

## Alaka'i O Kaua'i Public Charter School

### Learner Conduct and Discipline Policy

***Philosophy:*** Our philosophy of discipline emphasizes a positive approach, in which the student is gradually led towards self discipline. Students are expected to behave in a respectful way towards their teachers, adults, their classmates, and towards the property of others. Students will be approached in a respectful manner and asked to comply with the standards of behavior. It is our goal that all students possess a clear understanding of how their actions affect others. When a child acts in thoughtless or harmful ways, the entire community suffers.

Through the integration of Social-Emotional Learning (**II.A.2, p. 4; II.B.6, p. 46**) across the curriculum and in the daily school operating framework, Alakai O Kaua'i hopes to create a school culture that encourages students to take charge of their lives and manage their own learning. We want our students to grow through their mistakes. Rather than always trying to "fix" everything for children, we want to provide a safe and loving environment in which children learn to take responsibility for their actions and live with the consequences of their choices. When the student learns to ask themselves, "How is my behavior going to affect me (and others)?" they have learned self-control. This will prepare them to live in the real world with its many choices and consequences.

Everyone in the learning community will know and understand the School-wide Behavior Expectations, which will be built around the following core principles:

- I will do nothing to harm myself or others
- I am responsible for my behavior
- We are each other's keepers
- I take pride in myself and in my work
- I will leave it better than I found it

These expectations will be explicitly taught, posted and referenced throughout the school year. They will be included in our family handbook and explained to parents at orientation. At the beginning and throughout the school year, these principles will be discussed with students for ongoing understanding and promotion of expected behaviors.

#### ***Classroom Management:***

Each teacher is fully responsible for the discipline in the classroom. The teacher will collaborate with students to develop classroom norms and a supportive community. The classroom norms will be discussed explicitly with students as teachers are creating a community in their classroom. Teachers are responsible for making their classroom norms known to all staff, their students, volunteers and parents of their students. This is intended to promote partnership and to ensure uniformity in understanding, interpretation, and implementation.

#### ***SST (Student Success Team)***

The Student Success Team is a group of adults in the school community who are invested in ensuring that struggling students are provided with the most supportive opportunities to experience "whole child" success. It is a structure for dealing with Social-emotional and behavioral problems that may be preventing a child from putting her/his "best foot forward" in the school environment. When an issue is identified, the teacher/facilitator completes a form that highlights the student's strengths, needs, and challenges. The teacher includes their observations, as well as data (a description of what strategies have been tried to solve the problem and what the results were) to support any suggestions they may have for action. A team that includes the teacher, parents, administrator (if necessary, as in

severe discipline cases), and support staff (counselor, Special Education or other resource personnel, etc.) then meets to discuss the problem and identify possible solutions. If needed, referrals are made from there, however, the main thing is to come out of the meeting with an action plan that everyone is aware of and will try to follow. Often the plan includes parents doing some observation so they understand the issues their child is facing. It is meant to be supportive and strength-based, not negative or disciplinary in nature. In some cases, the SST Process may be used to address academic problems if they are related to behavioral problems. Except in the case of Class A infractions as defined by HRS Chapter 19, the SST process will be followed prior to suspension or expulsion.

The following policies and definitions will guide the removal of students from the classroom or school campus.

***Short Term Suspension:*** The school may suspend any student for up to ten school days for serious cause. The school staff involved shall make reasonable efforts to verify facts and statements prior to recommending suspension. The School Director will present the student and parents/guardians with the reasons and evidence for suspension and provide an e equipped with conflict resolution techniques and problem-solving skills to help facilitate successful interactions with others. Students will be empowered to establish clear behavioral expectations and appropriate consequences within the community.

***Long Term Suspension:*** The school may suspend a student for over ten days for serious cause after the student has been found guilty at a formal hearing. The School Director or a delegate will preside over the hearing and all members of the staff who were involved in witnessing the alleged discipline violation are required to participate. The student shall have the right to be represented by counsel, question witnesses, and present evidence. A decision by the School Director will stand as the final decision regarding the student's long-term suspension status, though the student's family has the right to appeal to the Board of Trustees.

***Expulsion:*** If the Director decides that an infraction warrants expulsion, a hearing will be held. Based on that hearing, the Director will make a recommendation to the Board of Trustees, which will make the final decision. That decision may be appealed to the Board.

