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**SCHOOL YEAR 2024-2025  
STUDENT AND PARENT  
HANDBOOK**

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## **CAMPUS CONTACT INFORMATION**

Kapolei Charter School by Goodwill Hawaii  
2140 Lauwiliwili Street, Kapolei, Hawaii 96707  
Office hours: 8:30 a.m. to 3:00 p.m., Monday-Friday

School Phone: (808) 690-9909

Website: [www.kcshawaii.org](http://www.kcshawaii.org)

### **Administration**

|                                |   |
|--------------------------------|---|
| <b>School Director:</b>        | Dr. Wanda Villareal<br><a href="mailto:wvillareal@kcshawaii.org">wvillareal@kcshawaii.org</a> |
| <b>Assistant Director:</b>     | Mailani Gaspar<br><a href="mailto:mgaspar@kcshawaii.org">mgaspar@kcshawaii.org</a>            |
| <b>Director of Operations:</b> | Jamie Kahalepuna<br><a href="mailto:jkahalepuna@kcshawaii.org">jkahalepuna@kcshawaii.org</a>  |
| <b>Life Coaches Lead:</b>      | Jamie Bautista<br><a href="mailto:jbautista@kcshawaii.org">jbautista@kcshawaii.org</a>        |
| <b>Teacher Resource:</b>       | Shaun Aksionczyk<br><a href="mailto:saksionczyk@kcshawaii.org">saksionczyk@kcshawaii.org</a>  |
| <b>Teachers:</b>               | See student syllabus for contact information  |



## Welcome from the School Director

On behalf of Kapolei Charter School, I would like to welcome you to our school. Each student and family within KCS play a crucial role in the fulfillment of the school's mission and our service to the community. We are excited to have you join us as we continuously work to partner with students and their families to gain a quality high school education while also engaging in skills preparation and career development.

Your time here will open doors for you to meet new people and enjoy new experiences. Should you have any questions as you become better acquainted with the school, please feel free to address them with our administration. We look forward to having you on our team and hope that your career at KCS is long and enriching.

Dr. Wanda Villareal  
School Director

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Kapolei Charter School faculty can be reached via email or by contacting the school at 808.690.9909.

# STATEMENT OF THE HANDBOOK

This handbook provides parents and students with information regarding Kapolei Charter School by Goodwill Hawaii (KCS) policies and services. The statements and policies in this handbook do not represent any contract between parents and KCS, nor do they create or confer any legal rights. KCS will be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of KCS. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the school’s administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in this handbook.

Note: References to “parents” throughout this handbook should be understood to mean “parents and legal guardians.”

[Parent Acknowledgement Form]

**Kapolei Charter School**  
**2024-2025**  
**PARENT ACKNOWLEDGEMENT**

I have I have received a copy of parent handbook dated School Year 2024-2025. I understand that the Handbook is not a contract, but rather a general overview of some of Kapolei Charter School’s policies and procedures. Also policies and procedures can be located on the school’s website.

I understand that it is my responsibility to read the guidelines and procedures contained in this Handbook. If I do not understand anything in the Handbook, I will seek clarification from administration.

I understand that Kapolei Charter School, in its sole discretion, may add, modify or cancel handbook and any of its contents at any time.

I understand that compliance with the rules and policies contained in the handbook is a requirement for continued enrollment and that failure to follow the rules and policies may result in consultation and disciplinary action.

I understand that my interactions with the school (faculty, other parents, students, and community members) will be respectful and professional at all times.

I understand that Kapolei Charter School is a school of choice and at anytime you are in disagreement with our mission. vision, policies and procedures a transfer to student’s home school will be encouraged.

I understand that this version of the Parent/Student Handbook replaces and supersedes all previous versions and any other communications related to the same subject matter. If a previous policy, notice or communication conflicts with any provision of this handbook, I understand the provision in this handbook shall govern.

Print Student Name \_\_\_\_\_

Print Parent/Legal Guardian Name: \_\_\_\_\_

Signature Parent/Legal Guardian Name: \_\_\_\_\_

Inserted within this handbook is a parent Acknowledgment form. This form lets us know that you have read, fully understand, and support the information contained in the handbook. Please read and sign the form and return to Kapolei Charter School no later than August 11th, 2024.

## Our Mission

The Kapolei Charter School by Goodwill Hawaii (KCS) provides customized, meaningful, and alternative educational opportunities to students who seek an alternative to the traditional educational system. With high academic standards, KCS will assist 9th - 12th grade students to graduate with a high school diploma, while providing enriching wrap around services to help them navigate challenges and overcome barriers, allowing them to reach academic success. Students may also graduate with post-secondary credits such as a technical certification or community college credits to ensure a smooth transition into the workforce blending our vision of the power of education and work.

## Our Vision

Provide alternative opportunities for gaining meaningful education and employment to achieve personal fulfillment and self-sufficiency.

## Our Values

Core Values are the essential and enduring tenets of a school– a set of guiding principles that have a profound impact on how everyone in the school thinks and acts. They are the few extremely powerful guiding principles; the soul of the school - the values that guide all actions. You can think of Core Values as the glue that holds a school together through time. Core values define what a school stands for and is consistently modeled throughout the school.

**People:** Through respect, we treat all people with dignity. Through teamwork, we work together to combine our talents and maximize our strengths. We build trust through open communication and fulfilling our commitments to academic success.

**Community:** Through collaboration, we strive to be a partner in community efforts. We believe in being good corporate citizens and taking care of our island home. We seek out and share current resources and knowledge.

**Leadership:** Through best practices, we take on community issues that will result in helping our students achieve self-sufficiency. Internally, we inspire and coach staff/students to become leaders. We support them through education and training and by providing opportunities to lead. We foster a culture that expresses a clear expectation for honest, clear, and transparent behavior from everyone through leading by example, being a role model, and modeling our core values.

**Excellence –** Build accountability and take responsibility for our actions. **Quality:** Exceed school and community expectations. **Continuous Learning:** Seek opportunities to learn and replicate successes. **Innovation:** Think outside the box.



## SUPPORTING YOUR CHILD'S EDUCATION

### Academic Focus

KCS operates a traditional school calendar with 180 student days of instruction. The typical school week will be Monday through Friday. Students will attend school from 8:30 a.m. to 2:00 p.m., with instructional time taking place during five of those hours. The school will operate with three trimesters.

The trimester schedule, along with the school's course design and class structure, will provide students with the same amount of instructional material in one trimester as a traditional public school would provide in one semester. This accelerated schedule is designed to keep instruction relevant and to keep students engaged in school.

