a controlled substance in violation of this chapter.

Extortion: An act committed by a person which obtains, or exerts control over, the property or services of another with intent to deprive that person of the property or services by threatening by word or conduct to cause bodily injury, damage property, subject others to confinement or restraint, expose a secret or publicize an asserted fact, reveal information sought to be concealed, testify provide information, take or withhold action as a public servant, or bring about a strike, boycott or collective action.

Fighting: Instigating or provoking physical contact involving anger or hostility. This includes physically supporting a fight by one's presence and encouragement.

Firearms: possession or use of: Any device which will or is designed to, or may readily be converted to expel a projectile.

Homicide: Causing the death of another person.

Illicit drugs; possession, use or sale of: Means substances, the possession, distribution, ingestion, manufacture, use, sale or delivery of which are prohibited under chapter 329 and chapter 712, part IV, Hawaii Revised Statutes.

Intoxicating Substance: possession, use or sale of: Use of any substance, which causes disturbance of the normal physical or mental functioning including but not limited to alcohol.

Property Damage or Vandalism: Damaging the property of the school or another person, defacing or destroying school property or facility, or destroying or defacing school materials.

Robbery: In the course of committing a theft or hi-jacking; a student attempts to kill or inflict serious bodily injury to another person, with or without a dangerous instrument.

Sexual offense or sexual assault: Means unwanted touching or grabbing of sexual parts, indecent exposure, using force to engage in any sexual contact, or engaging in any sexual contact despite the other person's clearly expressed refusal or mental or physical inability to consent.

Terroristic Threatening: A threat, by word or conduct, to cause bodily harm to another or serious damage to the property of another or acting with the intent to cause the evacuation of a building or facility, or displaying a "look-alike" gun or weapon.

Class "B" Offenses

Faculty and staff must be reported immediately!

Bullying: Any written, verbal, graphic or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other students; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Cyber-bullying: Electronically transmitted acts, i.e. Internet, cell phone, personal digital assistance (PDA) or wireless hand held device that a student has exhibited toward another student or employee which causes mental or physical harm to the other students or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment.

Disorderly Conduct: Engaging in fighting or threatening, or in violent or tumultuous behavior such as yelling or screaming. Making unreasonable noises so as to cause disruption of normal school operation. Making any

offensively coarse utterance, gesture, or display, or addressing abusive language to any person present which is likely to provoke a violent response. Creating a hazardous or physically offensive condition by any act, which is not authorized.

False Alarm: Student causes a false alarm of fire or other emergency to be transmitted to or within an official or volunteer fire department or governmental agency, or public utility that deals with emergencies involving danger to life or property.

Forgery: Signing a name other than your own on a document, or the illegal production or reproduction of materials.

Gambling: Staking or risking something of value upon the outcome of a contest of chance.

Harassment: Is defined as striking, shoving, kicking or otherwise touching a person in any offensive manner - insulting, taunting or challenging another person in a manner likely to provoke a violent response. Making verbal or non-verbal expressions that cause others to feel uncomfortable, pressured, threatened, or in danger, or that create an intimidating, hostile, or offensive educational environment, or interfere with education. Name calling, rude gestures, insulting or teasing another person who feels humiliated, intimidated, threatened, or embarrassed, making a telephone call without purpose of legitimate communication, making repeated communications during school activities and events, causing fear to prevent others from gaining legitimate access to facilities, or physically harming, restraining, threatening, or stalking or a combination of the foregoing.

Hazing: Any conduct or method of initiation into any student activity or organization that will willfully or recklessly endanger the physical or mental health of any student.

Violation of the Internet Access Policy: Inappropriate or questionable use of Internet materials or equipment, or both.

Theft: Obtaining or having control over the property or services of another with the intent of depriving the other of their lawful property or services. Intentionally receiving, keeping, or disposing of the property of another, knowing that it had been stolen.

Trespassing: Entering or remaining upon the premises of any school, after reasonable warning or request to leave by school authorities or a police officer.

Disciplinary Actions for Class A and B Offenses

Any student found to be in possession of a firearm would be dismissed from school for not less than a one-year period.

Any student found to be in possession of a dangerous weapon, switchblade or improperly used knife, intoxicating substance(s), or illicit drug(s) while attending school may be excluded from attending school for up to 92 school days. Any student who reasonably appears under the influence of intoxicating substance(s) or illicit drug(s) may be excluded from attending school for up to 92 days.

In exercising discretion and determining disciplinary actions, the administration shall consider, the nature and severity of the offense, the impact of the offense on others, the age of the offender, and if the offender is a repeat offender.

The following possible disciplinary actions are at the discretion of the Leadership Team. Discipline may begin at any point on the following list:

- Correction and conference with student
- Detention
- Crisis removal
- Individualized instruction related to student's problem behaviors
- In-School Suspension
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Time in office
- Suspension of one to ten days
- Suspension of eleven or more days
- Saturday School
- Disciplinary transfer
- Referral to alternative education programs
- Dismissal; or
- Restitution

Kihei Charter School has very high expectations of student behavior, consequently when a student is involved in a Class A or B offense, they must remember the following:

- The Board of Governance supports a **Zero Tolerance Policy** on all Class A and Class B infractions and mandate that all discipline decisions are the responsibility of the High School Leadership Team.
- Any suspension from KCS carries over to all Hawaii public schools if a student tries to withdraw to avoid the suspension period.
- Any drug, alcohol or non-firearm weapon infraction can expect a lengthy suspension and disciplinary probation if the student returns after the suspension period.
- All suspensions are based on school days not calendar days.
- A progressive discipline response is our preferred method; however, based on the severity of the infraction, that may not be possible.
- It is always the goal of student discipline to change behavior and allow the student to learn from their mistakes.

