

**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:**

*Knowledge Means Success*

*KMS is a community of active and successful learners who are empowered to become responsible citizens.*

**Mission Statement:**

*The mission of KMS is to provide diverse and challenging opportunities in a safe, nurturing environment, that prepare our students for a lifetime of success.*

**Kea'au Middle School Rules:**

1. Student Personal Conduct
  - a. Students are expected to make every effort to be in class on time. Unexcused tardies will be subject to disciplinary action.
  - b. 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 will be subject to disciplinary action.
  - c. School is a public place and students are encouraged to make friends. However, overt display of affection; unnecessary hugging, kissing, petting, holding hands or holding arms around the waist, "mooning", "pantsing", etc. will be subject to disciplinary action.
  - d. Students are prohibited from selling any items not directly related to school activities on campus.
2. Campus Safety
  - a. Recess is a time for everyone to enjoy free activity in a safe manner. Playing games such as tackle football, wrestling, boxing, kung fu/karate, etc. are prohibited and subject to disciplinary action.
  - b. Students are to WALK in hallways, stairs and covered walkways. Railings are for your protection and not for sitting or climbing.
  - c. Students are expected to be in designated areas at all times. Playing in unauthorized areas like parking lots, roadways and porch areas is subject to disciplinary action.

- d. Certain areas are designated OFF LIMITS for safety and security reasons.
  - i. Areas behind all school building, including the portables and gym.
  - ii. Portable 1 and portable 2 (unless supervised by school personnel)
  - iii. Upper level K Building (unless in a classroom supervised by a teacher)
  - iv. Grass area in front of B Building
  - v. Buildings M, B, D, E
  - vi. Sidewalks fronting Library
  - vii. Neighboring residential/commercial properties
  - viii. Building I for 7<sup>th</sup> and 8<sup>th</sup> grade students
  - ix. Building G

Note: *Administration may/will designate other areas OFF LIMITS if the need arises*  
*Building K access road is OFF LIMITS to all cars before, during and after school*

### 3. Prohibited Items

- a. We all share the responsibility of caring for the welfare and safety of students and the maintenance of our school campus.
  - i. Gum
  - ii. Candy
  - iii. Nuts with shells
  - iv. All beverages with the exception of water (Soda, Sport drinks, Energy drinks, etc.)
  - v. Personal toys/balls
  - vi. Hats/ball caps
- b. Possession or use of contraband
  - i. Skateboards, roller blades, roller skates, “Heelies”
  - ii. Portable radios, walkman/discman, CD players, video games, MP3 Players (i.e. iPod), speakers
  - iii. Cell phones before school while on campus and during school hours
  - iv. Walkie Talkies
  - v. Spiked or studded wristbands/bracelets
  - vi. ALL types of playing cards, dice and fidgets
  - vii. Sunflower seeds, pumpkin seeds, shelled snacks and/or food items that causes a difficult clean up
  - viii. Pornographic materials, pictures of drugs, alcohol and violence
  - ix. Matches/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, 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"> <li>- Use appropriate language and volume</li> <li>- Follow directions</li> <li>- Be kind to and considerate to all adults and peers</li> </ul>	<ul style="list-style-type: none"> <li>- Follow rules</li> <li>- Care for school and personal property</li> <li>- Be accountable for yourself, your behavior and your work</li> <li>- HSN must be with you at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Ask for help</li> <li>- Keep hands and body to yourself</li> <li>- Use materials and equipment correctly</li> <li>- Report any unsafe conditions</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>- Enter classroom in an orderly manner</li> <li>- Take a seat immediately upon entering the classroom</li> <li>- Get permission to use other's property</li> </ul>	<ul style="list-style-type: none"> <li>- Come to class prepared</li> <li>- Always do your best work</li> <li>- Complete and turn in all work on time</li> <li>- Return all materials to their proper locations</li> </ul>	<ul style="list-style-type: none"> <li>- Follow all safety rules and procedures</li> <li>- Remain seated</li> <li>- Keep all four chair legs on the ground</li> </ul>
Walkways and Stairs	<ul style="list-style-type: none"> <li>- Use appropriate language and volume</li> <li>- Hands and feet to self</li> <li>- Keep hallways clear</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in designated areas</li> <li>- Use sports equipment in sports areas</li> <li>- Dispose of litter in rubbish cans</li> </ul>	<ul style="list-style-type: none"> <li>- WALK to and from destinations</li> <li>- Allow clear passage for others</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>- Use appropriate language and volume</li> <li>- Practice good manners</li> <li>- Stand in a single file line without cutting</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up after yourself</li> <li>- Dispose of food and trash correctly</li> <li>- Eat all food inside the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>- Report or wipe up spills</li> <li>- Pick up items that have been dropped</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>- Respect others' privacy</li> <li>- Dispose of personal hygiene materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- Conserve restroom supplies</li> <li>- Wash your hands to avoid germs</li> <li>- Flush toilets/urinals</li> <li>- Turn off water in the sink</li> <li>- Keep rooms graffiti free</li> </ul>	<ul style="list-style-type: none"> <li>- No crowding in restrooms</li> </ul>
Recess Areas	<ul style="list-style-type: none"> <li>- Use appropriate behavior and language</li> <li>- Play in designated areas</li> <li>- Walk around games in progress</li> <li>- Show good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>- Report all dangerous situations to an adult</li> <li>- Engage in sports/games allowed by school rules</li> <li>- Return to class promptly</li> <li>- Return borrowed items</li> </ul>	<ul style="list-style-type: none"> <li>- Use equipment appropriately</li> <li>- Avoid rough play</li> <li>- Sit appropriately at picnic tables and benches</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>- Sit and listen attentively</li> <li>- Applaud appropriately</li> <li>- Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>- Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>- Remain seated until excused</li> </ul>
Excursion	<ul style="list-style-type: none"> <li>- Be a positive representative of KMS</li> <li>- Say "Thank You" to your sponsors</li> </ul>	<ul style="list-style-type: none"> <li>- Keep track of lunch, clothing and possessions</li> <li>- Remain with your class</li> <li>- Clean up and dispose of your litter</li> </ul>	<ul style="list-style-type: none"> <li>- Follow ALL directions and rules (bus and school)</li> </ul>
Common Areas (Library, Office, Healthroom, Counselors Offices)	<ul style="list-style-type: none"> <li>- Use appropriate language and volume</li> <li>- Sit/Wait patiently</li> <li>- Be courteous</li> <li>- Work/Wait quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Take your turn in line</li> <li>- Follow all instructions</li> <li>- Treat all material with care</li> <li>- Promptly return all borrowed materials</li> <li>- Must have a signed pass to enter common areas during class</li> </ul>	<ul style="list-style-type: none"> <li>- Use equipment correctly</li> </ul>
Bus	<ul style="list-style-type: none"> <li>- Use appropriate language and volume</li> <li>- Keep hands and feet off others and their property</li> </ul>	<ul style="list-style-type: none"> <li>- Walk in a single file</li> <li>- Remain in the bus area</li> <li>- Obey the bus driver and bus rules</li> <li>- Have your money/pass ready</li> </ul>	<ul style="list-style-type: none"> <li>- Remain seated</li> <li>- Keep your hands, head and body in the bus</li> <li>- Follow the bus rules</li> </ul>
Technology	<ul style="list-style-type: none"> <li>- Practice appropriate computer/web etiquette</li> </ul>	<ul style="list-style-type: none"> <li>- Take care of computer equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Be an ethical user of technology</li> </ul>