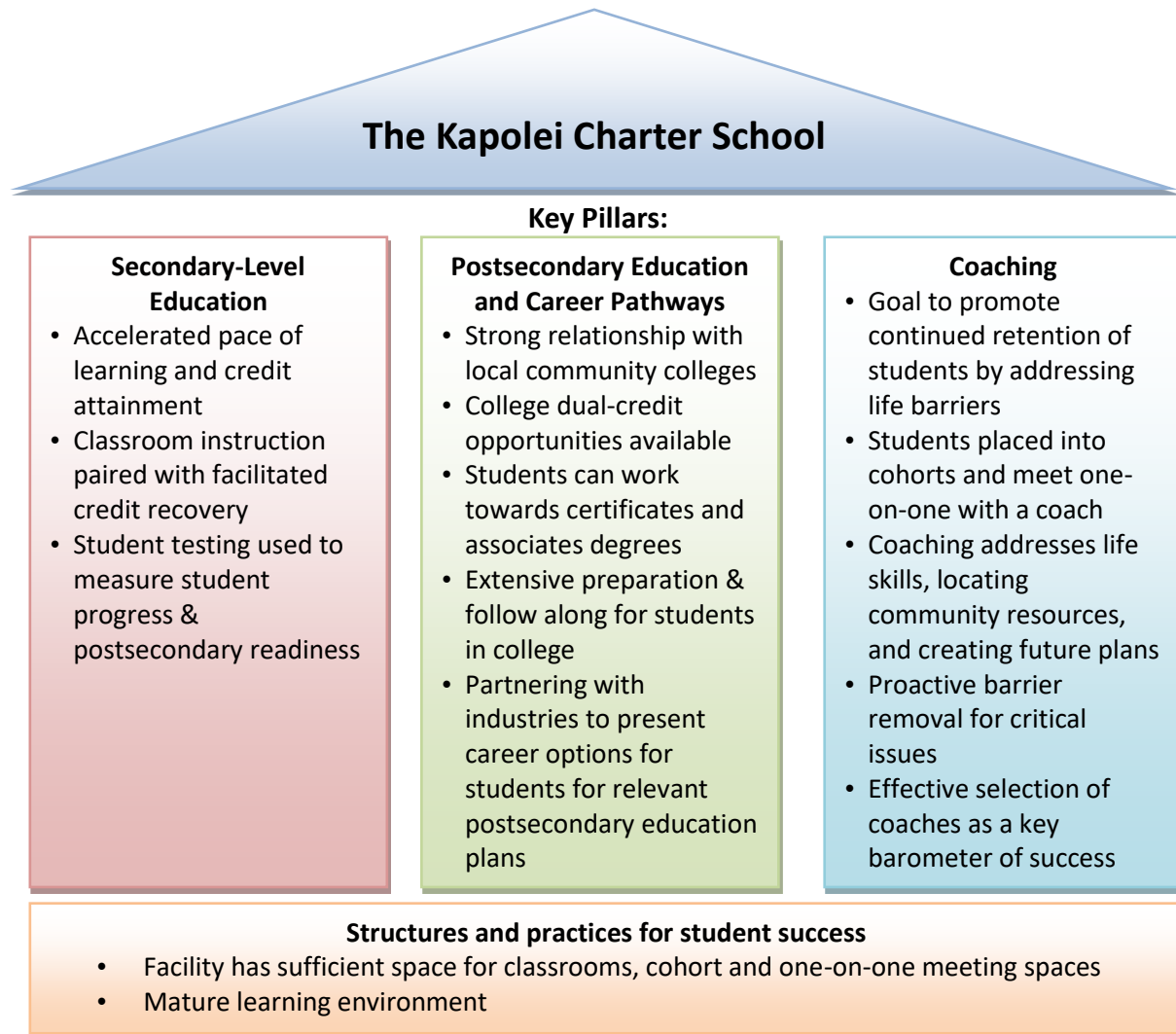
KCS will also feature a career focus. Students in grades 9-12 who have grades of a C or above in all courses from the preceding trimester are eligible to participate in programs that allow them to explore the world outside of the school walls.

Students can choose from a wide range of experiences including serving others, lending a hand to neighbors in the local community, and learning new skills in the arts, sciences, and technology. Accompanied and guided by their teachers, students grow as leaders, listeners, and thinkers, reflecting on their own lives and future endeavors. Students drive their own learning experiences based on their interests. From designing curriculum, executing planned activities, to developing the assessments by which they will be held accountable, students will have the choice to explore learning opportunities relating to college and career readiness.

The goal of the career focus to engage students by providing their voice and choice in their learning. Whether they participate in academic prep time, career exploration, a life skills class, job shadowing, college readiness activities, a class they think would be interesting, or service-learning opportunities, the goal is to develop students' abilities to take more responsibility for their learning.

Those students who are performing at standards by demonstrating grades of C or above in their core classes, and completed most of their graduation required courses may also have the opportunity to participate in coursework at the trade school, community college, or university level. A career counselor will assist in deciding what type of post-secondary courses may be beneficial for them in planning their post-secondary education or leading to career certifications. Some of these types of classes may include, enrollment during the school day in a college level course at KCS or approval to take off-campus courses. When funds are available to the school, KCS may be able to offer these courses free or offer a scholarship to students for these courses, however, in most cases, payment for these courses, along with any industry certifications will be the responsibility of the student and their family/guardians. KCS does offer a work experience opportunity through Goodwill Hawaii for students who meet certain criteria to engage in paid employment to help them to cover the cost of these expenses.

In summary, KCS provides the following comprehensive education and career focus:



## Your Role as a Parent

Your love, encouragement, and belief in your child’s ability to learn can make a world of difference in your child’s academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment and facilities – and by providing active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To assist us, we hold you to the following expectations:

Enforce school rules – help your child understand and follow the rules contained in this handbook and support the school when consequences are invoked for a violation of the rules.

Support regular attendance – make sure that your child is in school on time every school day,

unless attendance is prevented by an illness, injury or emergency.

Take an active interest in your child’s learning – know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

Monitor your child’s progress – study informal notes, progress reports and report cards. Discuss them with your child. If you have any questions, contact the school.

Communicate – Be respectful and professional; open communication between parents and school professionals is key to a child’s academic success. Contact a teacher, life coach, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.

Keep informed – Attend meetings and read handbooks, letters and other correspondence from the school. Policies and procedures are found on our school’s website.

Support school activities – show support for your child’s involvement in extra-curricular and athletic activities by attending the events. Your support may also include: participating in parent groups, volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from school activities.

## **ADMISSION OF STUDENTS**

Hawaii Revised Statutes §302A-1132 requires all children ages six (6) to eighteen (18) to attend a public or private school unless excluded or excepted from attendance.

Each student enrolled in a public school is enrolled in a specific grade. Students are ineligible to enroll in a specific grade if they exceed the maximum age on the first instructional day of the school year.

|          |   |
|----------|---|
| Grade 9  | Maximum age on the first instructional day = 16 years old |
| Grade 10 | Maximum age on the first instructional day = 17 years old |
| Grade 11 | Maximum age on the first instructional day = 18 years old |
| Grade 12 | Maximum age on the first instructional day = 19 years old |

## **New Student Enrollment**

For specific information regarding enrollment requirements, please see the current school year’s enrollment packet at [kcshawaii.org](http://kcshawaii.org).

## **Health Requirements**

(For private school or out-of-state enrollees)

According to the Hawaii School Attendance Law, all students who are enrolling in a Hawaii school for the first time must meet certain health requirements. Students who are new to the public school system and are planning to enroll at Kapolei Charter School must provide the following documentation before attending classes:

## **Physical Examination**

This must be completed by a licensed U.S. physician within twelve months prior to school entry.

## Tuberculosis Clearance

A clear TB result is required based on a U.S. tuberculin PPD skin test or chest X- ray and completed within twelve months prior to school entry. There are no exemptions for TB clearance. Clearance must include the dates the test was administered and read; and results must be in millimeters (mm).

## Required Immunizations

Students are also required to show proof of the following immunizations:

| VACCINE   | NO. OF DOSES |
|---|--------------|
| DTaP or DTP & Dtap (Diphtheria, Tetanus, Pertussis) | 5 & 1        |
| Polio (IPV or OPV)                                  | 4            |
| MMR (Measles, Mumps, Rubella)                       | 2            |
| HPV (Human Papillomavirus)                          | 2            |
| MCV (Meningococcal Conjugate)                       | 1            |
| Hepatitis A   | 2            |
| Hepatitis B   | 3            |
| Varicella (Chickenpox)                              | 1 or 2       |

Students who are not in compliance with the health requirements will be permitted to enroll at Kapolei Charter School if they provide a signed note from a doctor or his/her authorized staff indicating the appointment date for their physical or immunization.

## Non-Discrimination

Students have equal access to courses, programs and services at Kapolei Charter School without regard to race, color, national origin, sex, religion, or handicap condition. Inquiries concerning the application of Title VI of the Civil Rights Act of 1964 or the Title IX of the Rehabilitation Act of 1973 may be referred to the School Director.