Class "C" Offenses

Referral should be written by faculty or Staff

Abusive Language: Verbal messages that use words in an inappropriate way and may include but is not limited to swearing, name-calling, or profanity.

Class Cutting: Unauthorized absence of a student from class.

Insubordination: Disregard or refusal to obey an order that a teacher, officer or other employee of the school is entitled to give.

Laser pen/laser pointer; possession or use of: A device that emits a bright laser light that appears as a dot on any surface without authorized purpose and use.

Leaving Campus Without Consent: Leaving the premises of school without first obtaining permission from school officials. Students must remain on campus once they arrive for school and must remain off campus once they leave after dismissal.

Smoking, or use of Tobacco Substances: Use, sale or distribution of tobacco substances on campus, on school-provided transportation, during school events or activities. All forms of e-cigarettes are defined as “smoking.”

Truancy: Means a student is absent from classes or school campus without authorization from the principal or designee.

Class “D” Offenses

Referrals should be written by Faculty and Staff

Contraband: possession or use of: Property, other than which is lawful to produce or possess, which, as defined by local school rules, is prohibited on school premises as in the past it lead to bodily injury or disruption of school operations.

Minor problem behaviors: Means demonstration of low-intensity problem behaviors that may include, but are not limited to the following:

- Defiance/Disrespect/Non-Compliance: Student engages in brief or low-intensity failure to respond to adult requests.
- Disruption: Student engages in low intensity, inappropriate disruption.
- Dress Code Violation: Student is wearing clothing that is not within the dress code of the school.
- Inappropriate language: Student engages in low-intensity instance of inappropriate language.
- Physical Contact: Student engages in non-serious, inappropriate physical contact.
- Property Misuse: Student engages in low-intensity misuse of property.

Tardy: Student arrives to school after school has started or class after class has started, or both.

Contraband

The following is a list of items classified as contraband during the school day. These items are prohibited on campus as experience has shown that they interfere with the teaching/learning process and many violate our lease agreement with our facility landlord. **The use of any of the listed items may result in discipline as a Class “D” offense.**

- Electronics (anything with an ON/OFF switch used without permission)*
- Skateboards
- Scooters
- Gum (both in class and out of class)
- Classroom Distracters: Balloons (used as water balloons), water bubbles, rolling dice, rubber bands, plastic, stretch toys
- Tobacco Substances-including e-cigarettes
- Lighters/Matches
- Drug/Gang related articles
- Musical devices or clothing that create classroom disturbances
- “Slam” Books

- Any other activity where it is determined there is a “victim”

NOTE: Students may leave skateboards, etc. in the school office during the day for safekeeping. However, skating in the industrial park is prohibited.

Disciplinary Actions for Class “C” and Class “D” Offenses

The following possible disciplinary actions are at the discretion of the Leadership Team. Discipline may begin at any point on the following list:

- Family contact by teacher, counselor, and/or administrator
- Counseling by teacher, counselor, and/or administrator
- Family conferences
- Reprimand and warning by teacher, counselor, and/or administrator
- Referral to an alternative education program
- Confiscation of contraband
- Detention
- In-School Suspension
- Suspension of one to ten days
- Suspension of eleven or more days
- Disciplinary transfer; or
- Dismissal

PROGRESSIVE DISCIPLINE PLAN STUDENT BEHAVIOR CODE (Point System)

Most routine discipline problems at the Kihei Charter High School will be dealt with using four steps. These steps may vary due to situations in individual classrooms.

- A. The first time a student breaks a rule; the staff member will give the student a verbal reprimand, or take other appropriate action.
- B. The second time the student misbehaves, the staff may decide to take away a privilege or take other appropriate actions. This action will be logged in Powerschool by the staff member.
- C. For the third offense, the discipline support staff will contact the parents telling them of their child's unacceptable behavior. The staff may also administer a consequence, and log in Powerschool.
- D. On the fourth offense, the student will be referred to the Dean of Students. The Dean will also administer a consequence ranging from detention to out-of school suspension, etc. If the student is kept after school, the parents will be notified in advance.

These routine steps will take care of most problems with misbehavior. However, steps have been determined for more serious or continued behavior.

The purpose of a discipline system is to:

- * Improve the educational environment for students, teachers, parents and staff. Inform students and parents of rules and policies.
- * Record discipline violations in a systematic way.
- * Predetermine disposition for violations, when possible.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools, school vehicles, etc. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The vehicle used to implement the discipline system is a point system. All points will be assessed by the Dean of Students, as the result of behavioral referral. Teachers will try to resolve problems prior to referring a student to the Dean's office.

This policy applies to the entire academic year, all academic levels, and is the behavior code for our students at school and at all school sponsored events. Athletic codes of conduct may extend beyond the academic year.

A. Levels of dispositions are as follows:

At all levels parents or guardians will be notified by telephone contact, a copy of referral form to be signed and returned, or information emailed home informing parents or guardians of violations of this behavior code. Parental conferences may also be necessary at various times during the year to help modify behavior.

Whenever deemed appropriate, counselors, outside agencies, and law enforcement officials may be brought into the process.

Any points assessed during the last fifteen (15) days of school will be held over to the following year on the individual's point record.

