

Ke Kulekele Hopena 'A'e Lula Kula

Disciplinary Policy and Procedures

In keeping with the philosophy of learning as experimental, action-oriented, and growth-directed, so is discipline – the consequences of not following rules, procedures, policies, and practices of appropriate school behavior. Chapter 19 and the school policies defined are the minimum standard by which discipline shall be implemented. In the event of a disciplinary infraction, every effort shall be made to contact the family immediately based on the information provided to the school, i.e. correct phone numbers, medical contact names and numbers, emergency information, and so forth. Questions and concerns regarding discipline should be directed to the administrators. Any appeals of disciplinary action should also be directed to the administrators.

The definitions, examples, procedures, and progressive implementation of consequences are as follow. The offenses are listed in descending order from least to most severe.

Class D Offenses (School Rules)

This category of offenses should be addressed initially by each teacher's Classroom Management Plan, where consequences and procedures such as parent notification and student/parent conferences are conducted as appropriate.

- **Class/Campus Disruption**

Failure to follow classroom rules:

- Cheating
- Forgery
- Horseplay
- Running in school buildings
- Refusal to follow direct instructions
- Continuous tardiness to class
- Willful disregard of the Hawaiian language
- Continued refusal to comply with school dress code constitutes an insubordination offense and is subject to Class C procedures.

- **Vandalism**

Marking or defacing books, equipment, furniture, walls or other school and personal property. All vandalism will be assessed by the Nāwahīokalani'ōpu'u site manager. Payments/compensation is the responsibility of the student and family. Cases of extensive vandalism exceeding \$100 will warrant a police report and be punishable by Class A consequences.

- **Off-Limits and/or No Loitering Areas**

In addition to the off-limit sites, the following are restricted unless authorized by school faculty:

- Private cars during school hours
- School Office
- Refer to page 7 for other restricted areas

- **Nā Mea Waiwai I Pāpā 'Ia - *Contraband***

Property and all other articles considered unlawful to possess or produce; articles defined by school rules as being prohibited because of potential bodily injury or disruption of school operations. A device is considered contraband if it causes classroom or campus disruption, and or safety and health risks. All contraband will be

confiscated and returned to parents/legal guardians at the end of the school semester. Repeat offenders may claim articles in the office at the end of the school year.

Contraband items include but are not restricted to:

- Skateboards, roller blades, roller skates, scooters, heelys
- Portable radios, stereos, CD players, iPods, MP3s, lab tops, electronic entertainment devices
- Distasteful CDs, videos depicting sex, drugs, and/or violence
- Cellular phones, text messengers
- Gang related paraphernalia
- Playing cards, dice, hacky sacks
- Gum, candy, shelled snacks, food that result in difficult-to-clean litter
- Pornographic materials
- Matches, lighters
- Pets – Parents will be called for immediate pick-up
- Large sums of money (more than \$10.00)
- Toys, trading cards, pogs, bakugans and other toys of this nature
- **Special Circumstances**

If it is imperative that students bring his/her cell phone to school for use before or after school hours, the student is required to turn their cell phone in to the office daily for safe keeping. All phones should be turned in with the office before 7:50am, and will be available for pick-up at 3:00pm on Monday thru Thursday, and at 1:30pm on Fridays. Any phones that are seen on campus during school hours will be confiscated without question and treated as contraband; as such, they will be available for pick-up at the end of the quarter.

Missing Contraband Items

Although we will do our best to provide and maintain a safe environment, in regards to contraband, the school will not be responsible or financially liable for any such items that are lost or stolen on campus. If an item comes up missing, however, we ask that no matter what the nature of the item, the student reports it to the office.

Consequences for Class D Offenses

- 1st Offense: Immediate family contact; disciplinary conference; 1 week school service
- 2nd Offense: Immediate family contact; disciplinary conference; 2 weeks schools service
- 3rd Offense: Immediate family contact; disciplinary conference; 1-3 days regular suspension

Class C Offenses (Department of Education Rules)

- Truancy: Unexcused absence or the intent to miss the entire day of school.
- Smoking: Possession or use of tobacco substances; also includes chewing tobacco and snuff.
- Swearing: Profanity used in communication with and/or directed to school staff and faculty.
- Class Cutting
- Leaving Campus Without Permission
- Insubordination
- Laser Pen/Laser Pointer: possession or use of.

- 1st Offense: Immediate family contact; crisis suspension and 3–5 days regular suspension or dismissal from school
- 2nd Offense: Immediate family contact; crisis suspension and 5–10 days regular suspension or dismissal from school
- 3rd Offense: Immediate family contact; crisis suspension and 10+ days regular suspension or dismissal from school

Financial Retribution

In all instances in which financial retribution may be sought (as in cases of, but not limited to, theft, extortion, or property damage), such retribution will be the responsibility of the student and his/her family. In these cases, the financial amount of retribution will be determined by school administration and may also include a specific assignment of school service particular to the offense.

Disciplinary Definitions and Procedures

Family Conference with Counselor – The following must be in attendance:

- Parent(s)/Legal Guardian
- Student
- Counselor/Administrator
- Referring Faculty/Staff Members

School Service

School Service will be fulfilled in the following way:

- Classification & nature offenses will determine the length and the nature of service.
- Unsatisfactory participation/completion of service hours will result in additional consequences on a case-by-case basis.

Suspension

The student is not permitted to attend school or to be on campus for a specified period of time.

Crisis Suspension

The immediate removal of a student from school in a situation where the student presents a threat to the physical safety to self and others; or in which the student is extremely disruptive and removal is necessary to allow other students to pursue their education free from disruption.

Dismissal

The student is expelled from school and band from campus for the remainder of the school year. Violation will be cause for police referral for trespassing.