## Demographic Information

If the information regarding your child needs to be updated, please inform the school in writing or through email. If the parent/child has moved, proof of residence documents will be required also.

## OUR ACADEMIC PROGRAM REQUIREMENTS

### School Hours

Kapolei Charter School hours for students are from 8:30 am – 2:00 pm on most school days. Students are not encouraged to arrive before their scheduled start time. Students will enter the school through the KCS's main front doors.

The typical school day will have five, one-hour long traditional class periods. In order to meet the needs of learners with significant skill gaps, 60-minute class periods keep students engaged in learning while working at an accelerated pace. The students' day ends with a study hall period in

which they are able to spend time to work on their personal transition plan, workplace readiness skills, and participate in career and academic planning. It is important this is at the end of the school day, as it prepares students to think about how to apply the skills they have learned during the school day into their lives and encourages them to make positive life decisions outside of school. The typical school day is outlined in the chart below.

|                                |                 |
|--------------------------------|-----------------|
| Period 1                       | 8:30 – 9:30AM   |
| Period 2                       | 9:30 – 10:30AM  |
| Period 3                       | 10:30 – 11:30AM |
| Lunch                          | 11:30 – 12:00PM |
| Period 4                       | 12:00 – 1:00PM  |
| Period 5                       | 1:00 – 2:00PM   |
| Study Hall Optional (days TBD) | 2:00 – 2:45PM   |

## Graduation Requirements

As Kapolei Charter School is considered a public school, Hawaii State Department of Education graduation requirements apply. Students and Parents/Guardians may review the guidelines posted [www.hawaiipublicschools.org/TeachingAndLearning/StudentLearning/GraduationRequirements/Pages/Graduation-Requirements-2016-and-beyond.asp](http://www.hawaiipublicschools.org/TeachingAndLearning/StudentLearning/GraduationRequirements/Pages/Graduation-Requirements-2016-and-beyond.asp) online at:

The State Department of Education stipulates that a High School Diploma shall be issued to students who meet these minimum course and credit requirements.

| Hawaii High School Diploma  |   |   |
|---|---|---|
| Course Requirements   | Credits                                 | NOTES**   |
| English   | 4.0 credits                             | Including: English LA 1 & 2; Expository Writing   |
| Social Studies  | 4.0 credits                             | Including: Modern History of Hawaii & Participation in a Democracy  |
| Mathematics   | 3.0 credits                             | Including: Algebra 1 & Geometry   |
| Science   | 3.0 credits                             | Including: Biology 1 & Laboratory Science electives (2 cr.)   |
| World Language OR Fine Arts OR Career & Technical Education (CTE) | 2.0 credits in one (1) program of study | For World Language: Two credits earned must be taken in sequence with consecutive course numbers in the study of one language. For Fine Arts: Two credits in a Fine Arts discipline: Visual Arts, Music, Drama, or Dance. Credits do not need to be in a single discipline. For CTE: Two credits need to be in a single career pathway program of study sequence. |
| Physical Education (PE)   | 1.0 credit                              |   |
| Health  | .5 credit                               |   |
| Personal Transition Plan  | .5 credit                               |   |
| Electives (any subject area)                                      | 6.0 credits                             | May include 1.0 elective credit for Senior Project  |
| TOTAL   | 24.0 credits                            |   |

### \*Honors Recognition Certificate Program

In addition to meeting the requirements for the High School Diploma, students who wish to be considered for the Honors Recognition Certificate must achieve a cumulative GPA of 3.0 or above:

| Academic Honors  | CTE Honors   | STEM Honors  |
|--|--|--|
| 4 credits of Math:<br>The 4 <sup>th</sup> credit beyond Algebra 2 must be earned via a combination of the following half-credit courses (or equivalent IB math courses): Algebra 3, Trigonometry, Analytic Geometry, and Pre-calculus. | <b>Completes program of study</b> (2-3 courses in sequence plus a state-identified specific academic course requirement).<br>Earn a 'B' or better in each required program of study (coursework).<br>Meet or exceed proficiency on performance-based assessments for corresponding program of study. | 4 credits of Math:<br>The 4 <sup>th</sup> credit beyond Algebra 2 must be earned via a combination of the following half-credit courses (or equivalent IB math courses): Algebra 3, Trigonometry, Analytic Geometry, and Pre-calculus. |
| 4 credits of Science:<br>Of the 4 credits, one credit must be in Biology 1 (or equivalent IB Biology; or AP Biology courses); and the other 3 credits must be lab-based science credits.   | <b>Completes one of the following</b> written assessments for the corresponding program of study:<br>Earn at least 70% on each end-of-course assessment<br>Earn a nationally-recognized certificate<br>Earn a passing score on a Dual Credit Articulated Program of Study assessment                 | 4 credits of Science:<br>Of the 4 credits, one credit must be in Biology 1 (or equivalent IB Biology; or AP Biology courses); and the other 3 credits must be lab-based science credits.   |
| <b>Two credits minimum</b> must be from AP/IB/Running Start courses (equivalent to credits for 2 college courses).   |  | A STEM Capstone/STEM Senior Project  |

Cumulative Grade Point Averages (GPA) applies to all graduates: Cum Laude with a cumulative GPA of 3.000 to 3.5004 Magna Cum Laude with a cumulative GPA of 3.501 to 3.800 Summa Cum Laude with a cumulative GPA of 3.801 and above

Subject to BOE changes; Parents and students interested in the Honors Recognition Certificate Requirements should check with a counselor to ensure that all requirements are:

### Valedictorian/Salutatorian

The selection of the valedictorian and salutatorian will be based on the cumulative grade point averages of students at the end of the second trimester in the Senior years. The cumulative GPA is based on semester/year grades only, beginning with the first semester of the ninth grade and ending with the second trimester of the senior year; however, the final determination of the cumulative GPA will be computed by the State and will also include the grades earned at the middle school if a child earned high school credit.

All seniors with a cumulative grade point average of 4.00 and above shall be declared Valedictorians. If more than one senior is declared Valedictorian, no Salutatorian will be declared. Graduating seniors will be declared valedictorian if they meet the criteria of both a Cumulative GPA of 4.0; and earned and met the requirements of one of the Honor Recognition Certificates.

### Certificate of Completion

Students who are serviced by the Special Education Department with an Individually Prescribed Program are eligible to receive a Certificate of Completion when all of the requirements set by their program have been completed.

## Commencement Exercises

Students shall be permitted to participate in commencement if they:

Meet the requirements for a diploma or a certificate;

- Have fulfilled their financial obligations (example: student government fees, class dues, athletics, books and supplies, etc.); and,
- Meet other conditions, established by the Department of Education, which meet the standards of clarity, reasonableness, and justifiability.

## Students with Disabilities

The American's with Disabilities Act prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KCS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program or activity. If there are further questions, please contact the school.

## Progress Reports

The academic progress of each student is reported three times a year through a report card. These report cards will be distributed to students and taken home, or may be received by parents electronically.

## Promotion

Each student must earn a minimum number of credits to be promoted:

- From Grade 9 to Grade 10 Minimum of 5.0 credits
- From Grade 10 to Grade 11 Minimum of 11.0 credits
- From Grade 11 to Grade 12 Minimum of 17.0 credits

## Questions & Concerns

Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child's education, the following process is suggested:

If the issue concerns your child's learning, approach his or her teachers first. You may also contact your child's assigned Life Coach. If the concern or question is not resolved satisfactorily, please contact the Director of Operations.

When in doubt, please call the school office with your question or concern. The office staff will find the appropriate person to help you. Contact information can be found on the front cover of the handbook. The school does have a formal complaint process, Policy 103 which is available on our school's website.