1. At one (1) point the consequence will be from a warning to a detention.
2. At two (2) points the consequence will be a detention
3. At three (3) points the consequence will be a detention and a parent conference.
4. At four (4) points the consequence will be one-day suspension.
5. At five (5) points the consequence will be two-day suspension
6. At six (6) accumulated points a parent conference will be held informing them of the student's status. The consequence at this level will range from 3-5 full days of out-of- school suspension.
7. At seven (7) accumulated points a parent conference will be held informing them of the student's status. The consequence at this level will range from 5-10 full days of out-of- school suspension.
8. At eight (8) accumulated points a parent conference will be held informing them of the student's status. The consequence at this level will range from 10-15 full days of out- of-school suspension.
9. **After reaching 9 points a parental conference will be held. The conference will include a member of the Board of Education and an administrator.
10. At ten (10) points the consequence is immediate suspension from school and

recommendation to the Board of Education for expulsion from school.

NOTE: No credit will be given for daily assignments during time of suspension. Tests, projects, and long term assignments that occur, during the suspension but cover more than the days of suspension will receive credit.

B. Point Roll Backs

1. If a student accumulates zero (0) points for ten (10) school calendar days, their individual point total will be reduced by one (1) point by action of the building administrator, and every 10 school days thereafter.
2. When a student ends the current school year, all points will be rolled back to zero (0) for the next school year. However, any student who is given points the last fifteen (15) days of school or long term suspension issued by the Board of Education - those will be CARRIED OVER to the next school year.
3. Upon returning from a long-term suspension issued by the Board, the student will begin with zero (0) points.
4. A student may earn positive points to erase discipline points by committing service hours to the school. 1 Positive point can be earned for each 2 hours of service.
 - a. Community Service hours can be earned through the following, but not limited to:
 1. Gardening help
 2. Janitorial duty (sweeping, scrubbing desks and chairs, trash collection, etc)
 3. Peer Tutoring
 4. Organizing the school lending library
 5. Cafeteria Duty

POINT ASSESSMENT

C. One (1) Point Violations

1. Disrespect to school official, teacher or staff employee
2. Skipping class
3. Leaving class without permission
4. Possession of inappropriate items, including but not limited to toy guns, water balloons, pea shooters, spit wads and other non-weapon items, which when used create minor disruptions
5. Disorderly conduct, or physical contact (pushing, etc.)
6. Missing a detention without making alternative arrangements
7. Misuse of permits or giving false information (the act of illegally using writing, or displaying in writing the names of another person, falsifying times, grade, addresses, absence excuses, or other information on school forms)
8. *Skipping school (per day)

9. Off campus without permission
10. Cheating on classroom assignments or test (refer to teacher's class rules for effect on grade)
11. Six or more tardies to a class during one semester (persistent disobedience)
12. Violations of the school dress code
13. Public displays of affection
14. Loitering in any area for other than intended purposes (bathroom, parking lot, etc.)
15. *Behavior that infringes on the rights and/or safety of others
16. *Obscene and/or lewd behavior and/or language (obvious suggestive sexual gestures exhibited in view of students or staff member: profane language - the act of swearing or cursing).
17. *Willful destruction or defacement of school property or the property of others (damage less than \$100.00; restitution is expected)
18. Possession of lighters, matches, or laser pointers
19. *Copying or tampering with another person's computer file or a school owned program/system or any school record.
20. Cell phone policy violation
21. *Gambling (ex. Poker)*
22. *Theft of school property or the property of others (value less than \$100.00; restitution is expected)
23. Failure to report directly to the office for disciplinary action

D. Four (4) Point Violations

1. *Use of or possession of tobacco, vapes or similar devices (per offense)
2. *Fighting or provoking a fight
3. *Physical attack/assault
4. *Unauthorized sale of items
5. Persistent disobedience/Inappropriate Aggressive Behavior toward staff
6. Cyberbullying

7. *Insubordination (refusal to comply with reasonable request of school authorities or gross disrespect to school personnel)
8. *Extortion or physical threats for favor or money

E. Six (6) Point Violations

1. *Willful destruction or defacement of school property of others (damage of \$100 or over; restitution is expected)
2. *Possession of firecracker or explosives of that nature
3. *False fire alarms
4. *Indecent exposure (flashing, mooning, etc.)
5. *Inciting others to violence or disobedience
6. *Sexual harassment (consistent with Board policy)

F. *Eight (8) Point Violations

1. *Arson (setting a fire)
2. *Bomb threats
3. *Unprovoked assault on a teacher, student, school employee, or any other person on school property or at school sponsored events
4. *Use of, under the influence of, or in possession of alcohol, illegal, or non-prescribed drugs, inhalants, look-alike drugs, or paraphernalia on school property or any school sponsored activity
5. *Possession or use of pepper gas, tear gas, smoke bombs or similar devices
6. *Unauthorized sale, possession, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, bombs, incendiary devices or any object which can cause bodily harm)
7. *Threat or implied threat to student/school employee or their property

*Denotes - Possible Legal Action

This code may later be amended to include any other violation not specified.

All inappropriate violations or actions not covered in this code can be dealt with by the building administrator assessing from one (1) to ten (10) points depending on the severity of the offense.

NOTE: Out of school suspensions totaling no more than ten (10) days may be imposed on Special Education students under an existing IEP. Each time a new IEP is held, a new ten (10) day "clock" begins. In the event that a longer term of suspension is sought for a special education student, a conference must be convened to determine whether the student's program is appropriate, whether the student was aware of and understood the rules and whether the misbehavior was a manifestation of the student's handicap. If the IEP established that the student's program was appropriate, that the student was aware of and understood the rules, and that the student's misbehavior was not manifestation of the handicap (and this determination is not appealed) then a suspension of more than ten (10) days may be imposed. However, even under such circumstances, the District is not permitted to terminate special education services, but must continue to provide special education services even during the course of a long-term (more than ten (10) days) suspension, it is appropriate that another conference be convened to determine what certain special education services will be provided to the student during the suspension term.

