

# BOARD OF EDUCATION STUDENT CODE OF CONDUCT

**Regular Attendance:** Students are expected to attend school regularly and to attend all classes.

**Punctuality:** Students are expected to be on time for school and classes.

**Work Habits:** Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests, and examinations.

**Respect for Self & Others:** Students are expected to be honest, behave with dignity, and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. Students are expected to come to school free from the influence of tobacco products, alcohol, or drugs.

**Respect for Property:** Students are expected to treat all property belonging to the school and to others with care.

**Freedom from Fear:** Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

## TEAMING

Teams are the organizational structure that create opportunities for a group of teachers to work with a common set of students, allowing for collaboration among teachers, integration of the curriculum, and coordination of activities to best promote learning for every child. Each team is designed as a learning community within the entire school as a whole. These groups allow for greater flexibility in grouping, scheduling, and staffing and reduce student isolation. Teams create a social and academic climate that promotes developmentally appropriate activities for adolescents with a core area group of teachers.

### 7<sup>TH</sup> GRADE

Team 1/D	Laulima
Team 2	Hui Ha'aheo
Team 3	Hui Lokahi
Team 4	Alaka'i

### 8<sup>TH</sup> GRADE

Team A	Laule'a
Team B	Kupono
Team C	Koa Kau Lio

## PROMOTION POLICY

Highlands Intermediate School's promotion policy requires students to pass all courses in order to be promoted to the next grade.

## FINANCIAL OBLIGATIONS: CHAPTER 57

Chapter 57 requires students to pay the school fees and restitution of school property that is lost or damaged through their negligence. Chapter 57 also allows consequences for students who do not pay their required fees or restitution. For example, Chapter 57 allows schools to restrict students from participating in athletics and co-curricular activities if they have outstanding financial obligations. The statewide guidelines apply to participation in athletics and co-curricular activities. Students who have outstanding financial obligations will be allowed to participate in field trips, as they are an extension of the classroom. However, participation in school activities such as dances or Class Day/8<sup>th</sup> Grade Banquet will not be allowed if students have financial obligations, including Student Fees & Dues and/or outstanding uniform loaner obligations.

## ATTENDANCE POLICY

In Hawaii, attendance in school is mandatory for all children ages 6 to 18 years. Students should be in school during school hours attending their scheduled classes.

## ABSENCE FROM SCHOOL

Whenever a student is absent from school, the parent must inform the school via a telephone call to the office (307-5000). When the student returns to school following an absence, a note signed by the parent is required stating the reason for the absence and listing a phone number where the parents can be reached. The determination of whether an absence is excused or not will be made by the Administration.

If a student is to be absent for three or more days, a request for homework may be made and picked up after school the following day. The office closes at 4:00pm. Students who have been absent with legitimate reasons have the responsibility to request and complete makeup work.

Absences for family vacations during the school year are **strongly discouraged**. Requests for approval of extended absences for family vacations should be submitted to administration.

A student will be considered TRUANT from school if s/he is absent from school without an appropriate reason as determined by the principal. Students who are chronically absent will be referred to Family Court.

## TARDIES & CUTS

Students who are tardy to school must report to the Back Office for a tardy slip. Failure to report to the office will mean cuts for all classes missed. If a student is detained by a teacher and may be tardy to the next class, the student must get a pass from the teacher who detained him/her. Tardies and cuts are monitored by the staff. A student with a pattern of tardies or cuts will be counseled and warned of possible consequences. Efforts will be made to notify parents to solicit their assistance in curbing tardiness and cuts in school.

## EARLY RELEASE FROM SCHOOL

When a student needs to leave the campus during the school day, the parent should write a note for the student to present to the office before the start of the school day. An off-campus pass will be issued and arrangements made for the student to meet the parent in the office at the appointed time. Students will not be released without an adult to escort them. Parents should report to the office to pick up their child and sign the release log.

## EMERGENCY INFORMATION

In our continuing effort towards emergency preparedness, we would like your cooperation in the following matters:

1. Update your child's Emergency Card. In addition, we would like at least four additional names of people to whom your child may be released.
2. If an emergency occurs and the Superintendent directs the closure of Highlands Intermediate, parents will be notified via mass messaging. Please assist us in keeping the phone lines clear for emergency use.
3. In the event that school buses are not operational during an emergency, parents are responsible for either picking up their child or allowing them to proceed home by other means (i.e. walk, city bus)

## CHAPTER 19

Chapter 19 is an administrative rule which governs student conduct in the Department of Education §8-19-6 Prohibited student conduct; class offenses. The following prohibited conduct applies to all students in the public school system, on campus, or other department premises, on department transportation, or during a department sponsored activity or event on or off school property.

**Class A Offenses** : Assault; Burglary; Dangerous instrument or substance, possession or use of; Dangerous weapons, possession or use of; Drug paraphernalia, possession, use, or sale of; Extortion; Fighting; Firearms, possession or use of; Homicide; Illicit drugs, possession, use, or sale of; Intoxicating substances, possession, use, or sale of; Property damage or vandalism; Robbery; Sexual assault; Sexual exploitation; Sexual harassment; Stalking; or Terroristic threatening.

**Class B Offenses** : Bullying; Cyberbullying; Discrimination; Disorderly conduct; False Alarm; Forgery; Gambling; Harassment; Hazing; Inappropriate or questionable uses, or both of internet materials or equipment, or both; Retaliation; Theft; or Trespassing.

**Class C Offenses** : Abusive language; Class cutting; Insubordination; Laser pen/laser pointer, possession or use of; Leaving campus without consent; Smoking or use of tobacco substances; or Truancy.