## DAY-TO-DAY STUDENT LIFE



Students are expected to be on campus during the entire school day from 8:30AM to 2:00PM. Students are to remain on campus even if the student has a free period. They may leave campus at the end of the last period of the day or required activity if they are not taking part in activities or engaged in study help. The daily schedule may be modified to accommodate special school events. Information on schedule changes will be communicated to students as needed.

## School Expectations

- Students are expected to be in class on time and remain in class until dismissed.
- Students may leave the classroom with permission from teacher and signed passes.
- Students are expected to use appropriate language. Swearing, rude gestures, cruel remarks or any form of bullying and/or language which could be perceived as harrashing will not be tolerated.
- Students will dress appropriately during school hours. Students will be provided with 3 KCS uniform T-Shirts which will serve as the school uniform to be worn daily. During optional, non-uniform days, the following are considered inappropriate:
  - Spaghetti straps or strapless tops and dresses, short dresses
  - Short and/or tight skirts or shorts (skirts/shorts must be at least fingertip length)
  - Pants/jeans of the equivalent worn below the hips.
  - Bare midriff, crop tops, halter tube tops, backless, or off the shoulder clothing
  - Tank tops — for boys
  - Gang related colors and/or symbols on clothing, accessories
  - T-shirts or clothing with drug paraphernalia, printed words or suggestive symbols relating to drugs, alcohol, tobacco or any obscenities.
  - Headgear (caps, hats, beanies, etc.) worn in buildings or classrooms
  - Bandanas and do-rags
  - Dark glasses indoors
- Loitering will not be allowed, specifically in the following areas:
  - Stairwells inside and outside of the buildings
  - Parking lot before, during, and after school hours
  - Entry/Common areas of buildings

## Classroom Expectations

- **BE RESPECTFUL** to yourself and others at all times, both in verbal language and written communication.
- **BE PREPARED** by bringing materials to class daily.
- **BE PRESENT** as learning happens every day.
- **PARTICIPATE** and complete assignments on time.
- **BE INQUISITIVE.** Asking questions helps you and the class as a whole.
- **DO YOUR BEST.** You don't know how much you know unless you try.

## Cell Phone Usage:

Cell phones or other electronic devices may not be used in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher. See policy 314 for details.

## Purchasing Uniforms

Student will be provided with 3 T-Shirts (included in student registration fee), additional shirts may be purchase at a cost of **\$10** during enrollment, and **\$15** throughout the school year. School



Uniforms consist of the KCS T-Shirt with shorts, or long pants that comply with student dress code.

### **School Lunch Program**

KCS will not be providing breakfast or lunch at school, students must bring their own lunch.

### **School and Course Fees**

See enrollment packet at [kcshawaii.org](http://kcshawaii.org).

### **School Calendar**

Refer to the calendar posted on the school's website: [www.kcshawaii.org](http://www.kcshawaii.org)

### **Athletics**

Student who are interested in playing high school sports can play for the high school in their home district. For grade checks, forms will be available in the reception area, and students can retrieve current grade & signatures from their teachers.

## **STUDENT EXPECTATIONS**

### **Student Conduct**

Kapolei Charter School (KCS) and its staff will take every reasonable precaution in order to maintain a safe and orderly environment and to protect the health and safety of its students and faculty. In order to maintain a safe and secure environment, all faculty will be made aware of the school's policies, procedures and discipline policies during staff orientation, and all students will be made aware of the same policies and procedures during student orientation.

The philosophy of KCS regarding student behavior and discipline is that all students – regardless of race, gender, age, background, ability, or any other factor – have the basic right to an education and the opportunity to earn a high school diploma as well as maintaining their basic health, safety and security. KCS expects all members of the school community to conduct themselves in a manner to uphold and maintain these rights. Students or faculty who engage in behaviors that negatively impact students or any individual's health or safety will be subject to disciplinary actions to include dismissal from KCS. This philosophy is consistent with the school's model, mission and educational philosophy because it places an emphasis on students and enabling them to overcome any and all barriers in order to achieve a high school diploma.

KCS takes discipline seriously and views suspensions as a “last resort” option to ensure a safe and secure school environment. These steps are taken to help ensure students are well prepared for the workforce after graduation and to ensure students are provided ample opportunities to adjust their behavior prior to leading to a suspension. The school's discipline plan is outlined below. When applicable, Kapolei Charter School will also utilize Chapter 19 as a reference when reviewing and deciding on disciplinary response.

## Rules of Conduct:

The following Rules of Conduct have been adopted to ensure that all students and parents understand what conduct is expected of them within the school environment. These rules also are designed to create and maintain an environment where everyone treats others with dignity and respect. These rules do not cover all circumstances for which a student may be disciplined and additional rules may be added from time to time, and existing rules may be amended. Students are required to familiarize themselves with these Rules and to adhere to them. Violation of the Rules of Conduct may subject a student to disciplinary action, up to and including reprimand, suspension, or disciplinary transfer.

1. Violation of any school policy or procedural guideline.
2. Pilferage, theft, or misappropriation or unauthorized possession or custody of school property or the property of others.
3. Unauthorized or unreported absence from school, or leaving the premises during working hours without prior notice and permission.
4. Threatening, fighting, or engaging in any act of physical aggression (as well as any attempt or threat to engage in a fight or to provoke a fight), either by word or actions, or any other action that violates Chapter 19.
5. Falsification or dishonesty in any form, including falsification of any records, reports, supplying false or misleading in response to the school's investigation into misconduct.
6. Disclosure of confidential information regarding students, faculty and other staff unless such disclosure is protected by law.
7. Unauthorized possession, distribution, sale, and use or transporting onto school property any alcoholic beverage, controlled substance, drug, and/or drug paraphernalia.
8. Possession or transportation onto School premises of weapons or firearms; any threat to use such weapons.
9. Violation of the School's no solicitation/distribution policy.
10. Tape recording or videotaping of any conversation or meeting is prohibited unless written authorization is received by all parties in advance of the recording, or the recording is authorized in writing by management in advance.
11. Violation of the School's Policy Prohibiting Sexual and Other Forms of Harassment.

The above list is not intended to be all-inclusive.

## Restorative Justice and Positive Behavioral Interventions Support

KCS employs Restorative Justice to build community and respond to student misconduct, with the goals of repairing harm and restoring relationships between those impacted. The Restorative Justice Program utilizes a three-tiered model of prevention, intervention, and supported re-entry in response to conflict/harm. KCS' practice of restorative justice emphasizes the importance of:

- Identifying the harm,

- Involving all stakeholders to their desired comfort level, and
- True accountability – taking steps to repair the harm and address its causes to the degree possible.
- KCS is committed to creating and maintaining a safe, positive, learning community that nurtures and inspires every student to thrive academically, socially, and emotionally. Restorative practices are used to build a sense of school community and resolve conflict by repairing harm and restoring positive relationships through problem-solving sessions where students and educators work together to set academic goals, develop core values for the classroom community, and resolve conflicts. Goals of the School Discipline Policy include
  - Set high expectations for behavior and adopt an instructional approach to discipline.
  - Involve families, students, and school personnel, and communicate regularly and clearly.
  - Ensure clear, developmentally appropriate, and proportional consequences apply for misbehavior.
  - Create policies that include appropriate procedures for students with disabilities and due process for all students.
  - Remove students from the classroom only as a last resort, ensure alternative settings provide academic instruction, and return students to the classroom as soon as possible

## Grounds for Disciplinary Action

All students are subject to disciplinary action when involved in any of the acts listed below, while on school grounds or at a school activity, during breaks (on or off campus), or while going to or coming from school or any activity. Severe behavioral infractions may lead to immediate suspension.

Grounds for disciplinary action include but are not limited to the following offenses: violence/threat of physical aggression; vulgarity/profanity/searing; possession of a weapon; being under the influence and/or being in possession of illegal substances (alcohol, drugs, drug paraphernalia, tobacco, matches/lighters); gambling; bullying/harassment; cheating/plagiarism; forgery; theft or vandalism; trespassing (prohibited school areas); chronic misbehavior, including disrespect and classroom disruption; chronic insubordination; and chronic tardiness and/or absences.

There are three (3) levels of discipline, ranging from minor behavioral infractions (Level 1) to serious infractions (Level 3). In determining disciplinary actions, the school administrator or designee shall consider the intention of the offender, the nature and severity of the offense, and special circumstances as necessary in all incidences.

KCS may include additional infractions as appropriate. Additional or alternative disciplinary consequences may be enforced. KCS has the sole discretion to determine the appropriate level of discipline for each incident/violation in all student disciplinary situations.

### Level 1

Level one student behaviors hinder the ability for all students to participate in a learning and nurturing school environment. Infractions include, but are not limited to:

- Failure to follow established school/classroom rules
- Disrespect towards adults or students –defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty including claiming someone else’s work and online work as your own

- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse or damage of school property, other students' work, or personal electronic (or another person's) devices during school hours
- In an off-limits area and/or inappropriate conduct when part of a school-related activity

## Level 2

Level 2 discipline addresses serious behaviors which either have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, learning, and nurturing school environment. Infractions include, but are not limited to:

- Unchanged or repeated infractions of Level 1 behavior
- Serious acts of defiance, physical assault, or threatening other students or school personnel
- Cyber-bullying another student through online chat, email, text, photo, video, documents, or social media -impersonating another student by using their login information to harm another student
- Sending inappropriate emails, text, photo, video, or online comments to faculty/staff or other students
- Being present where drugs or alcohol are being used, or evidence of use exists
- Sexual misconduct
- Smoking cigarettes (including any e-cigarettes or tobacco products)
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

## Level 3

Level 3 discipline addresses serious behaviors which either have not responded to Level 1 and 2 interventions, and/or whose frequency or seriousness pose a direct threat to self, others, and school. Incidents may be reported to local law enforcement, if warranted.

Infractions include, but are not limited to:

- Unchanged or repeated infractions of Level 1 and/or Level 2 behavior
- Possession, sale or distribution and/or use of alcohol on campus or at school activities
- Theft/Burglary
- Possession of drug paraphernalia
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or misuse of fire alarm and/or other safety/emergency equipment
- Extortion
- Sexual offenses and misconduct
- Arson
- Assault/Fighting
- Bomb threat
- Possession, threat or use of a firearm, dangerous instrument or weapon
- Possession, use, or sale or distribution of illicit drugs
- Terroristic Threatening

**Possible Consequences** (Depending on the severity and/or frequency of infraction):

- Parent/Guardian notification and written reprimand in student file
- Detention
- Restorative Justice.
- Financial restitution
- School counseling or Outside counseling
- Behavioral Contract
- School or Community service
- Suspension
- Disciplinary Transfer to home school from KCS

Level 2, and 3 require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and given an opportunity to explain their actions before disciplinary action is taken. Parents/guardians will be contacted for serious issues and the school will protect the confidentiality of all parties.

KCS reserves the right to report any infractions to appropriate government authorities. Possible consequences shall be considered separate and apart from any other actions that may be taken by other agencies/authorities.

## Search and Seizure Procedures

Where there are reasonable grounds to believe that the student has violated the law or provisions prohibited under this chapter, or if there is a health or safety issue with illicit drugs, dangerous weapons, dangerous instruments or firearms, or a combination of the foregoing, the school official may examine the contents and belongings which may include but are not limited to purses, fanny packs, backpacks, jackets, shoes, socks, or any other outer clothing.

### Process

Searches and seizures are permissible if there are reasonable grounds to suspect, based on the circumstances that the search will turn up evidence that the student or students have violated or are violating either the law or KCS's student conduct and discipline policy.

- School administrator will decide based on evidence that a search is necessary.
- School personnel and another school official serving as a witness will conduct the search.
  - Unless it is an emergency where prompt action is necessary to protect the health or safety, or both of any person or persons.

### Procedure

- Students will be informed of the purpose and that a search will be conducted. The school has reasonable information to believe the student is either violating law or school's conduct policy. The search must be reasonable related to the purpose of the search.
- Provide students to voluntarily relinquish the contraband item(s).
- Students will be asked to remove all items in their purses, fanny packs, backpacks, jackets, shoes, socks, or any other outer clothing.
- A school official shall not conduct a search requiring bodily contact of a student except when such a search is necessary to prevent harm to the health or safety, or both of a person or persons. When such a search is necessary;
  - If the school official suspects the student is hiding the illegal contraband/weapons in their clothing, will ask the student to again relinquish the contraband item before

calling the police. If not, police will be called to conduct a thorough investigation and arrest if necessary.

- In the course of a search, the use of force against a student is prohibited unless the school official believes that the force to be used is necessary to prevent harm to the health or safety, or both of a person or persons or where the student physically resists the search. When force is necessary;
  - School official will refrain from force and call police.
- A search conducted shall be limited to the object or objects for which the search was conducted. However, any other object observed during a search may be seized by a school official when possession of the object is a violation of law or the provisions of this chapter, or when non-seizure may pose a threat to the health or safety, or both of a person or persons, including the school official conducting the search.

**Student Lockers** – Students should assume that their lockers are subject to opening and inspection any time with or without cause.

## Suspension Procedure

When determined a student should be suspended out of school, the following process is initiated:

- Incident Review: A discussion between the staff member requesting a student suspension will be held prior to the suspension of any student and parent/guardian notification, unless circumstances dictate a more immediate removal of the student from school premises. Follow-up discussion regarding the situation and consequences will take place as soon as possible after the incident.
- Parent Notification: The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.
- The suspended student shall be provided alternate educational activities or other appropriate assistance.
- Intake Meeting: Upon return from suspension the student will participate in an intake meeting; if determined as necessary, the student's parent/guardian may participate. At this time, a behavior contract may be introduced, stating that further misbehavior will result in a recommendation for suspension.
- KCS will follow the Hawaii Department of Education policy, within Chapter 19, that requires a one- year suspension if a student possesses a firearm on campus, on transportation, or during a school-sponsored activity or event on or off school property. A firearm is defined as any instrument that can project an object that can cause harm upon impact. This includes BB, water, air, or paintball guns.

## Discipline for Students with Disabilities

KCS will use the following discipline procedures for students with and IEP:

- School personnel may remove the student with a disability who violates the code of conduct from his or her current placement to an appropriate interim alternative educational setting (IAES), another setting, or suspension, for not more than 10 consecutive school days to the extent those alternatives are applied to students without disabilities.

- School personnel may remove the student with a disability who violates the code of conduct from his or her current placement for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a change of placements.
- School personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures that would be applied to students without disabilities, if:
  - In the MANIFESTATION DETERMINATION review, the behavior that gave rise to the violation of the code of conduct is determined not to be a manifestation of the student's disability;
  - SERVICES DURING PERIODS OF REMOVAL are provided to the student; and
  - Notification of a CHANGE OF PLACEMENT is given to the student
- School personnel must provide the students removed to a disciplinary alternative education program with written notice of the school's obligation to provide the student with an opportunity to complete coursework required for graduation that: Includes information regarding all methods available for completing the coursework; and states that the methods available for completing the coursework are available at no cost to the student. School personnel may remove the student to an IAES without regard to whether the behavior is determined to be a manifestation of the student's disability, if: There are SPECIAL CIRCUMSTANCES; and the removal is for not more than 45 school days. Students will be removed from the school immediately for the same length of time as a student without an IEP.