Dress Code

Kihei Charter School has set basic standards to foster a concept of appropriate dress for the school as well as a business setting. There will be times when students are expected to dress in a manner that exhibits a more professional demeanor, such as presentations, visitations or field trips. While we respect students' right to freedom of expression, we must also respect the right of others, and we must strive to represent ourselves, and KCS in the most appropriate manner possible.

Apparel considered indecent and inappropriate for the educational atmosphere of the school and school related activities is strongly discouraged. When it has been determined that a student's dress is inappropriate, the student may be asked to change their attire or they may be issued alternate attire to wear for the remainder of the day. Continued violation of the dress code will result in a conference with the parent/guardian, student and an administrator.

Inappropriate dress will be determined by the administration or teacher/facilitator. Administration reserves the right to make additions or deletions to the student dress code as conditions or fads change. Disruption and health and/or safety concerns would be the cause of additions or deletions to the dress code.

Inappropriate accessories may be confiscated and will then be returned to the student at the end of the day or the parents may be asked to pick up the item after school.

As a guide for students, the following is an incomplete, yet helpful, list of unacceptable clothing for school as determined by the Kathie Charter School Board of Governance (If there is uncertainty regarding appropriateness of clothing, KCS director/staff will make a determination):

Unacceptable:

- Items that display/contain profanity or exhibit and/or promote drugs, alcohol, or sexual themes
- Items that display/contain statements or symbols that are derogatory to one's race, gender, national origin, religion, or sexual orientation Items that may be interpreted as promoting gang activity or an affiliation with gang activity
- Items that cause underwear to be exposed, including boys wearing undershirt tank tops (and including transparent clothing)
- Spaghetti straps tank tops and tube tops
- Shorts and skirts that do not reach finger length (arms straight down from shoulders)
- Items that expose a student's hip bones or pelvic region
- Items that can be considered "midriff" or "crop tops"
- Bathing suits, pajamas, lingerie, beach cover-ups, hats, and sunglasses inside of school.
- Items that do not sufficiently cover the body
- Bare feet (i.e. not wearing shoes)
- Items that damage the floor, furniture, school or other property
- Hats, bandanas, and hoods (may be worn outside of the school building only)

Students who do not meet dress code expectations may result in one and/or a combination of the following:

- Wearing of appropriate clothing as provided by school
- Wearing of inappropriate apparel turned inside out
- Calling a parent to bring appropriate clothing to school
- Reflective writing, if the behavior is persistent
- Behavior contract, if the behavior is persistent
- Suspension, as a result of persistent, insubordinate behavior

Field Trip Behavior

A unique and integral part of the KCS curriculum is field-based work around Maui. Students are transported in the school's fifteen passenger vans to sites around the island, where they engage in authentic, hands-on work facilitated by our teachers and our community partners. **Safety is our school's number one concern when students are in the field. As such, KCS has strict safety guidelines that students must adhere to at all times.**

In addition to following all school rules and expectations, students are also expected to abide by the following rules and expectations at all times when in the field:

Follow van protocol, including:

- Sit in their assigned van seat, if applicable
- Wear a safety belt
- Remain seated at all times

- Keep all hands, arms, heads, possessions, in the van at all times
- Maintain low noise level
- No eating in the van
- No vandalism – students are expected to take care of vans and use equipment appropriately
- Stay seated in the van once it has been parked until the teacher directs the students to exit the vehicle.

Follow field-based activities protocol, including:

- Follow directions from faculty, EAs and community partners
- Stay in the designated work area
- Do not leave the group or wander off
- Represent the school and yourself with positive behavior
- Be respectful of the safety of self and others
- Be respectful of all property and objects (no throwing objects or climbing, etc.)

All school-based consequences listed previously will be applied aggressively to field-based behavior infractions so as to maintain a safe environment for all students when in the field. Students who consistently demonstrate unsafe behaviors in the field and/or consistently do not adhere to minimum field behavior expectations will not be able to participate in the field-based learning activities. Field-based learning represents a substantial part of the KCS curriculum, and as such, current KCS placement may not be the appropriate educational placement for students who cannot participate safely in fieldwork. In order to determine the most effective placement for the student, there will be a meeting with the Leadership Team.

Enrollment

Re-Enrollment Policy

This policy applies to students who has previously attended KCS and who has been counseled to an alternate setting/school due to continual lack of success and/or non-compliance, despite KCS interventions.

Any student who has been counseled from KCS to an alternate setting/school, due to continual lack of success and/or non-compliance, will be able to reapply to KCS after one calendar year away from the school. The reapplication follows the same process as other candidates for admission. The applicant would need to:

- Submit and application at the correct application window of time
- Gain a place in the appropriate class via the admission lottery
- Return on a 12 month probationary period with the understanding that continued enrollment is contingent upon performance

Student progress will be monitored, evaluated, and communicated to parents/guardians regularly. If the student does not make adequate progress, he/she will transfer to an alternate setting/school at the discretion of KCS.

Athletic Participation

Students are encouraged to try out for various sports throughout the year; however, students must meet the eligibility requirements in order to participate. Students must have a 2.0 GPA, abide by school rules, and are limited to four (4) years of participation.

Need-Based Financial Assistance

Kihei Charter School does not intend to exclude any student from an activity due to financial constraints. To determine a family's need, KCS utilizes the free and reduced lunch status as determined by completion and approval of the federal lunch application for free and reduced status. Financial assistance is provided for, but not limited to, field trips, Running Start tuition, after-school enrichment, yearbook, etc.