***Crisis Removal:*** Alakai O Kaua'i will follow the Crisis Removal Procedures as outlined in the Hawai'i Administrative Rules-Chapter 19 policies

***Students with Disabilities:*** The disciplinary policy for students with disabilities is in accordance with the Individuals with Disabilities Education Act (IDEA) and school staff will work closely with the Student Support Team (Special Education) to ensure that all students are treated justly. Any time the behavior of a student with a disability requires a disciplinary action, an assessment will be made to ensure the discipline does not constitute a disciplinary change in placement, and that the student is not suspended or removed for behaviors related to the student's disability. If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability. That said, a student whose Individualized Education Program (IEP) includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP does not appear to be effective or if there is a concern for the health and safety of the student or others, the matter will be immediately referred to the Student Support Team for consideration of a modification of the plan. Parents may request a hearing to challenge the manifestation determination and the child will remain in his or her current educational placement pending the determination of the hearing. While students with disabilities are suspended, the school will provide alternative instruction, so that the student is given full opportunity to complete assignments and master the curriculum.

**Parent Notification of Discipline Policies and Procedures**

Alaka'i O Kaua'i will annually publish a Family Guidebook that describes in detail the steps that will be taken to discipline students as well as students' and parents' rights in this process. The Family Guidebook will be reviewed on an annual basis by a committee to make any necessary modifications. School staff will always explain to students the reasons for disciplinary actions and ask for their side of the story. School officials will consider this explanation prior to taking any disciplinary action. For some minor infractions, parents may be merely notified and/or a conference requested to assist in resolving the situation, e.g., disruptive behavior. For more serious issues that involve removal of the student from participation in the school, e.g., fighting or serious property damage, parents will always be notified and have opportunities to discuss and appeal the disciplinary action. In cases where the student has committed a crime or violation of local, state or federal law, law enforcement officials will be notified. All teachers will also be aware of the rights of students and parents through the federal law Family Educational Rights and Privacy Act (FERPA).

**Chapter 19 (Hawai'i Administrative Rules Title 8, Department of Education)**

Because we value the principles articulated in Chapter 19, the school has created policies and procedures that are in alignment. When a student's behavior violates established rules of the department, state or local criminal laws, or the student willfully disobeys legitimate directives of school personnel, the school may take appropriate disciplinary action in accordance with Chapter 19. The behaviors listed below are violations of school culture and grounds for consequences, including suspension and expulsion. A student will have appropriate consequences, as outlined in Chapter 19, for any of the enumerated acts listed below if the act is related to school activities or school attendance occurring at Alakai O Kaua'i or at any other school-sponsored (related) activity: (a) while on school grounds; (b) while going to or coming from school; (c) during the lunch period, whether on or off the school campus; (d) during, going to, or coming from a school-sponsored activity.

<p><b>Class A Offenses:</b></p> <ul style="list-style-type: none"><li>A) Assault;</li><li>B) Burglary;</li><li>C) Dangerous instrument, or substance; possession or use of;</li><li>D) Dangerous weapons; possession, or use of;</li><li>E) Drug paraphernalia; possession, use, or sale of;</li><li>F) Extortion;</li><li>G) Fighting;</li><li>H) Firearms; possession or use of;</li><li>I) Homicide;</li><li>J) Illicit drugs; possession, use, or sale of;</li><li>K) Intoxicating substances; possession, use, or sale of;</li><li>L) Property damage or vandalism;</li><li>M) Robbery;</li><li>N) Sexual offenses; or</li><li><b>O) Terroristic threatening.</b></li></ul>	<p><b>Class B Offenses:</b></p> <ul style="list-style-type: none"><li>A) Bullying;</li><li>B) Cyberbullying;</li><li>C) Disorderly conduct;</li><li>D) False alarm;</li><li>E) Forgery;</li><li>F) Gambling;</li><li>G) Harassment;</li><li>H) Hazing;</li><li>I) Inappropriate or questionable uses, or both of internet materials or equipment, or both;</li><li>J) Theft; or</li><li>K) Trespassing.</li></ul>
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<p><b><u>Class C Offenses:</u></b></p> <ul style="list-style-type: none"> <li>A) Abusive language;</li> <li>B) Class cutting;</li> <li>C) Insubordination;</li> <li>D) Laser pen/laser pointer; possession or use of;</li> <li>E) Leaving campus without consent;</li> <li>F) Smoking or use of tobacco substances; or</li> <li><b>G) Truancy.</b></li> </ul>	<p><b><u>Class D Offenses:</u></b></p> <ul style="list-style-type: none"> <li>A) Contraband; possession or use of;</li> <li>B) Minor problem behaviors; or</li> <li>C) Other school rules.</li> </ul>
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Adopted by Governing Board:

Approved by Attorney General: