

STUDENT BEHAVIOR

BEHAVIOR PHILOSOPHY

Positive behavior is an essential component of creating a positive learning environment. In support of this, WMS created a set of general policies with the following goals

1. Promote a safe and secure campus and learning environment
2. Promote positive and responsible choices following our IKAIR Core Values
3. Provide incentive programs for positive behaviors/choices
4. Minimize any disruptions during classes and learning time.

The WMS community does their best to redirect and counsel any students with unacceptable conduct. Parents/Guardians can check their child's Student Planner for Positive Behavior and Intervention Supports (PBIS) awards or concerns.

CAMPUS CASH

Throughout the 2019-20 school year, WMS teachers and staff will celebrate good attendance and positive behavior and responsible choices by awarding Campus Cash. Each Grade level will inform students about how to earn Campus Cash and also will coordinate redemption opportunities. In addition, WMS will try to host a School Store for school supplies and continue the Aloha Friday Snack Shop. Only Campus Cash may be used for these activities.

STUDENT ACTS REQUIRING DISCIPLINARY ACTIONS

Chapter 19, Student Misconduct and Discipline

8-19-5 Unlawful student conduct prohibited by State law. The following prohibited conduct applies to all students during school hours, on school premises, or during school supervised activities.

Severe Behavior Incidents: Any behavior which is a violation of Chapter 19 will result in a written referral as appropriate. Infractions are classified as Classes A-D, as listed on the following pages. Class A and B are considered serious discipline and school employees are subject to disciplinary action if they are not reported.

Class C and D offenses should be reported, and are typically handled at the school level through the referral process.

The provisions of this policy shall apply to all students enrolled in regular education at Ho'okako'o Corporation schools during the regular year, summer session, or intersessions, regardless of age.

CLASS A OFFENSES

Assault: Intentionally, knowingly, recklessly or negligently causing bodily injury to another person with or without a dangerous instrument.

Burglary: Entering or remaining without school authorization in a building that is either owned or operated by the DOE/HC with intent to commit an offense against a person or against school property, or other property located at the school..

Dangerous instruments; or substance: possession or use of: Any explosive device, instrument, material, or chemical, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or bodily injury.

Dangerous weapons: possession or use of: An instrument whose sole design and purpose is to inflict bodily injury or death.

Drug Paraphernalia; possession, use, or sale of: Means any equipment, products, and materials of any kind which are used or intended for use, in planting, harvesting, producing, storing, containing, concealing, injecting, ingesting, and inhaling, or otherwise introducing into the human body a controlled substance in violation of this chapter.

Extortion: An act committed by a person which obtains, or exerts control over, the property or services of another with intent to deprive that person of the property or services by threatening by word or conduct to cause bodily injury, damage property, subject others to confinement or restraint, expose a secret or publicize an asserted fact, reveal information sought to be concealed, testify provide information, take or withhold action as a public servant, or bring about a strike, boycott or collective action..

Fighting: Instigating or provoking physical contact involving anger or hostility. This includes physically supporting a fight by one's presence and encouragement.

Firearms: possession or use of: Any device which will or is designed to, or may readily be converted to expel a projectile.

Homicide: Causing the death of another person.

Illicit drugs; possession, use or sale of: Means substances, the possession, distribution, ingestion, manufacture, use, sale or delivery of which are prohibited under chapter 329 and chapter 712, part IV, Hawaii Revised Statutes.

Intoxicating Substance: possession, use or sale of: Use of any substance, which causes disturbance of the normal physical or mental functioning including but not limited to alcohol.

Property Damage or Vandalism: Damaging the property of the school or another person, defacing or destroying school property or facility, or destroying or defacing school materials.

Robbery: In the course of committing a theft or high-jacking, a student attempts to kill or inflict serious bodily injury to another person, with or without a dangerous instrument

Sexual offense or sexual assault: Means unwanted touching or grabbing of sexual parts, indecent exposure, using force to engage in any sexual contact, or engaging in any sexual contact despite the other person's clearly expressed refusal or mental or physical inability to consent.