Withdrawals

If you decide to withdraw a student from Kihei Charter School, you must communicate your decision to the Student Records Clerk (and, in the case of elementary students, to your teacher, as well). All loaned materials must be returned to the school for withdrawal - transfer papers will not be signed until all materials are returned and all accounts are settled.

Non-Compliance Procedures

Kihei Charter School is a school of choice. We are unique in our mission and goals and the way in which we deliver curricula. Families and students choose the charter school for the unique opportunities that we offer and for the experiential, project-based learning experiences that we provide. If students and families are not participating in the processes that KCS has created in which to engage them, the school will begin to implement its non-compliance procedures, the purpose of which is to support the child towards academic success.

- Steps One:** Phone call/email from teacher stating areas of non-compliance
- Step Two:** Face to Face conference with teachers to create an Action Plan
(An action plan includes supportive interventions such as mandatory participation in academic enrichments, weekly communication, handing in weekly work, and other supports for student success. These interventions are required, and there are disciplinary consequences for not participating.)
- Step Three:** Conference with teacher(s) and administration - a contract will be created to best facilitate student success.
- Step Four:** If during a semester, in which the above steps were implemented, a student ends with 2 or more failing grades, the student will be placed on academic probation. The Executive Director will be notified each semester of the number of students that are on academic probation, including the supports that were provided to the student by the school. At this time, there will be a conference with administration to review and/or amend student contract, and other placements will be discussed.
- Step Five:** Two successive semesters that end in academic probation will result in a second conference with administration to review the following: student progress; interventions and supports that were put in place for the student; student participation in the interventions and supports; communication with parents; meetings that have taken place to address the issues of academic progress; attendance records; discipline records; consultations and referrals to outside agencies; referrals for counseling; etc. Other school placement will be discussed.

Expectations of Parents

Kihei Charter School is a school of choice for students and their families. It is expected that parents who choose to enroll their child at Kihei Charter School will demonstrate a commitment to its vision, mission, curriculum, and policies. The belief of the charter School is that students will perform best when both home and school work together to support their educational and personal growth goals. The following are the expectations of parents in the Charter School.

- **Transportation**

The school does not provide student transportation to and from school. High school students may be dropped off at school starting at 7:30 am or picked up no later than 4:00 pm unless participating in after school activities.

- **PowerSchool and Teacher Web Sites**

Teachers are committed to keeping Power School and their web pages as up-to-date as possible and will be consistently uploading such things as: description of student assignments, grading rubrics for student assignments, feedback on student work, comments to parents, etc. It is the expectation of the school that parents will log into PowerSchool and check in with the teacher web sites on a regular basis in order to stay abreast of their child's academic performance and to be better able to support their child's academic progress from home

- **Academic and Behavioral Supports**

Kihei Charter School strives to personalize education for each student. In order to support students who struggle to meet the academic and/or behavioral expectations of the school, the student will be offered additional supports with the goal of facilitating them toward academic success. These supports may include, but are not limited to, additional support in the classroom, targeted academic assistance, online supports, extended day learning opportunities, counseling, etc. It is the expectation of the school that the school and family work as a collaborative team as needed and that the supports that are offered are utilized by the student and supported by the family.

- **Orientations, Open Houses, and Exhibitions**

It is expected that parents will attend any and all mandatory parent orientations, school open houses, and student exhibitions of work throughout the school year.

Expectations of Students

Kihei Charter School is the only one of its kind on Maui. It offers students truly unique and exceptional opportunities for academic development and personal growth. It is expected that students have chosen the charter school in order to participate in these unique educational opportunities and activities. For the program to successfully function as designed, students must be willing to meet the high expectations that the school has set for them. These expectations are outlined below:

- **Positive Behavior**

Students are expected to maintain the highest standard of conduct. Our school's facilities are located in non-traditional locations for a school. As these locations are in professional and commercial

environments, rather than a traditional school campus, our students must conduct themselves in a manner, which will not distract from or disrupt the other tenants. Students who choose not to conduct themselves in the appropriate manner as outlined by school faculty and administration will face serious consequences as a result.

- **Consistent Effort and Active Participation**

The foundational belief of this school is that **“EFFORT CREATES ABILITY.”** Students are expected to show up each day prepared to positively participate in all activities and to give each of their tasks their best effort. Many of our in-class projects require the students to work together in order to complete the assigned task. In addition to giving their best effort, students are expected to display and employ positive interpersonal skills at all times. Teamwork and the idea of always **“SPEAKING WITH GOODPURPOSE”** are two of the most important concepts when students engage in-group problem-based assignments.

- **Homework**

Students will also be required to complete extension work, virtual work, or to participate in activities and events outside of school hours (such as exhibitions) as assigned throughout the year. This is part of the commitment that families make by choosing Kihei Charter School. Students that are unable to complete a class assignment within the time allowed will be expected to complete it on their own time as determined by the facilitators.

Graduate of Kihei Charter School

A KCS graduate is a young person who:

- Is self-directed
- Is globally aware
- Is civically literate and engaged
- Can think critically and problem-solve
- Can communicate effectively with a variety of audiences
- Demonstrates positive interpersonal skills
- Can apply relevant information skills and is technologically literate
- Is financially literate
- Has demonstrated mastery of core content and knowledge
- Understands that effort creates ability
- Is prepared to be a lifelong learner
- Takes ownership for their actions and decisions, and the consequences, good or bad, of those actions and decisions
- Understands that everything speaks and therefore makes every effort to communicate effectively and utilize appropriate interpersonal skills
- Demonstrates stewardship for our unique island environment, resources, and culture
- Has the desire to address community issues and problems and a desire to be a community leader
- Possesses the desire and the ability to innovate unique solutions to the problems of the 21st century.

