

**Kea‘au Middle School:
Schoolwide Expectations
and
Student Conduct
Handbook**

The Kea‘au Middle Schoolwide Expectations and Student Conduct Handbook is aligned with the school’s Vision and Mission Statements, the Hawaii Department of Education’s Chapter 19; *Student Misconduct & Discipline* and the Hawaii Department of Education’s *General Learner Outcomes*.

The purpose of Kea‘au Middle School’s school-administered discipline is to:

1. Promote and maintain a safe and secure educational environment.
2. Teach appropriate behavior which is beneficial to the educational process and personal development.
3. Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social.
4. Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

Vision Statement:

Kea‘au Middle School,
Kahi Pākela
The Place to Excel

Mission Statement:

Kea‘au Middle School’s mission is to challenge and empower our students to achieve a lifetime of success.

Kea‘au Middle School Rules:

1. Student Personal Conduct
 - a. Students are expected to be on time to class.
 - b. Students are expected to show consideration and responsibility for self and others so everyone can learn safely.
 - c. Students are expected to show consideration and responsibility for self and others so that everyone can learn without distraction. Unnecessary playing, talking, yelling, swearing, instigating fights, etc. are not allowed.
 - d. School is a public place and students are encouraged to make friends. However, public display of affection; hugging, kissing, petting, holding hands or holding arms around the waist, etc. are not allowed.
 - e. Students are prohibited from selling any items not directly related to school activities on campus.
2. Campus Safety
 - a. Students are expected to walk in hallways, stairs and covered walkways. Students should follow all walkway markings and walk on the right side of the walkway. Do not sit or climb on railings.
 - b. Students are expected to be in designated areas at all times.
 - c. Administrative approval is required for all selling activities.

- d. The following areas are off limits for students:
 - i. Areas behind all school buildings, including the portables and gym.
 - ii. Portable 1 and portable 2 (unless supervised by school personnel)
 - iii. Upper level Building K (unless in a classroom supervised by a teacher)
 - iv. Sidewalks in front of Library
 - v. Neighboring residential/commercial properties
 - vi. Building I for 7th and 8th grade students
 - vii. Buildings A, J, and K for all 6th grade students
 - viii. Building G

Note: *Administration may designate other areas as off limits if the need arises*

3. Prohibited Items

- a. Examples of prohibited items include but are not limited to:
 - i. Weapons
 - ii. Gum
 - iii. Candy
 - iv. Nuts with or without shells, sunflower seeds, pumpkin seeds, shelled snacks and or food items that causes a difficult clean up
 - v. All beverages with the exception of water (soda, sport drinks, etc.)
 - vi. Personal toys or balls
 - vii. Hats and ball caps (unless approved by administration)
 - viii. Dark glasses (unless approved by administration)
- b. Possession or use of contraband
 - i. Skateboards, roller blades, skates, “Heelies”
 - ii. Personal music devices (e.g. MP3 players, CD players) or speakers
 - iii. Personal electronics (computer, tablets, video games, etc.)
 - iv. Before and during school hours, cell phones must be off in student’s bag. Any cell phone seen by staff including in student’s pockets will be confiscated.
 - v. Walkie Talkies
 - vi. Spiked or studded wristbands and bracelets
 - vii. ALL types of playing cards, dice and fidgets
 - viii. Pornographic materials, pictures of drugs, alcohol and violence
 - ix. Matches or lighters
 - x. Other devices deemed by school officials as inappropriate or having potential to cause injury to self or others or potential to disrupt school climate (i.e., dangerous toys, laser pointers, whipped cream, water balloons, water guns, permanent markers, slime)

4. Loss of Privileges

- a. Any detention or suspension may result in the loss of privileges to participate in the next school activity.
- b. Any misbehavior at a school activity may result in the loss of the privilege to participate in the next school activity.