Terroristic Threatening: A threat, by word or conduct, to cause bodily harm to another or serious damage to the property of another. Or acting with the intent to cause the evacuation of a building or facility, or displaying a "look-alike" gun or weapon.

CLASS B OFFENSES

Bullying: Any written, verbal, graphic or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other students; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Cyber-bullying: Electronically transmitted acts, via the Internet, cell phone or mobile device that a student has exhibited toward another student or employee which causes mental or physical harm to the other students or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment.

Disorderly Conduct: Engaging in fighting or threatening, or in violent or tumultuous behavior such as yelling or screaming. Making unreasonable noises so as to cause disruption of normal school operation. Making any offensively coarse utterance, gesture, or display, or addressing abusive language to any person present which is likely to provoke a violent response. Creating a hazardous or physically offensive condition by any act which is not authorized. Impeding or obstructing any person in school for the purpose of begging or soliciting alms or aid; or inappropriate physical contact including but not limited to consensual sex or consensual touching of body parts or both.

False Alarm: Student causes a false alarm of fire or other emergency to be transmitted to or within an official or volunteer fire department or governmental agency, or public utility that deals with emergencies involving danger to life or property.

Forgery: Signing a name other than your own on a document, or the illegal production or reproduction of materials.

Gambling: Staking or risking something of value upon the outcome of a contest of chance.

Harassment: Striking, shoving, kicking or otherwise touching a person in any offensive manner. Insulting, taunting or challenging another person in a manner likely to provoke a violent response. Making verbal or non-verbal expressions that cause others to feel uncomfortable, pressured, threatened, or in danger, or that create an intimidating, hostile, or offensive educational environment, or interfere with education. Name calling, rude gestures, insulting or teasing another person who feels humiliated, intimidated, threatened, or embarrassed, making a telephone call without purpose of legitimate communication, making repeated communications during school activities and events, causing fear to prevent others from gaining legitimate access to facilities, or physically harming, restraining, threatening, or stalking or a combination of the foregoing.

Hazing: Any conduct or method of initiation into any student activity or organization which will willfully or recklessly endanger the physical or mental health of any student.

Inappropriate or questionable uses, or both of internet materials or equipment, or both: Violation of the Internet Access Policy.

Theft: Obtaining or having control over the property or services of another with the intent of depriving the other of their lawful property or services. Intentionally receiving, keeping, or disposing of the property of another, knowing that it had been stolen.

Trespassing: Entering or remaining in or upon the premises of any school, after reasonable warning or request to leave by school authorities or police officer.

DISCIPLINARY ACTIONS FOR CLASS A AND B OFFENSES

Any student found to be in possession of a firearm shall be dismissed from school for not less than a one year period.

Any student found to be in possession of a dangerous weapon, switchblade or improperly used knife, intoxicating substance(s), or illicit drug(s) while attending school may be excluded from attending school for up to 92 school days. Any student who reasonably appears under the influence of intoxicating substance(s) or illicit drug(s) may be excluded from attending school for up to 92 days and the school shall administer a substance use screening tool to determine whether there is a need for the student to be referred for a substance abuse assessment.

In exercising this discretion and determining disciplinary actions, the principal or designee shall consider, the nature and severity of the offense, the impact of the offense on others, the age of the offender, and if the offender is a repeat offender.

The following possible disciplinary actions for Class A and B offenses are at the discretion of the administration. Discipline may begin at any point on the following list:

- Correction and conference with student
- Detention
- Crisis removal
- Individualized instruction related to student's problem behaviors
- In-School Suspension
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Time in office
- Suspension of one to ten days
- Suspension of eleven or more days
- Disciplinary transfer
- Referral to alternative education programs
- Dismissal; or
- Restitution

CLASS C OFFENSES

Abusive Language: Verbal messages that use words in an inappropriate way and may include but is not limited to swearing, name-calling, or profanity.

Class Cutting: Unauthorized absence of a student from class.

Insubordination: Disregard or refusal to obey an order which a teacher, officer or other employee of the school is entitled to give.

Laser pen/laser pointer; possession or use of: A device that emits a bright laser light that appears as a dot on any surface without authorized purpose and use.