Commencement Ceremonies

High School graduation ceremonies are held at the end of each semester. Spring's ceremony is the larger, more traditional event while winter's ceremony is smaller and more personal. It is the policy of the local school board that "a student may not participate in any official graduation ceremonies or activities unless they have met all graduation requirements."

In order to participate in graduation, a student must first settle all accounts with the school.

Valedictorian

For a student to receive Valedictorian recognition, the following must apply:

- The Valedictorian must be a 12th grade student who is graduating with their cohort class during the spring.
- The Valedictorian must have attended KCS for at least five (5) consecutive semesters.
- The Valedictorian must have the highest calculated cumulative GPA (weighted) in their graduating class, as calculated after the first semester of their senior year.

In the case of more than one student having the highest GPA in the graduating class; KCS will recognize more than one valedictorian.

Director's Choice Award

Each year the Director will choose a student to receive the recognition of Director's Choice Award for graduation. In order to receive this recognition, the following must apply:

- The recipient must be a 12th grade student who is graduating with their cohort class in the spring.
- The recipient must have attended KCS for the entirety of their high school career.
- The Director's Choice Awardee must exemplify the Vision of a KCS graduate.

Only one student will be chosen from each graduating class to be recognized as the Director's Choice recipient.

James Sparke Meritorious Award

Each year a member of the graduating class will be honored as an outstanding student, athlete and citizen.

To qualify for the award a student must:

- Be a member of the graduating class.
- Have attended KCS for four years of high school.
- Have participated in MIL athletics for all four years of high school.
- Displayed sportsmanship, leadership and integrity on and off the playing field.
- Epitomize the values of taught by former Athletic Director James Sparke.

The Chief Operating Officer will chair the selection committee. Only one recipient will be honored annually.

Technologies

General Computing Policy

1. Using, deleting, examining, copying, or modifying files or data on disks belonging to other users without their consent is prohibited.

2. Unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited. Deliberate crashing of systems is expressly forbidden.
3. Using software designed to destroy data provision of unauthorized access to computer systems, and decoding passwords is prohibited.
4. Loading software on any computer without authorization of computer personnel is forbidden. This includes commercial shareware, and freeware.
5. Making illegal copies of licensed or copyrighted software music CD's or DVD's is prohibited.
6. Use of school computers for non-educational or non-school related activities is prohibited unless authorized by the administration.
7. Use of the Internet without a clearly defined educational objective, understood by both student and facilitator, is not allowed.
8. Loading or downloading any material that may constitute harassment, sexual or otherwise, is prohibited.
9. Use of the Internet to view, copy, save or distribute unauthorized text files, graphic files, sound files or video files, is forbidden.
10. Deliberate vandalism to the computer, monitor, mouse, printer, or other peripheral device is prohibited.

Network Computing Policy

The Kihei Charter School Board of Governance is providing internet access to students and staff members as an extension of our educational resources in order to promote resource sharing, collaboration, innovation and distance learning, for the express purpose of fostering academic achievement. The Board realizes its responsibility to provide adequate security to its network allowing proper usage. Since the Internet is a global network, it is not possible to control or restrict access to all controversial or objectionable materials; however, every possible effort will be made to do so.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to violate those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the Kihei Charter School Board of Education will fully cooperate with authorities to provide any information necessary for the litigation process.

Network and Computing System Security

As a user of a network, you may be allowed to access other authorized networks (and/or the computer systems attached to those networks). Therefore:

1. The use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. The interception, copying, distributing, decryption or utilization of the login names and/or passwords of others is prohibited.
3. Intentional attempts to "crash" network systems or programs are prohibited.
4. Any attempt to secure a higher level of privilege on Network systems is prohibited.
5. Decrypting system or user passwords is prohibited.
6. Copying system files is prohibited.
7. Introducing computer "viruses", disruptive or destructive programs into the local or remote network is prohibited.

8. Deliberate physical destruction, defacing, scratching or graffiti of technology equipment is prohibited. Any attempt to circumvent school-implemented security, filtering or blocking software is prohibited.

Computing Policy Violation Consequences

Any violation of the above stated rules will result in disciplinary action that includes but is not limited to the following:

1. Temporary or permanent loss of computer privileges
2. Detention
3. Disciplinary Behavior Contract
4. Referral to the Local School Board
5. Legal Action

The Kihei Charter School network and computing systems are to be utilized exclusively for education-related functions and applications unless the user is expressly granted permission by the administration to do otherwise.

The use of technology for learning represents a substantial part of the KCS curriculum, and as such, KCS placement may not be the appropriate educational placement for students who cannot utilize technology safely and appropriately for their KCS school work. In order to determine the most effective placement for the student, there will be a meeting with parents, the student, and administrators to determine alternative educational choices for the student within or beyond Kihei Charter School and/or referral to the Local School Board to determine further action.

Personal Handheld Technologies

Kihei Charter School understands that our students live in a rapidly changing society. However, technologies such as cell phones, iPods, iPads, handheld game systems, etc. can at times become major distractions for our students and disruptive to the learning environment. Due to our unique schedules, time in class is highly valued – our students need to be present, focused, and ready to work on the task at hand. The handheld technologies are very exciting to students and can take away from the learning experience that teachers are creating for their students. These types of leisure activities are to be restricted to time away from the classroom.