## Academic Probation

- Students may be placed on academic probation if they receive a F grade, two or more D grades, or if their GPA falls below 2.0 on a trimester report card.
- Students on academic probation may be required to attend mandatory tutoring after school and lunch study hall during the next Trimester.
- Students may not be able to use any personal electronic devices during school hours to ensure focus on academics.
- Students who remain on academic probation from one trimester to another may be required to have a parent-teacher conference to create an academic improvement plan.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be put on Academic suspension.
- Students on academic probation may not be able to participate in athletic events or co-curricular activities, including the early college program.

Mandatory Tutoring/Lunch Study Hall Rules: Students must bring their lunch to avoid being tardy



and attendance will be taken. If a student is late he/she will have one day added to their probation.

- Students must be productive during study hall.
- Electronics are prohibited and must be turned in upon check in.
- Study hall is silent. Group work is not allowed.
- Students will be released in a timely manner.

### **Disciplinary Transfer:**

The conduct and actions of a student who presents a clear threat to the physical safety of self or others, or the student is so extremely disruptive that a permanent removal from KCS is necessary. This removal of the student is essential to preserve the right of other students to pursue their education free from undue disruption.

### **Out-of-School and Off-Campus Behavior:**

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from KCS. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KCS and KCS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances.

Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

### **Absences, Leaves & Tardiness**

School attendance is both a right and a responsibility in the state of Hawaii. The Hawaii Revised Statutes (HRS) requires a child who is six (6) years of age and not yet eighteen (18) on January 1 of any school year, to attend either a public or private school unless formally excused from school via the proper, legal procedure. All public schools are tasked with enforcing this compulsory attendance law. Parents have the legal responsibility to make sure their children attend school on a regular basis. Students who are chronic absentees may be referred to Family Court for educational neglect.

Families are strongly encouraged to plan family vacations and trips to coincide with school trimesters and breaks and to avoid taking children out of school during regular scheduled school days.

### **Policy:**

Regular attendance is the responsibility of the student and his/her parent(s).



Absence from school day is defined as a student missing more than 3 of the six scheduled periods per day.

Excused absences may include (but are not limited to):

- Illness or injury documented by a doctor's note
- Doctor or Dental appointment
- Death in the immediate family
- Religious practices or holidays
- Court appearance
- Family emergency
- Pre-Approved family vacations that have been discussed with teacher in advance (at least 2 weeks before departure date) and for which an education plan is in place.

For less than 10 unexcused absences: regular monitoring will include documentation in student's cumulative file and on end-of-trimester progress reports.

For 10-15 unexcused absences: Students are classified as **chronically absent** when they accumulate 15 absences throughout the academic year. Students who are chronically absent may be unable to receive credit. A notification letter or school conference will be scheduled to identify the source of the lack of attendance. Parent/Guardian may be required to submit a doctor's excuse for any and subsequent absences due to illness.

For 16 - 20 absences: A mandatory family conference is scheduled to discuss parent's legal responsibility with regard to compulsory education, the root cause of the problem, and to develop an improvement plan that is agreed to and signed by the family.

For 21+ unexcused absences: A school team meeting will be held to determine the need to file a Family Court Petition for educational neglect. Following the meeting the family is notified and the improvement plan is modified or the petition is filed.

## Absences

Absences from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Students and parents are responsible for maintaining academic progress during absences from school. Please follow the appropriate procedure when the absence occurs:

### Absences due to illness or injury:

- Phone Call – please call the office line before 9:00am on the day of the absence and for each additional day your child is absent. Be prepared to give your child's name and reason for absence. Please let the office staff know if you anticipate an extended absence.
- Returning to School – on return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence. After an absence of five or more consecutive days, your child must submit a written statement from his/her doctor which notes: the illness, the treatment, directions for follow-up, and directors for activities such as physical education.
- Communicable Diseases – if your child contracts a communicable disease (i.e.: chicken

pox, pink eye, strep throat) a doctor's clearance note must be presented to the school office before your child may return to school.

### Anticipated absences:

If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit a written request to the school office, KCS Extended Absence Form available in the reception area, 2 weeks, fourteen (14) calendar days prior to the date of the absence. The school will review all absence requests. If approved, the absence is considered excused. Students are responsible to follow-up with his/her instructors to meet coursework expectations such as deadlines, make-up work, etc. for excused absences.

In the event the request is denied, the absence shall be considered unexcused. Teachers are not required to provide make-up work, tests (including final exams) or tutoring due to students' unexcused absences.

#### Absence Examples

| Excused Absences  | Unexcused Absences  |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Personal illness</li> <li>▪ Medical, dental, or mental health appointment</li> <li>▪ Serious illness in the student's immediate family</li> <li>▪ A death in the student's immediate family or of a relative</li> <li>▪ Emergency conditions such as fire, flood or storm</li> <li>▪ Unique family circumstances warranting absence and coordinated with school administration.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Absences not confirmed by a phone call or written note from parent or legal guardian</li> <li>▪ Cutting class or a required activity</li> <li>▪ Truancy</li> <li>▪ Entertaining guests/visitors</li> <li>▪ Caring for a family member</li> <li>▪ Parent request without explanation</li> </ul> |

### Leave of Absence

Students who need to leave KCS to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the school prior to the leave and be available for a leave conference.

Examples of Educational & Personal Leaves include those to address:

- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (i.e.: cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student's progress in therapy, and
- Family relocation for military or employment reasons on a limited-time basis.

Return to School: Conditions for a student's return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

## Tardiness

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 8:30am. Students who arrive after 8:30am must report to the reception desk to obtain an admittance slip before going to class. Students who anticipate being tardy must bring a note to the school office or have a parent or legal guardian call the school's office.

### Tardy Examples

| Excused Tardy   | Unexcused Tardy  |
|---|--|
| <ul style="list-style-type: none"><li>▪ Submits a verified doctor/dental, court note identifying an "excused absence"</li><li>▪ Is detained by school personnel</li><li>▪ Is delayed by unusual conditions (approved by administration)</li></ul> | <ul style="list-style-type: none"><li>▪ Overslept/Late start</li><li>▪ Car trouble</li><li>▪ Missed the bus</li><li>▪ Babysitting</li><li>▪ Parent request without explanation</li></ul> |

Student tardies are cumulative and subject to progressive discipline.

1-4 Tardies will result in a WARNING

5-8 Tardies will result in a meeting with Life Coaches & parent notification

10+ Tardies may result in disciplinary action & a scheduled parent meeting

Students with outstanding tardy violations will not be allowed to participate in any student activities.

## Make-Up Work

Excused Absence – it is a student's responsibility to arrange make-up of missed assignments due to absence by the required deadline. Ways to request homework assignments include: emailing or calling the teacher, checking online resources, or calling a classmate for homework assignments.

## Early Dismissal

Early dismissal should not be used for matters of convenience (i.e avoid traffic). However, if it is necessary for a student to be released during the school day, an Authorized Student Pass is needed prior to leaving campus. Parents should note that missing 3 or more periods per school day is considered absent from school.

1. Parent/Guardian is required to provide a signed note or complete and sign an early Dismissal form at the Office.
2. Person picking up student must be listed as an Emergency Contact and provide picture identification.

## Unexcused Absence

Teachers have the discretion not to prepare homework or other assignments in advance for unexcused absences. Teachers also have the discretion not to allow students to make-up work or tests on days when they have an unexcused absence. These assignments will be recorded as a "zero" and may affect the student's final quarterly grade.

## Truancy

The Department of Education and the Honolulu Police Department (HPD) cooperate in dealing with students who are truant. When a student is picked up for being truant by HPD, the following procedure will be exercised:

- 1<sup>st</sup> offense – Police returns student to school for disciplinary action. Name of student is placed in HPD computer bank. Parent is informed.
- 2<sup>nd</sup> offense – Student is taken to the police station and arrested for truancy. Parent must claim Student for release.
- 3<sup>rd</sup> offense – Student is arrested and must go to Family Court for disposition

### **Participation in Special Events:**

In order to participate and attend any evening or afterschool event, students must be in school **for the entire day** (this includes unscheduled periods) of the event or the day before if the event falls on a weekend or non-school day.