KMS Schoolwide Expected Behaviors

| Where | Respect | Responsibility | Safety |
|--|---|---|--|
| At all times | <ul style="list-style-type: none"> - Use appropriate language and volume - Follow directions - Be kind to and considerate to all adults and peers | <ul style="list-style-type: none"> - Follow rules - Care for school and personal property - Be accountable for yourself, your behavior and your work - Agenda planner must be with you at all times | <ul style="list-style-type: none"> - Ask for help - Keep hands and body to yourself - Use materials and equipment correctly - Report any unsafe conditions |
| Classroom | <ul style="list-style-type: none"> - Enter classroom in an orderly manner - Take a seat immediately upon entering the classroom - Get permission to use other's property | <ul style="list-style-type: none"> - Come to class prepared - Always do your best work - Complete and turn in all work on time - Return all materials to their proper locations | <ul style="list-style-type: none"> - Follow all safety rules and procedures - Remain seated - Keep all four chair legs on the ground |
| Walkways and Stairs | <ul style="list-style-type: none"> - Use appropriate language and volume - Keep hands and feet to self - Keep hallways clear | <ul style="list-style-type: none"> - Stay in designated areas - Use sports equipment in sports areas - Dispose of litter in rubbish cans | <ul style="list-style-type: none"> - <u>Walk</u> to all destinations on the right side of walkway or stairs - Allow clear passage for others |
| Cafeteria | <ul style="list-style-type: none"> - Use appropriate language and volume - Practice good manners - Stand in a single file line without cutting | <ul style="list-style-type: none"> - Clean up after yourself - Dispose of food and trash correctly - Eat all food inside the cafeteria | <ul style="list-style-type: none"> - Report or wipe up spills - Pick up items that have been dropped |
| Restrooms | <ul style="list-style-type: none"> - Respect others' privacy - Dispose of personal hygiene materials appropriately | <ul style="list-style-type: none"> - Conserve restroom supplies - Wash your hands to avoid germs - Flush toilets/urinals - Turn off water in the sink - Keep rooms graffiti free | <ul style="list-style-type: none"> - No crowding in restrooms |
| Recess Areas | <ul style="list-style-type: none"> - Use appropriate behavior and language - Play in designated areas - Walk around games in progress - Practice good sportsmanship | <ul style="list-style-type: none"> - Report all dangerous situations to an adult - Engage in sports/games allowed by school rules - Return to class promptly - Return borrowed items | <ul style="list-style-type: none"> - Use equipment appropriately - Avoid rough play - Sit appropriately at picnic tables and benches |
| Assembly | <ul style="list-style-type: none"> - Sit and listen attentively - Applaud appropriately - Wait patiently | <ul style="list-style-type: none"> - Stay with your class | <ul style="list-style-type: none"> - Remain seated until excused |
| Excursion | <ul style="list-style-type: none"> - Be a positive representative of KMS - Say "Thank You" to your sponsors | <ul style="list-style-type: none"> - Keep track of lunch, clothing and possessions - Remain with your class - Clean up and dispose of your litter | <ul style="list-style-type: none"> - Follow ALL directions and rules (bus and school) |
| Common Areas (Library, Office, Healthroom, Counselors Offices) | <ul style="list-style-type: none"> - Use appropriate language and volume - Sit/Wait patiently - Be courteous - Work/Wait quietly | <ul style="list-style-type: none"> - Take your turn in line - Follow all instructions - Treat all material with care - Promptly return all borrowed materials - Must have a signed pass to enter common areas during class | <ul style="list-style-type: none"> - Use equipment correctly |
| Bus | <ul style="list-style-type: none"> - Use appropriate language and volume - Keep hands and feet off others and their property | <ul style="list-style-type: none"> - Walk in a single file - Remain in the bus area - Obey the bus driver and bus rules - Have your pass ready | <ul style="list-style-type: none"> - Remain seated - Keep your hands, head and body in the bus - Follow the bus rules |
| Technology | <ul style="list-style-type: none"> - Practice appropriate computer and web etiquette | <ul style="list-style-type: none"> - Take care of computer equipment | <ul style="list-style-type: none"> - Be an ethical user of technology |

School Uniform Policy

Purpose:

This policy establishes school uniform for Kea‘au Middle School (KMS) students.

Definition:

School uniform is a school shirt with a selected KMS logo or design.

Intent:

The intent of the KMS School Uniform is to:

1. Promote student safety by enabling the identification of non-KMS students on campus and identify KMS students who are off-campus during school hours.
2. Foster a sense of school identity, pride and unity.
3. Economically assist parents and guardians by providing a viable alternative to the high cost of student clothing.
4. Reduce dress code violations due to; cliques, gang affiliation or messages that promote inappropriate behavior (alcohol-drug use, profanity, sexual conduct or violence).