KCS highly discourages students from bringing valuable electronic devices to school. Disagreements and issues about theft, ownership, borrowing items, lost items, broken items, etc. have detracted from the learning environment. If students choose to bring valuables to school, they are assuming full responsibility for these items – the school is not responsible for items that go missing or get broken during the school day.

Handheld communication devices, iPods, cell phones, handheld games, etc., are not permitted for use during class time unless it is part of the learning activity as designed by the facilitator.

Cell Phones

KCS understands that parents provide students with cell phones for safety reasons during before-and-after school hours; however students are not to use their cell phones during class unless directed to do so by the classroom teacher. We understand that at unique times it becomes necessary for a parent/guardian to communicate with their child during the course of the school day. We expect high school parents to please contact the HS front desk at 875-0700 in order to deliver urgent messages to their student during the regular school day.

If students are demonstrating inappropriate use of these technologies, they will be confiscated and returned only to the parent/guardian.

Kihei Charter School does not intend to exclude any students from any activity due to financial constraints. To determine a family's needs, KCS utilizes free and reduced lunch status as determined by completion and approval of the federal lunch application for free and reduced status. Financial assistance is provided for, but not limited to, field trips, running start tuition, after school enrichments, yearbooks, etc.

Electronic Mail Policy

Electronic mail is a message sent by or to a user in correspondence with another person having e-mail access. The electronic mail system is to be used for school-related business pertaining to the educational process. Whenever you send electronic mail, your assigned user name is included in the mail message. The user is responsible for all electronic mail originating from the user's name. E-mail is not private and should not be considered private. It will be monitored for appropriate usage and content on a periodic basis. Therefore:

1. Sending electronic mail messages using an unauthorized user name is prohibited. Any unauthorized attempt to read, delete, copy or modify the electronic mail of other users is prohibited.
2. Attempts at sending harassing, obscene, and/or other threatening electronic mail to another user are prohibited. This includes the use of insulting, sexist, racist, obscene, or suggestive electronic mail.
3. The use of abusive or otherwise objectionable language in either public or private messages is prohibited.
4. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited.
5. Use of e-mail for non-educational or non-school related purposes is prohibited unless authorized by computer personnel.
6. Messages should be deleted regularly or they will be automatically deleted by the system.

Further, Kihei Charter School is obligated to cooperate with local, state, or federal official in any investigation concerning or relating to any e-mail misuses on our computer system.

Students will be required to set up an e-mail account for school business.

PowerSchool & Teacher Web Pages

Kihei Charter School is a PowerSchool. PowerSchool is a web-based student information system (SIS) from Pearson that provides real-time information to families — over the Internet. With PowerSchool, parents gain immediate access to their children's grades, and students can track their own progress.

With PowerSchool, parents can:

- Easily access student grades anytime, anywhere
- Communicate with teachers
- Track attendance in real time
- Check lunch balances

With PowerSchool, students have access to assignments and information about their individual progress. This enables students to become more accountable for their own academic success. PowerSchool allows students to track grades and credits.

In addition, teachers also maintain teacher web sites that detail their assignments, rubrics, and offer support to students in the form of outstanding models, links, additional resources, guided notes, etc. It is important that parents and students check in with these websites on a regular basis. Links to these websites can be found on the school's website.

Other Important Information

After School Hours

All students who remain on campus after school is dismissed for the day must be participating in a supervised activity or under the supervision of a school employee. Students are not permitted in areas of school facilities that are not supervised.

Campus Sales and Solicitations

Only school organizations are permitted to sponsor sales and fundraisers during the school year on campus or at school event. All sales and fundraising must be approved by the administration.

School Events

All school rules and expectations (including the dress code) are enforced during school events. Parents/Guardians will be called to pick up students who are not meeting expectations and the appropriate consequences will follow.

- Age limitations on guests for events are enforced.
- Guests must be in grades 9-12 and not older than 20. Valid picture IDs are required for guests. No picture ID = No entry.
- The school reserves the right to refuse entry to anyone who is dressed inappropriately, is suspected of being intoxicated/under the influence of an illicit substance, or does not have a valid picture ID.

Meal Program

Kihei Charter School participates in the USDA National School Lunch and School Breakfast Program. This means that:

- Students may be able to purchase meals at a reduced price or receive free meals, based upon household income.
- Households must apply every school year and qualify to receive this benefit
- KCS must follow the established regulations of the U.S. Department of Agriculture.

Meal prices are as follows:

○ Student Lunch	\$4.00
○ Student Lunch (Reduced Price)	\$0.40
○ Student Breakfast (Full Price)	\$2.00
○ Student Breakfast (Reduced Price)	\$0.30

****All prices are subject to change**

Lunch payments are to be made in advance. If a student begins to accrue a negative balance, the following steps will be implemented:

- At -\$5.00 an email will be sent home
- At -\$20.00 a second email will be sent home and a phone call to the parent/guardians will also take place
- At -\$35.00 the student will no longer be able to be served the school lunch, and email will be sent a home, a phone call to the parent/guardian will take place, and the student's account will be on hold until the account is returned to positive.

Visitors to the School

All visitors must report an office clerk or administrator upon entering the building. The instruction of students will not be interrupted to meet with a visitor, nor will the office staff be responsible for transmitting any messages. Parents /guardians should be prepared to identify themselves to the satisfaction of an administrator in order to meet with or to take a student from school. Former students and graduates should not expect to be able to meet with a faculty member without prior arrangement. Students should not bring visitors to school because they will not be permitted to attend classes with them. Students who are interested in attending Kihei Charter School can make arrangements for a tour, with their parents, by contacting the administration.