### **STUDENT TRANSPORTATION**

Kapolei Charter School does not provide transportation to the school. The school's parking lot is available for student parking and for vehicle pickups and drop-offs. Parking and traffic regulations are in place to ensure the safety of all students, and to maintain the appropriate academic atmosphere throughout the day within the school campus and with its neighbors. All vehicles parked by school staff or students must be registered at the main office. Anyone transporting a student to the school may only drop off/pick-up at the designated area and time. Guests must park in marked parking stalls and register the vehicle at the front desk. Loitering of any kind is not permitted in the parking areas.

Student Parking:

Junior & Senior students who drive to/from school must register their vehicle with the KCS office. Student parking at KCS is a privilege. Students will lose their parking permits for the following reasons, but are not limited to:

- a) Any student leaving campus unauthorized.
- b) Possessing a weapon on school grounds.
- c) Possessing, using, selling or distributing alcohol/drugs/vapes on district property.
- d) Vandalizing/destroying property.
- e) In an unauthorized area on more than one occasion.
- f) Driving inappropriately on district property.
- g) Any violation of the State of Hawaii Vehicle and Traffic Laws while on any district property.
- h) Transporting more occupants than the number of seatbelts in a vehicle.
- i) Transporting other students to/from district property without appropriate permission.

### **SCHOOL SAFETY AND SECURITY**

Kapolei Charter School is committed to providing a safe, secure and orderly environment for students, faculty, staff and visitors on campus. All visitors to KCS are expected to check in at the main office and wear a guest pass while on campus. A campus staff/supervisor monitors school security and safety. Students may not leave campus during school hours without permission from the main office and authorized by their parent/guardian. Parents must provide KCS with information as to how their children may exit school campus after hours.

### **Reporting school infractions & unlawful activity:**

- If you or your child witness a school infraction – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to Director of Operations or staff member immediately to permit KCS to take appropriate action. KCS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views.
- After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the infraction is serious and circumstances so warrant. KCS may take disciplinary action, up to and including suspension or release, as determined by KCS at its sole discretion. A detailed list of infractions and disciplinary actions can be found in the “Student Discipline” section of the handbook. For more information about how to report a school infraction, please contact the school.
- If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-use please report it immediately to KCS faculty or staff members. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

### **Off-limit Areas on Campus:**

To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are not allowed in parking lot and/or student vehicles, or any other areas identified and communicated by faculty and/or staff

### **Securing Valuables:**

As a safeguard, never leave valuable items unattended or unsecured. Kapolei Charter School will not be responsible for replacing lost, stolen or damaged items.

### **Campus Closure and Disaster Response**

KCS has a written plan for addressing campus closure including natural and other disaster responses. The policy includes the general guideline that the school will follow the lead of the DOE Office in the event of natural disasters. The procedures include specific roles for Faculty and administration in terms of what to do for closures during school hours as well as non-school hours.

### **Reporting Child Abuse &/or Neglect:**

KCS complies with the Child Abuse Law, the Child Protective Act and the Domestic Abuse Protective Orders. To the extent permitted by these laws, KCS strives to balance the rights of students with the rights of parents and family members. In compliance with the Child Abuse Law, KCS is required to report any suspected child abuse or neglect to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter. Under the law, DHS or the police can interview the child without parental consent or presence. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

As mandated reporters, we are legally required by law to report any suspicion or concerns of child abuse or neglect to the Department of Human Services.

### **Changes in Your Child’s Custodial Status:**

It is the policy of KCS to remain a neutral party in parental disputes concerning the care or custody

of their child. It is the obligation of parents and legal guardian to notify KCS in the event there is a legal change in their children's custodial status. Copies of any court orders, decrees, power of attorneys that affect your child's legal status must be sent to the school. In the absence of any legal documentation, KCS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record. KCS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

## **Emergency Procedures and Contact Information**

KCS uses an electronic text/email notification system to alert students and parents when an emergency happens on or off-campus, as well as for general communication information. Students and Parents may sign up for system alerts through agreement on the emergency contact form, or by calling or emailing the office for assistance.

Updated plans for quick response to fire, natural disasters, bomb threats, utility failures, medical emergencies and safety during violent or other threatening situations are located in the Red Folders at all KCS facilities and sites, and are regularly practiced at each location. Copies of emergency response and evacuation plans are maintained by the Safety Department.

Training of emergency plans is held so that our students and employees may make the quickest and safest exit possible from the facility in case of fire or other emergencies. Every student and employee have an important role in KCS's emergency program. The main facilities, retail stores, and all outside locations have evacuation procedures.

## **Student Health**

Students who become ill or are injured during the school day should obtain a pass from their teacher and report to the lobby. A resting space is available in a semi-private health area until they are able to return to class or are picked up by a parent/legal guardian or other designated adult.

## **Medication Administration:**

KCS does not administer any medication.

## **Contacting Parents:**

In cases of emergency or if a child needs to be picked up from school, an administrative faculty member will attempt to call one of the child's parents. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Further treatment by a private physician or an emergency room is at the discretion of parents. Students will be sent home from school if they have any of the following:

- A temperature of 100.5° F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea
- Infectious disease (chicken pox, pink eye, influenza, head lice, etc.)

**IMPORTANT:** Please notify the main office immediately of a change of address or phone number.



## Student Records & Information

Parents and students are allowed:

- To inspect, review and obtain copies of the student's education record.
- To request that others, review the student's education record (except where KCS is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the school administrator, or his/her designee.
- To obtain copies of KCS's policies and procedures concerning parent/ student access to education records. Requests should be made at the front office.

## Directory information:

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken. The school will then contact the student and/or parents, who may then decide if they wish to contact the caller.

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Email
- Activities
- Clubs and sports
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

**IMPORTANT:** Please notify the high school office in writing IMMEDIATELY, if your home address or phone numbers change – including home, business and cell phone numbers and e-mail address, along with any legal matters.

## Release of information to colleges:

As part of the college application process, KCS may be asked to release information to post-high institutions and scholarship organizations regarding student performance and behavior. This may include answering questions regarding academics, conduct, and/or disciplinary issues. When specifically asked, KCS will do what is right and respond to such requests truthfully. Our expectation is that our students will do the same. In addition, students may request that teachers or administrators submit letters of recommendation to these organizations to give insight into their academic achievement and character. All statements, opinions, assessments, and other information provided by faculty or staff members are considered confidential. If you do not wish KCS faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding your child, you must notify the school's administrator in writing, by the first day of school. Please note that KCS will be unable to process any college applications on your child's behalf should you ask to withhold the information.

Please visit Hawaii DOE for more information regarding student privacy (FERPA) at:

## TECHNOLOGY

Kapolei Charter School allows students the use of the internet and e-mail system to support education-related communication and research. The use of the system and its support facilities is a privilege, not a right, and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege and/or release from Kapolei Charter School.

### Use of Technology Policy

In keeping up with technological advances, KCS provides computers and maintains an electronic mail (e-mail) system and in some cases internet access to assist in the conduct of business of the school as well as student learning. Technology, its use carries important responsibilities. KCS students are expected to exhibit the same high level of standards when using this technology.

Computers, computer systems and electronic media equipment (including computer accounts, laptop computers, Chromebooks, printers, networks, software, electronic mail, and Internet are provided for school related use. These systems, including the equipment and the data stored in the system, are and remain at all times the property of KCS whether they are located at school, or a remote location or device. As such, all messages created, sent, received or stored in the system as well as all information and materials downloaded into School computers are and remain the property of KCS.

School email, computer, telephone systems, fax and copy machines are intended to accommodate school business and are to be **used for school purposes only**.