Policy:

1. Regular School Uniform Days
 - a. Approved school uniform must be worn on campus on all school days, Monday through Friday, before, during, and after school.
 - b. Jackets, sweaters, over shirts, and other cover-ups worn should have full button or zipper front opening. Uniform T-shirts MUST BE CLEARLY VISIBLE throughout the school day. Pullovers other than KMS hoodies must be worn beneath the school uniform. Any jacket worn in a way that does not allow for visibility of school shirt may be confiscated (i.e. zipped/buttoned to neck).
 - c. Hoods must be down on the student's back (unless approved by administration).
 - d. Other dress attire worn with school uniform needs to be appropriate and not revealing. Students found in violation of this policy will be required to call home for a change or clothes or borrow a change of clothes from the Health Room. Prohibited clothing includes:
 - i. Form fitting clothes that are unduly revealing or tight
 - ii. Short or revealing shorts or skirts
 - iii. Loose fitting clothes that reveal undergarments or torso
2. Field Trips: School uniforms must be worn on all field trips
3. Noncompliance and Exemptions
 - a. Failure to comply with the KMS School Uniform Policy will result in the student being counseled and issued a dress code t-shirt for the day. Repeated violations will be subject to disciplinary action.
 - b. Jackets/hoodies that do not conform to the school dress code may be confiscated. On first offense, student may pick up the jacket/hoodie from the security office after school. All subsequent offenses will require the parent to pick up the item.

- c. Parents wishing to exempt their student from the school uniform policy may “opt-out” by requesting an Application for Exemption form available in the school office. Parents should (1) return the completed forms to the office, (2) meet with a school administrator to discuss the school uniform policy and nature of objection and (3) review acceptable student attire. Exemptions are valid only for the current school year and must be renewed at the beginning of each school year. After reviewing the Application for Exemption the granting of the exemption is at the sole discretion of the Principal. Violations of the school uniform policy will cause immediate revocation of exemption.
5. School uniforms must not be altered in any way.

Covid-19 Guidance

All COVID-19 procedural updates and changes will be communicated to families as necessary

Classifications of Offenses

The following prohibited conduct applies to all students in the public school system during school hours, on school premises or during department supervised activities. Refer to Chapter 19 for definitions and explanations

Class A Offenses (Unlawful Conduct – Police Report as needed)

For certain Class A Offense, see Notes 1 and 2 below.

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

Class B Offense (Unlawful Conduct – Police Report as Needed)

- a. Bullying (for students in grades K-8);
- b. Cyberbullying (for students in grades K-8);
- c. Discrimination;
- d. Disorderly conduct;
- e. False alarm;
- f. Forgery;
- g. Gambling;
- h. Harassment (for students in grades K-8);
- i. Hazing;
- j. Inappropriate or questionable uses, or both of internet materials or equipment, or both;
- k. Retaliation;
- l. Sexual harassment (for students in grades K-4);
- m. Theft; or
- n. Trespassing.

Class C Offense (Department-Prohibited Conduct)

- a. Abusive language
- b. Class cutting
- c. Insubordination
- d. Laser pen/laser pointer; possession or use of
- e. Leaving campus without consent
- f. Smoking or use of tobacco substances (including electronic cigarettes)
- g. Truancy

Class D Offenses (School-Prohibited Conduct)

- a. Contraband; possession or use of
- b. Minor problem behaviors
- c. Other school rules including but not limited to:
 - a. Refusal to wear a cloth mask
 - b. Refusal to adhere to social distancing
 - c. Selling items on campus
 - d. Off-limits areas
 - e. Disruption
 - f. Disrespect/noncompliance
 - g. Public Displays of Affection

CONTRABAND (Property, other than which is unlawful to possess/produce which is prohibited from possession or use on school premises because of disruption, nuisance, potential for bodily injury and/or other undesirable reasons).

