

DISCIPLINARY POLICIES and PROCEDURES

The following is a summary of Hālau Kū Māna’s disciplinary procedures, adopted from the Hawai‘i Administrative Rules, Chapter 19. The full version is accessible on campus or online.

| Class Offense | Description (Examples, non-exhaustive) | Disciplinary Options (Determined by School Administration) |
|----------------------|---|--|
| A | Unlawful Conduct, to include but not be limited to the following: <ul style="list-style-type: none"> Assault, burglary, extortion, property damage, sexual offenses, terroristic threatening, murder, possession/use of dangerous weapons or instruments, possession/use of firearms, possession of drug paraphernalia, possession/use of/sale of/possession by consumption of illicit and intoxicating substances, possession/use of fireworks, firecrackers, or pyrotechnic devices, robbery | May include, but not be limited to the following (§8-19-6(d)): <ul style="list-style-type: none"> Detention; Crisis Suspension Suspension of 1-10 days (§8-19-8); Suspension of 11 or more days (§8-19-9); Disciplinary Transfer Dismissal |
| B | Unlawful Conduct, to include but not be limited to the following: <ul style="list-style-type: none"> Disorderly conduct, rendering of false alarm (including fire extinguishers), gambling, harassment (bullying, cyberbullying, sexual harassment), theft, trespassing, breaking and entering | |
| C | Abusive language, class cutting, insubordination, possession/use of laser pen/laser pointer, truancy (unexcused absence or the intent to miss an entire day of school), possession/use of tobacco substances (including chewing tobacco, snuff and electronic cigarettes), excessive PDA. | May include, but not be limited to the following (§8-19-6(e)): <ul style="list-style-type: none"> Reprimand and warning; Parent Conferences; Referral to an alternative education program; Crisis Suspension Mālama Kuleana |
| D | Possession/use of contraband items; excessive tardies and absences, inappropriate language and behavior, marking or defacing property, equipment, furniture or other school property; other school or classroom established rules | |

Contraband

Contraband includes all property and articles considered unlawful to possess or to produce, as well as those articles defined by school rules as being prohibited because of potential for bodily injury or disruption of school operations. All contraband will be confiscated and returned to the parent/guardian.

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

- Cellular Phones
 - All cellular phones are considered a contraband item from arrival on campus till the end of the school day. If a student is seen in possession of or using a cellular phone during school hours, it will be confiscated, mālama kuleana assigned, and parent contacted. Also, a parent/guardian will be responsible for retrieving the phone from the school office at the end of the school day. **CONFISCATED PHONES WILL NOT BE RETURNED TO STUDENTS.** If there is a need for makua/ohana to contact their child during the day, a message can be left with the main office and it will be passed on to the student.

- Money – In most instances, there is no need for students to bring money to school. If there is a fundraiser, students will be notified in advance. All field trip money should be turned into the school office upon arrival. If it is absolutely necessary to bring money, please keep it to a reasonable amount. The school and its staff are not responsible for any lost or stolen money.
- Skateboards, roller blades, roller skates, pocket bikes (must be left in classroom with teacher approval, and teacher designated space);
- Portable radios, stereos, walkmans, MP3 players, DVD players, iPods;
 - These items may be permitted for various classroom use, but must be done so with teacher's permission
- Distasteful or offensive tapes, CDs, videos, or DVDs depicting sex, drugs, alcohol, and/or violence (to include searching and/or viewing online videos and websites).
- Gang-related paraphernalia;
- Pornographic materials
- Matches, lighters, and other incendiary devices;
- Pets

Kanawai and Mālama Kuleana

The purpose of the Kanawai and Malama Kuleana system is to support the learning environment at Halau Ku Mana. In the school setting, mākuā and ‘ōpio have the opportunity to develop the values of mālama, kuleana, and aloha kekahi i kekahi. Within the cultural, educational, and behavioral standards set by the school, the mākuā are responsible for defining the limits of the choices of the ‘ōpio, such that the safety and opportunity to learn for all ‘ōpio are not compromised.

Classroom Kanawai Expectations of the ‘Ōpio:

1. Support the learning environment so that kumu can teach and haumana can learn.
2. Accept instruction, reminder, redirection from the kumu at the time; discuss disagreements at an appropriate time.
3. Uphold all Ae Like values, adhere to rules and guidelines in Ohana Handbook, and do nothing that could possibly harm or disrespect self, others, or kula.
4. Be in class during class time and within boundaries at all times.

Classroom Kanawai Log

When a student breaks Classroom Kanawai or any of the Class D offenses, the kumu will notify the haumana and record it in the “Classroom Kanawai Log” (CKL) recording the date, brief description, and kumu name.

- At the 4th Kanawai infraction for that student, the kumu will inform the designated administrator informing him/her that the student has reached the 4th infraction
 - Student will then meet with the school administrator to receive their Malama Kuleana letter, which will need to be reviewed and signed by a parent. The Malama Kuleana letter will detail the reason Mālama Kuleana was issued, and how many minutes of kuleana will need to be performed in service to the school (see details below).
- Additional Kanawai infractions beyond the 4th infraction will result in additional consequences that will be determined by the administrator. These consequences may include, ohana conferences, parent shadowing, additional Mālama Kuleana time, and suspension (in and/or out of school).

If the ‘ōpio does not feel the infraction is fair, they can contest it with the teacher privately or in a scheduled conference with another makua at a later time.

Ho‘oponopono

Receiving constructive feedback about behavior and attitudes is an important part of the learning process. All decisions lead to consequences and some are more positive than others. An important thing is to take time to reflect on decisions and consequences especially when hewa or wrong doing occurs. When this happens, it is essential that we:

- Acknowledge responsibility, instead of blaming or justify actions
- Make the situation right, accept consequences and agree to do do what has been asked
- Mihi for any harm caused
- Learn from the mistake and forgive self

Malama Kuleana

Malama kuleana is given to students who have not met behavioral expectations set forth by the school and the kumu. Continued misbehavior disrupts the learning ohana and as a result, mālama

kuleana is provided as a function to address the issue and give back by performing service which benefits the entire learning ohana.

Students must complete a minimum of 50 minutes of kuleana in 5 school days from the assigned date. Choose from the list provided, complete the task, and get the signature of the supervising kumu. Work must be completed for at least 10 minutes for the kumu to sign off on time. Students may not interrupt staff while working, or use class time to complete this kuleana. Students must check in with staff BEFORE starting to get approval. If this is not completed in one week, an additional 50 minutes will be assigned for the next week. Students who do not complete Malama Kuleana will be subject to additional consequences (i.e. loss of participation privileges, Saturday school, ohana conference, parent shadowing). **It is the student's responsibility to complete the assigned time within the time frame allotted.**

To finalize and close the process, students must offer a mihi, or apology, to the entire learning 'ohana. In the mihi, the student must offer sincere apology for their actions, explain to the learning 'ohana how their actions impacted the learning environment and what their individual plan is to improve and move forward. Parents will sign the Malama Kuleana form and Pookumu will sign off once mihi is complete; then the kuleana is done.

Appeal Process

Appeals in regards to Class A, B, C, and D offenses can be taken to Hālau Kū Māna Public Charter School's Administration within 10 days of the event of the offense.

1. All appeals must be made in writing and postmarked to the Principal within 10 days of the event of the offense. The appeal letter should be sent to the school address, Attention: School Principal.
2. If not satisfied with the outcome of the Principal decision the appeal will be forwarded to the School Governing Board.
3. The Chairperson will review the offense and forward to all members of the Board for further review, upon which the appeal may be placed on the agenda for the following meeting.
4. A decision will be made to the 'ohana and student within 30 days from the date of the School Governing Board meeting that the appeal is addressed.