**Class D Offenses** : Contraband, possession or use of; Minor problem behaviors; or Other school rules; may include but are not limited to the following: Disruption, Dress code violation, Inappropriate language, Property misuse, or violation of other school rules.

Disciplinary action shall be taken for all class offenses in accordance with procedures established under Ch 19. Disciplinary action options may include the following: Correction and conference with the student; Detention; Crisis Removal; Individualized instruction related to the student's problem behaviors; In-school suspension; Interim alternate education setting; Loss of privileges; Parent conferences; Time in office; Suspension of one to ten school days; Suspension of eleven or more school days; Saturday school; Disciplinary transfer; Referral to alternative education programs; Dismissal; or Restitution.

## CONTRABAND

The following items are considered contraband at Highlands Intermediate School and will be confiscated: cell phones, earphones/headphones (e.g., "airpods", wired earbuds, etc), iPods/iPads or media players, speakers, digital cameras, portable electronic gaming devices (e.g., Nintendo Switch), trading cards/playing cards or any electronic equipment not specified for use in school. Administration reserves the right to designate additional items as contraband. Disciplinary procedures will commence on the first violation, with the item(s) being confiscated. For repeat infractions, parents will be contacted to pick up the confiscated item(s) from the office. The school is not responsible for lost, stolen, or damaged cell phones or other personal devices.

## CELL PHONE POLICY

As noted above, cell phones are considered contraband and use of cell phones and/or other personal electronics (e.g., airpods, speakers, etc) is prohibited on campus. Parents should not call or text their child during school hours. If needed, please call the main office at (808)307-5000. Use of cell phones are allowed after school only, to contact parents/guardians for pick-up.

Confiscated cell phones and other contraband:

- First offense- Item will be confiscated and returned to student after school (student picks up from office).
- Second offense- Item will be confiscated and parent/guardian will be contacted to pick up the item.
- Additional offenses- Item will be confiscated and parent contacted to pick up the confiscated item; other progressive disciplinary action under Chapter 19 may be taken.

## **BUS SAFETY**

Interference with Operator of a Public Transit Vehicle: Any person commits the offense of Interference with the Operator of a Public Transit Vehicle if the person interferes with the operation of a public transit vehicle or lessens the ability of the operator to operate the public transit vehicle by: (a) Intentionally, knowingly or recklessly causing bodily injury to the operator of the transit vehicle; or (b) Threatening by words or conduct to cause bodily injury to the operator of the public transit vehicle with the intent to terrorize or in reckless disregard of the risk of terrorizing the operator of the public transit vehicle. Public transit vehicles include city buses and school buses. Note: Interference with Operator of a Public Transit Vehicle is a felony. Failure to comply with a bus driver's directive or Chapter 19 offenses may result in suspension of bus ridership

## **COUNSELING SERVICES**

Students in the middle grades are unique people with special needs. They experience a wide range of emotions and are readily influenced by their peers. They want to belong to a group and become distressed when they are the topic of discussion. Realizing that our students may need to talk with someone other than family members, our counselors provide the time and interest in helping our students with their problems.

Counseling services are provided for our students who need additional assistance during the school day. Counselors are also liaisons between school and home. Students can request to see a counselor for any concerns or to request additional support.

## **HEALTH ROOM**

A Health Aide is on duty from 7:30am to 2:10pm to assist students in case of illness or injury in school. If a student becomes ill or is injured at school, immediate first aid care will be provided. Parents will be notified by the Health Aide by phone as soon as possible. The school needs updated phone numbers so parents can be contacted. If needed, parents shall pick up the student from school. Parents must contact the Health Aide if their child needs to take daily medication during school hours.

## **OFF LIMITS AREAS**

The following areas are off-limits to students during non-instructional times: the second floor of all buildings (except when directed by staff for instructional purposes), all stairwells, all areas surrounding the gym, areas near the recreational center, the area between the portables and the gym, and the area around the Metal/Wood shop building. Note: If the need arises, additional areas may need to be designated.

## **TEXTBOOK POLICY**

Our students are assigned textbooks to use in the classroom and take home to do their homework for certain classes. Our limited budget requires that damages and losses to our textbooks be kept to a minimum. The student is responsible for the maintenance of the assigned textbook and for keeping it covered and free of writing, dirt, or liquid damages and stains. The student will be charged accordingly for any loss or intentional and/or malicious damage to the assigned textbook. When loss or damage requires a replacement of the textbook, the student will be charged the full current replacement cost which includes the cost of the book plus shipping and handling. This will result in a financial obligation as noted above.

## BREAKFAST/LUNCH PROGRAM

Breakfast is served from 7:10 - 7:30 a.m. All meals and sales are purchased through the student's ID card. Deposits **MUST BE** submitted to the front office the day **BEFORE** the student plans on purchasing meals. Money can be submitted to the front office before school, during recess, lunchtime, and after school. **NO MONEY** will be accepted in the café. If a student loses his/her ID card, a new one can be purchased in the front office for a fee of \$5.00.

Students **MUST** purchase a lunch before they are allowed to purchase a juice and/or any other supplemental side items and must be purchased with lunch.

The Free/Reduced Meal Program is available to families receiving government assistance or those who meet the income poverty guidelines. Application forms are sent home with each student during the first week of school and are available in the school office throughout the year.

All students are required to do cafeteria duty. Students are required to wear covered shoes when doing cafeteria duty. This institution is an equal opportunity provider.

## NOTICE OF NON-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027). How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**mail:** U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**fax:** (202) 690-7442; or

**email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## CONTINUOUS NOTICE OF NON-DISCRIMINATION

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding DOE nondiscrimination policies as follows:

Beth Schimmelfennig, Director  
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