## School Gear Policy

### Purpose:

This policy establishes school gear for Kea'au Middle School (KMS) students.

### Definition:

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

### Intent:

The intent of the KMS School Gear is to:

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

### Policy:

1. Regular School Gear Days
  - a. School gear (LIGHT GREEN, GOLD or DARK GRAY shirts) will be worn on school days, Monday through Friday.
  - b. Jackets, sweaters, over shirts, and other cover-ups worn **MUST HAVE A FULL BUTTON OR ZIPPER FRONT OPENING**. Uniform T-shirts **MUST BE CLEARLY VISIBLE** throughout the school day. **NO PULL OVER HOODIES or SWEATSHIRTS OTHER THAN KMS HOODIES**.
  - c. Other dress attire worn with school gear needs to be appropriate and not revealing. 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. Spirit Fridays: Alternate school gear may be worn on Fridays. Alternate school gear include: Got 300 T-shirts, AVID shirts, KMS Middle School Athletics/ PE T-shirts, KMS Band shirts, and other shirts deemed as spirit gear by administration.
3. Field Trips: The school shirts must be worn on all field trips
4. Noncompliance and Exemptions
  - a. Failure to comply with the KMS School Gear Policy will result in the student being counseled and issued a dress code t-shirt for the day.
  - b. Jackets/hoodies that do not conform to the school dress code will be confiscated. On first offense, student may pick up the 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 gear 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 gear 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 gear policy will cause immediate revocation of exemption.

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**NO DESIGN OR PHYSICAL ALTERATIONS MAY BE MADE TO SCHOOL GEAR**

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### **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, on or off school property (i.e., *off campus locations* within visual sight – Shipman Park, Shipman Gym, Puna Hongwanji, Kea’au Shopping Center, Kea’au-Pahoa Highway). 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. Burglary
- c. Dangerous instrument, or substance; possession or use of
- d. Dangerous weapons; possession or use of
- e. Drug paraphernalia; possession, use or sale of
- f. Extortion
- g. Fighting
- h. Firearms; possession or use of
- i. Homicide
- j. Illicit drugs; possession or use of
- k. Intoxicating substances; possession, use, or sale of
- l. Property damage or vandalism
- m. Robbery
- n. Sexual offense; or
- o. Terroristic threatening

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

- a. Bullying
- b. Cyberbullying
- c. Disorderly conduct
- d. False alarm
- e. Forgery
- f. Gambling
- g. Harassment
- h. Hazing
- i. Inappropriate or questionable uses, or both of internet materials or equipment, or both
- j. Theft
- k. 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. Selling items on campus
  - b. Off-limits areas
  - c. Disruption
  - d. Disrespect/noncompliance
  - e. Public Displays of Affection

**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.

**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 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. Portable radios, walkman/discman, CD players, video games, MP3 Players (i.e., iPod), speakers
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)

### **Disciplinary Actions**

#### **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.