Lost and Found

Articles of value found by students should be submitted to the main office of your respective academy. Inquiries regarding lost articles should also be made in the main office of your respective academy.

Checking Students Out of School

Frequently students need to leave school for appointments and other reasons. A written note from the parent or guardian should accompany each request. Your cooperation is appreciated.

Liabilities

Students may be furnished with learning materials as required, free of charge. These are issued by the facilitator and must be returned when students discontinue use. Care should be taken to keep from damaging or losing these materials. A student must pay for damaged or lost materials at the replacement cost.

Following the occurrence of a liability, a reminder will be sent home with the next progress report or in lieu of the next report card. No student will receive a report card, transcript, or other student records, until all school liabilities have been satisfied.

Liabilities may be due to:

- a. Athletic obligations
- b. School fees
- c. Lost or damaged textbooks, library materials, electronic devices, or media
- d. Vandalism to school property
- e. Lunch balance

Sports, Athletic Teams, Extracurricular Activities

In order to participate in extracurricular sports or activities, high school students must not have any 'F's in their core courses and maintain a 2.0 GPA or above. Grades will be checked on a weekly basis during the season. If a student is failing a course, they are not eligible to attend practice or compete until the grade is raised at school on the day of an event, activity, or game is required. Students may participate on our cross country, bowling, paddling, golf, tennis or track and field teams. If KCS does not offer a team in a given sport, students may play for their "home" school (ie. the public high school nearest to their home). More detailed information can be obtained directly from the Athletic Director.

Wellness

Wellness Policy for Kihei Charter School

The Kihei Charter School Board of Education is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement and personal satisfaction.

Nutrition Education

Nutrition education, a component of comprehensive health education, shall be offered to all students of the Kihei Charter School. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum when appropriate. Nutrition education information shall be offered throughout the school including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have appropriate training as needed. The school shall implement a

quality nutrition education program that addresses the following:

Curriculum:

- curriculum aligned with the Hawaii Health Education Content Standards
- Equip students to acquire the knowledge and skills needed to engage in sound nutrition behavior.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment
- Builds students' confidence and competence in making healthy nutrition choices
- Engage students in learning that prepares them to choose a healthy diet
- Include students of all abilities
- Is taught by "highly qualified" teachers of health education."

Opportunity to Learn:

- Includes students of all abilities
- Provide instructional time to build students' confidence and competence in health-enhancing skills

Nutrition Standards

- The school shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The school shall encourage students to make nutritious food choices. The school shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition program. The district shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.
- The school's director and administration shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

The school offers a school meal program with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The school shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the school's policy of promoting a healthy school environment shall be discouraged.

Each divisional program in the school shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques, and 100 percent fruit or vegetable juice in 12-ounce servings or less. A priority on serving fresh fruit and vegetables will always be given
- Non-fat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese.

Offer the following serving sizes:

- Yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5- ounce (two-ounce, if processed cheese) servings or less
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks in one-ounce portions or less; portions of three ounces or less of cooked lean meat, poultry, or fish using healthy food preparation techniques
- Accompaniments (sauces, dressings, and dips), if offered, in one-ounce servings or less.

The school will monitor food service distributors and snack vendors to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all academies.

***The school discourages using food as a reward**

***The school does not approve outside food for potluck meals or celebrations of any kind, as the school cannot ensure the safety of food handled by non-school employees**

***Should either of the above happen, Kihei Charter School could lose our national food subsidy and our food service program**

***The school will only allow healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages.**

Physical Education and Physical Activity Opportunities

The school offers physical education opportunities that include the components of a quality physical education program. Physical education will equip students with the knowledge, skills, and values necessary for lifelong physical activity. All students, K-12, have the opportunity to participate in regular physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student Wellness

The school strives to create a healthy school environment that promotes healthy eating and physical activity. In order to create this environment, the following activities shall be implemented:

***Dining Environment* - The school provides:**

- A clean, safe, enjoyable meal environment for students
- Enough space/serving areas to ensure all students have access to school meals with minimum wait time
- Drinking fountains, so that students can get water at all times
- Encouragement to maximize student participation in school meal programs
- Identity protection of students who eat free and reduced-price meals

Time to Eat - The school ensures:

- Adequate time for students to enjoy eating healthy foods with friends in schools
- That lunch time is scheduled as near to the middle of the school day as possible

Food or Physical Activity as a Reward or Punishment - The school:

- Prohibits the use of food as a reward or punishment in schools
- Does not deny student participation in recess or other physical activities as a form of discipline or for classroom make-up time
- Does not use physical activity as a punishment

Consistent School Activities and Environment - The school:

- Ensures that school fundraising efforts support healthy eating and physical activity
- Provides opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education
- Encourages parents/guardians, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home

- Provides information and outreach materials about other Food and Nutrition Service programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents/guardians
- Encourages all students to participate in the National School Lunch program

Administrative Rules Regarding Kihei Charter School's Local Wellness Policy

In order to enact and enforce KCS's Local Wellness Policy, the administrative team will follow the administrative rules as outlined in this policy. To assist in maintenance of a healthy school to the local school board, as requested, on the school's programs and efforts to meet the purpose and intent of this policy. To assist in the maintenance of a healthy school environment, the School shall establish a Coordinated School Health Committee (CSHC) that will provide an annual review and evaluation of the KCS Local Wellness Policy and these administrative rules.

Anything not covered in this handbook, is covered by our agreement that "common sense" will be used to resolve any student issue.