Leaving Campus Without Consent: Leaving the premises of school without first obtaining permission from school officials. Students must remain on campus once they arrive for school and must remain off campus once they leave after dismissal

Smoking, or use of Tobacco Substances: Use, sale or distribution of tobacco substances (including e-cigarettes) on campus, on transportation or during school events or activities.

Truancy: Means a student is absent from classes or school campus without authorization from the principal or designee.

CLASS D OFFENSES AND SCHOOL PROHIBITED CONDUCT

Contraband: possession or use of: Property, other than which is lawful to produce or possess, which, as defined by local school rules, is prohibited on school premises has in the past lead to bodily injury or disruption of school operations.

Minor problem behaviors: Means demonstration of low-intensity problem behaviors that may include, but are not limited to the following:

- Defiance/Disrespect/Non-Compliance: Student engages in brief or low-intensity failure to respond to adult requests.
- Disruption: Student engages in low intensity, inappropriate disruption.
- Dress Code Violation: Student is wearing clothing that is not within the dress code of the school.
- Inappropriate language: Student engages in low-intensity instance of inappropriate language.
- Physical Contact: Student engages in non-serious, inappropriate physical contact.
- Property Misuse: Student engages in low-intensity misuse of property.
- Tardy: Student arrives to campus after school has started, or arrives in class after class has started, or both.
- Possession and Use of Student Planner: All students should have their planner in school and class at all times.

DISCIPLINARY ACTIONS FOR CLASS C AND D OFFENSES

The following possible disciplinary actions are at the discretion of the administration. Discipline may begin at any point on the following list:

- Family contact by teacher, counselor, and/or administrator
- Counseling by teacher, counselor, and/or administrator
- Family conferences
- Reprimand and warning by teacher, counselor, and/or administrator
- Referral to an alternative education program
- Confiscation of contraband
- Detention
- In-School Suspension
- Suspension of one to ten days
- Suspension of eleven or more days
- Disciplinary transfer; or
- Dismissal

CONTRABAND

The following is a list of items classified as contraband during the school day. These items are prohibited on campus as experience has shown that they interfere with the teaching/learning process. The use of any of the listed items may result in discipline as a Class "D" offense.

- Electronics (anything with an ON/OFF switch used without permission)*
- Skateboards
- Scooters
- Gum (both in class and out of class)
- Classroom Distractors: Balloons, water bubbles, rolling dice, rubber bands, plastic, stretch toys
- Lighters/Matches
- Drug/Gang related articles
- Musical devices or clothing that create classroom disturbances
- "Slam" Books
- Portable speakers
- Paint Pens, Sharpies

*** Exception to the Electronics ban: IPODS and Cell Phones may be used before and after school. Phones and IPods must be "off" during school hours and be located in locked lockers. Possession of a phone, or texting is not permitted. Phones ringing in class will be considered in use and will be confiscated.**

Families may not call or text children during school hours. If it is an emergency, please call the office, and a message will be relayed to the child.

When cell phones, skateboards, IPODS, scooters and/or electronic devices are confiscated, the procedure is as follows:

- When confiscated the first time, the student may claim the item from the office at the end of the school day.
- When confiscated a second time, the student's family member may claim from the office at the end of the day.
- Repeated offenses may result in additional disciplinary action including conferences with families.

When tobacco substances, lighters, drugs, matches and other inappropriate items are confiscated, the items will not be returned and will result in additional disciplinary action.

NOTE: Students may leave skateboards and bikes in the school office during the day for safe keeping. All bikes should be secured with locks.

BEFORE-/AFTER-SCHOOL STUDENT SAFETY

To assure maximum student safety on campus before and after school, the following safety procedures and expectations apply:

- Once students arrive on campus they must remain on campus until leaving for the day.
- Students who ride the bus must remain on campus between L and W buildings until boarding time.
- Once students leave campus for any reason, they are not allowed to return. The library is considered off campus.
- For those students who do not catch the bus, they must leave campus immediately after school or wait for their pick-ups by the cafeteria. The library is an off campus community building, and students should not loiter or disrupt library patrons, but rather use the library services appropriately.
- Students are not allowed to “hang out” or play basketball, etc.
- If students have Athletics, they are to stay in the designated area for their sport and may not roam campus. Coaches are expected to provide needed supervision of team members after school.
- If students have other after-school activities (Homework Help+, K(Arts), Robotics, etc.), they are to stay in the designated area as defined by the adult leading the activity.
- If students have Tutoring or Homework Help+, the above-mentioned policies are in effect after Tutoring.
- If students are not where they are supposed to be, staff will assume that they are "hanging out" or roaming and students will be escorted off campus.
- All students must leave campus when the last bus leaves. Exceptions are made for students involved in after-school activities such as Homework Help+, Athletics, Robotics, K(Arts), etc.
- After school hours, students, families and community may not be on campus except for administratively authorized classes, events or activities. If doing so, it is considered “Trespassing” to “hang out” on campus.

SAFE STUDENT DROP-OFF AND PICK-UP

Student safety is of utmost importance. All families must use the one-way entry drive for drop-off and pick-up. One-way drop-off and pick-up times are as follows:

- Mornings: 7 – 7:55 am (Tardy students must walk into campus and report to the office for a tardy pass)
- Afternoons: 2:20 – 3:30 pm - M, T, TH, F
1:20 – 2:30 pm - W

For the safety of our students, the back gate will open 5 minutes after the bell rings to release students from school. This allows time for students to go safely to pick-up areas and also will prevent traffic back-up within the school campus.

To pick up students at the end of the school day, families are asked to use the back gate and NOT enter the school campus earlier and wait for students.

When driving on campus, please observe the 5 MPH speed limit for the safety of students. Students MAY ONLY BE DROPPED OFF or PICKED UP by the school cafeteria. No other drop-offs permitted, again for the safety of students.

Please do not drive into the lot adjacent to the gym and library to drop-off or pick-up students during hectic morning and afternoon hours as this area is not safe for children!

REMINDER: By law it is illegal to pass a school bus when its lights are flashing and STOP sign is out.

CAMPUS VISITORS & VOLUNTEERS

All guests to campus – including families, guest presenters, delivery personnel and contract services – must check in at the office to obtain a Visitor’s Pass before proceeding onto campus for any reason during the school day.

All families and community members are encouraged to volunteer as assistance is needed in the office, classroom, elsewhere on campus and in the garden. This includes tutoring, mentoring and many other kinds of support. Please see or call the school office.

Limited Visitor Parking is provided in front of the Middle School office near the flag poles. Please do not park in the numbered stalls as they are all assigned.

SCHOOLWIDE EMERGENCY RESPONSE PROCEDURES & DRILLS

WMS has a comprehensive School Safety Plan and teachers, staff and students regularly participate in fire drills and other safety procedures to familiarize all on what to do in the event of an emergency. Emergency alarms serve both Waimea Elementary and Middle schools so both schools coordinate and participate in all drills.

WHAT STUDENTS SHOULD DO: Whenever hearing alarms or bells, students are asked to stop what they are doing and quietly listen to and follow instructions from their teacher or school staff member. Teachers brief students on procedures, including what to do if an alarm is sounded when passing between classes, at recess or attending class on the field, in the gym, library or Mala’ai garden.

WHAT FAMILIES SHOULD DO: If it’s a drill, parents do not need to respond. However, in the event of a real incident, families will be notified by School Messenger calls/emails/texts home regarding the incident. These will provide as much information as possible. Waimea Middle School also has a website and Facebook page where information will be posted. The school will do its best to keep local news media (print and broadcast) informed during an emergency, and families are urged to tune in immediately for information. Information coming direct from the school is the most reliable source but please do not call the school to avoid jamming phone lines that may be needed for student-staff safety procedures. The school will continue to provide updates for families through School Messenger phone calls/emails/texts, website, Facebook and news and social media as well as police, fire and other emergency services (i.e., American Red Cross, Civil Defense) as the situation warrants.

For the safety of all, families should NOT come to campus until informed to do so directly by the school, media, police or Civil Defense.

School advisories via School Messenger, Facebook, the `Ohana News and public service advisories to local news and social media will announce safety drills – especially lockdown and campus evacuation practices – to try to prevent any misunderstanding that might scare students, families and/or the community.