### Email and Internet Usage

The school has the right to retrieve and review any message or document composed, sent, received, or downloaded at any time. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, no one can expect that message to remain private. The school has the right to monitor, at any time and without prior notice, your Internet usage including the Web sites that you have accessed, email, and any information that you may have downloaded or created. While electronic mail and Internet connections may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Messages and downloaded data may be reviewed by someone other than the intended recipient.

School internet and computer systems must not be used to violate the laws and regulations of the United States or any nation, state, city or province in any way. Use of school property for illegal activity is grounds for discipline, including immediate termination.

Messages and downloaded data may not contain content that may reasonably be considered offensive or disruptive to any student or employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of age, race, sex, sexual orientation, religion, national origin, ancestry, disability, citizenship, marital status, veteran status, or arrest and court record. Fraudulent, harassing, threatening, discriminatory, sexually explicit or obscene messages and/or materials are not to be transmitted, printed, requested or stored. "Chain letter," solicitations and other forms of mass mailings are not permitted.



All of the school's internet facilities and computer system and the messages, files, data, software and other information stored or transmitted on them are, and remain at all times, the property of the school. All information created, sent or retrieved through the school and all activities conducted should not be considered private or confidential communications. For this reason, the school reserves the right at all times and without prior notice to inspect and search all of the school's internet facilities and computer system and any and all information contained therein to determine whether this policy or any other school policy has been complied with or violated.

## Student Computer-Use Guidelines

- Use KCS Computer Lab for educational purposes
- Students should use KCS computer equipment, Internet, software programs for the purpose of education-related communication and research.
- Use of KCS computer equipment and systems for personal communication and internet browsing should be kept to a minimum.
- Use only school provided software on KCS computers
- Do not use the KCS systems to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications; or to do things that are illegal or unethical.
- Practice Responsible computer use
- Ask a teacher or computer lab resource person if you have questions or concerns about the KCS computer equipment or systems.
- Report problems with equipment or software to a teacher and they will work with KCS information Technology professionals to resolve the problem(s).
- Keeping Safe
- Stay clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
- Do not visit chat rooms or others sites where people may misrepresent themselves and try to gain the confidence of chat users in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first checking with staff- if it does not relate to school curriculum and expectations, it will not be accepted.
- Never give out personal information online- including full name, telephone number, address, and social security number. You may become a victim of a phishing scam or phony contest.
- Respecting others
- Do not use KCS systems to harm others, alter other people's materials, or misrepresent your identity.
- Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing resources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

## School Policies

### Visitors

Any non-student or non-staff member who visits the campus during the school day is required to sign in to the visitor's log at the main office, this includes all parent/guardians. All visitors must also wear a visitor badge while on school ground. Visitors must abide by the policies of the school and if disruptive or in violation of policies, made be asked to leave, or if needed, trespassed from school grounds. Faculty and students are expected to help enforce this policy. If you see someone on campus without a visitor's badge, please have them report to the main office to sign in.

## Photo Use

Each student is required to have a photo/video & name release form filled out before publishing or posting any photos, thus it is important that students not take or share photos or videos without first contacting administration.

## Social Media Policy

Please consider at all times the potential impact of your actions and postings on your professional reputation and the school's reputation, by association. Use the following guidance:

- Be aware of how persistent and sharable your posts are, and that people judge you by your posts.
- Be transparent and upfront about your online identity, keeping in mind that nothing is truly private
- Delete any profile or group that you have created and no longer utilize.
- Delete inappropriate posts
- Keep privacy settings up to date and appropriate.
- Don't post anything you wouldn't want another student, parent, or faculty member to see, copy, or share.
- When in doubt, talk face to face.
- Be aware that law enforcement monitors certain communications, especially communications where a threat is made towards a school and make take action that is out of the school's control.
- Seek guidance when you have a concern.

Students may use KCS computers, tablets and other types of technology during their time in school. The school has the right to retrieve and review any message or document composed, sent, received, or downloaded at any time. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, no one can expect that message to remain private. The school has the right to monitor, at any time and without prior notice, internet usage including the Web sites that have been accessed, email, and any information that may have been downloaded or created. While electronic mail and Internet connections may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Messages and downloaded data may be reviewed by someone other than the intended recipient.

## Reporting Crime-Related Incidents

As required in our Charter School Contract, faculty must report to the Director of Operations if they know or have reason to believe that an act has been committed or will be committed, which:

1. Occurred or will occur on school property during school hours or during activities

2. Involves crimes relating to arson, assault, burglary, disorderly conduct, dangerous activity supervised by the School; and weapons, dangerous drugs, harmful drugs, extortion, firearms, gambling, harassment, intoxicating drugs, marijuana or marijuana concentrate, murder, attempted murder, sexual offenses, rendering a false alarm, criminal property damage, robbery, terroristic threatening, theft, or trespass;

Incidents should be reported in a timely manner (as soon as safely possible) in writing via email to the School Leader, and may also be supplemented by in-person conversations or investigation. Failure to report crime-related incidents may result in disciplinary action including probation, suspension, demotion, and discharge of School officials.

## **Drug & Alcohol Free Workplace Policy**

To help ensure a safe school environment for our students and our staff, KCS has established a drug and alcohol-free work environment. All students are prohibited from bringing any drug or alcohol, or being on campus with any detectable level of alcohol or illegal drugs.

## **Smoking/Vaping Policy**

There shall be no smoking or vaping on school property. Smoking and vaping detectors may be present on school property.

## **School Procedures**

### **Taking Attendance**

Teachers will take attendance for each class in Infinite Campus. Attendance should be completed at the beginning of each period within the first ten minutes. The office administrator will document called-/emailed-in absences, and these will be reflected in individual class rosters. Record tardy when you take attendance. Let students know when they have been marked tardy.

### **Protocol**

Morning gatherings of staff and students may take place. The purpose of protocol is to unite the school community as a whole and notify students of important news, announcements, etc. This may include a greeting as well as sharing suggestions for the day.

### **Student Health Issues**

If a student feels ill or has an injury that you believe needs further attention, they should report to the School Office. We will follow our internal protocols for recording the incidents and making the decision to call parents.

### **Lunch Coverage**

Lunch coverage is provided by an assigned staff. For the safety of our students, there must be adult supervision available to them during all times when they are on campus.

### **Recording Grades and Assignments**

Assignments and grades should be logged in through Infinite Campus or other gradebook software. Assignments should be posted in advance so that parents and students can track homework and projects. Grades should be recorded and kept up to date. Timely feedback is

critical to student growth. As such, assignment completion should be recorded as soon as possible, generally within one day of submission and grades should be recorded no later than one week after an assignment was turned in.

## **Communication with Parents**

Regular information regarding the progress of the proposed school's development will be shared with parents and community members through school email, information sent home with students, information posted on the school's website, and presentations at community meetings.

A variety of activities will be planned for parent and community involvement in the proposed school; these include, but are not limited to:

- Strong family-school partnerships will be built through family members' regular involvement with the school through the life coaching activities, which will help students' address any family concerns, strengthen family relationships, and identify resources for family members in need of services;
- Local businesses will be approached to serve as mentors and to provide internship programs;
- Volunteer opportunities for parents to participate in school activities (i.e. field trips, community service activities);

There will not be a set amount of volunteer time required from the parents.

## **Off Campus Excursions**

Activities that take place off campus (such as PE) should have a general destination or route. The teacher responsible for that group should note the general direction of the group and the number and group of students leaving campus. Teachers must bring a cell phone on the trip and contact the school office immediately in case of any emergency. Field trips enhance student learning and are a valued part of the school experience. To respect students and fellow teachers' time and plans, and to give sufficient notice to parents, proposals for field trips which must include details to be communicated home to parent/guardians at least two days prior to the date of the trip.