Contraband items include, but are not limited to, the following:

1. Gum
2. Candy
3. Nuts with/without shells such as sunflower seeds, pumpkin seeds, shelled snacks and/or food items that causes a difficult clean up
4. All beverages with the exception of water (i.e., Soda, Sport drinks, Energy drinks, etc.)
5. Skateboards, roller blades, roller skates, "Heelies"
6. Personal music devices (e.g. MP3 players, CD players), speakers and video games
7. Cell phones (from time students step on campus to the end of the school day)
8. Walkie Talkies
9. Spiked or studded wristbands/bracelets
10. All types of playing cards, dice and fidgets
11. Pornographic materials, pictures of drugs, alcohol and violence
12. Matches/Lighters
13. Other devices deemed by school officials as inappropriate or having potential to cause injury to self or others or potential to disrupt school climate (i.e., dangerous toys, whipped cream, water balloons/water guns, permanent markers, slime)
14. eCigs (Electronic Cigarettes), eCig Liquids and/or components

Determination of Disciplinary Actions

In accordance with Chapter 19 Subchapter 2, § 8-19-5, disciplinary actions are determined based upon the following factors:

- intention of the offender,
- nature and severity of the offense,
- impact of the offense on others including whether the action was committed by an individual or a group of individuals such as a gang,
- age of the offender, and
- if the offender was a repeat offender.

In accordance with Chapter 19 Subchapter 2, § 8-19-6, disciplinary action options may include the following:

- (1) Correction and conference with the student;
- (2) Detention;
- (3) Crisis removal;
- (4) Individualized instruction related to student's problem behaviors;
- (5) In-school suspension;
- (6) Interim alternate educational setting;
- (7) Loss of privileges;
- (8) Parent conferences;
- (9) Time in office;
- (10) Suspension of one to ten school days;
- (11) Suspension of eleven or more school days;
- (12) Saturday school;
- (13) Disciplinary transfer;
- (14) Referral to alternative education programs;
- (15) Dismissal; or
- (16) Restitution.

Relating to Marijuana, Illicit Substances, Alcohol or Intoxicating Compounds:

In accordance with Act 205, *relating to Student Substance Abuse Referrals*, any student who (1) is in violation of possession, selling, consumption or use of intoxicating liquor or illegal drugs, or (2) who reasonably appears to have consumed or used intoxicating liquor or illegal drugs prior to attending school or attending department supervised activities held on or off school property shall be subject to the department's disciplinary rules (i.e., exclusion from school up to ninety-two school days).

Act 205, *Relating to Student Substance Abuse Referrals*, states that any student found to be in violation of the above provisions shall be allowed to return to school earlier than the department's original disciplinary determination; provided that the student gives the school evidence of the following:

- a. A substance abuse assessment was completed and the student is progressing toward clinical discharge from any substance abuse treatment or substance abuse counseling recommended by the substance abuse assessment, or
- b. If the substance abuse assessment finds the student does not need substance abuse treatment or substance abuse counseling, the school may allow the student to return to school earlier than originally indicated; provided that the student provides a certified copy of the assessment and the student's parent or legal guardian consents to the student receiving follow-up counseling or other student support services to be provided by the department.
- c.

Hawaii Gun Free Schools Act

Under the Department of Education's Chapter 19 (Hawaii Administrative Rules), any student who possesses a firearm "shall be DISMISSED from school for not less than one calendar year period." This misconduct will result in an automatic one year dismissal with an appeal to the State and Deputy Superintendent of Education.

As stated in Chapter 19 (Hawaii Administrative Rules) "**Firearm**" means:

- 1) Any weapon (including but not limited to a starter gun, shotgun, air guns, which includes BB guns, pellet guns, paintball guns, or cross bow or any other instrument which will or is designed to or may readily be converted to expel a projectile;
- 2) The frame or receiver of any such weapon; Any firearm muffler or firearm silencer; or
- 3) Any destructive device. The term "destructive device" means:
 - o Any explosives, incendiary, or poison gas:
 - bomb,
 - grenade,
 - rocket having a propellant charge,
 - missile having an explosive or incendiary charge,
 - mine, or
 - device similar to any of the devices described in the preceding clause;
- 4) Any type of weapon, which will, or which may be readily converted to expel a projectile, including but is not limited to a weapon that expels a projectile by action of an explosive or other propellant; or
- 5) Any combination or parts either designed or intended for use in converting any device described above and from which a destructive device may be assembled.