

WHEA Student Discipline Policy Revised 6/29/21

HIDOE's Chapter 19

WHEA students must abide by all regular administrative rules governing public schools, and special rules of the WHEA governing board. Students will abide by the contents of Parent & Student handbook.

The WHEA Discipline Guidelines: The WHEA Governing Board has adapted the WHEA Discipline Guidelines from Hawaii DOE's Chapter 19. WHEA uses restorative practices when disciplining students and will often implement these practices for minor offenses. There are 4 levels of violations and consequences.

However, due to the special nature of the school students may be dismissed, transferred or expelled for significant (Level 4) offenses. Recommendation by staff for dismissal or expulsion will be submitted to the Governing Board. Following the recommendation by the Governing Board, a hearing with the governing board may be requested by the parent(s)/guardian. Decisions by the governing board shall be final and binding. Attendees may include the student, parent, a WHEA staff member and members of the governing board. **NOTE: WHEA maintains a "Zero Tolerance Policy" for illicit drugs, alcohol, weapons and violence.**

Suspensions (In School and Out of School) may prevent student participation in extracurricular activities, dances, proms, off campus events, and projects. Therefore if a student is suspended they may be prevented from attending the extracurricular or school related activity during the week of their suspension.

WHEA Discipline Guidelines

(Adapted from the DOE's Chapter 19)

In general, restorative practices will be implemented when the discipline guidelines are followed and all students who require discipline will be treated respectfully. The Director may alter the discipline consequences listed below based on extenuating circumstances.

<u>LEVEL ONE VIOLATIONS</u>	<u>LEVEL ONE CONSEQUENCES</u>
<ul style="list-style-type: none">- Contraband (TBD by school) - pocket knives, lasers- Noncompliance- Dress Code Violation **- Inappropriate Language or Obscene Gestures directed at another individual.- Cell Phone Violation - the use of a cell phone during the school day unless permission is given by a	<ul style="list-style-type: none">- 1st Offense - verbal warning.- 2nd Offense - detention & parent notified.- 3rd Offense - In School Suspension.- 4th Offense - Out of School Suspension - 1 day, continued

<p>teacher (excludes before, lunch & after school) **</p> <ul style="list-style-type: none"> - Property Misuse - Off Limits Areas - any student who is an area on or off campus that is considered “off limits” such as hanging out in project areas, bathrooms, and/or parking lot. - Lying - Public Display of Affection (PDA) - - Teasing & Taunting - Eating in Kapiko/Computer Lab - students are not to consume food in these areas. - Other Violations of School Rules 	<p>violations will receive an additional day of suspension for the same violation.</p> <p>** These offenses have specific consequences outlined in the Employee & Parent/Student Handbooks.</p> <ul style="list-style-type: none"> ● Students who are suspended (in or out of school) will also receive a parent notification.
<p><u>LEVEL TWO VIOLATIONS</u></p> <ul style="list-style-type: none"> - Staff Disrespect & Insubordination - Truancy & Cutting Class - Academic Dishonesty (including plagiarism) - for example - using the ideas, organization of ideas, words or phrases of another (including students) in one’s written work without giving credit to the source. - Forgery - forging signatures - Leaving Campus without Permission - Bullying/Cyberbullying - involves repetitive, aggressive behavior where the behavior causes mental or physical harm. - Risky behavior - any behavior that places students, or staff in a dangerous situation such as getting lost on a hike or injured due to careless actions. - Disorderly Conduct - Pre-fight behavior - posturing, aggressive dialog - Gambling - Harassment (Physical, Racial, Sexual, Sexual Orientation) - Theft - school, faculty, or student property. 	<p><u>LEVEL TWO CONSEQUENCES</u></p> <ul style="list-style-type: none"> - 1st Offense - In School Suspension (restorative practice) - 2nd Offense - Out of School Suspension.

<ul style="list-style-type: none"> - Trespassing - Unsafe Driving on campus including NELHA property - Repeated Level 1 Violation. 	
<p><u>LEVEL THREE VIOLATIONS</u></p> <ul style="list-style-type: none"> - Possession, Sale or Use of Alcohol/Drugs - Assault/Fighting - Burglary - Dangerous weapons/instruments - Drug Paraphernalia including vaping machines, pipes - Smoking/Tobacco/Vaping - Extortion - Property damage/Vandalism - school, faculty, or student property - Robbery - Sexual Offenses 	<p><u>LEVEL THREE CONSEQUENCES</u></p> <ul style="list-style-type: none"> - 1st Offense - Out of School Suspension & possibly arrest. - 2nd Offense - Out of School Suspension, arrest & Parent Conference prior to returning to school.
<p><u>LEVEL FOUR VIOLATIONS</u></p> <ul style="list-style-type: none"> - Terroristic Threatening - may include but are not limited to threats outside of the school day or on any mode of communication. - Sexual Assault - Firearms - Murder, attempt - Bombs 	<p><u>LEVEL FOUR CONSEQUENCES</u></p> <ul style="list-style-type: none"> - 1st Offense - Crisis suspension & arrest if applicable or immediate expulsion depending on the severity of the violation.

Bullying & Cyber Bullying

Bullying is 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 student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyberbullying is a form of bullying using electronic means such as social media, internet, cell phones (texting) and any other electronic devices that a student uses toward another student or employee of the department 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 which would occur either:

(1) On campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property;

(2) Through a Department of Education data system without department of education authorized communication;

(3) Through an off campus computer network that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student or school personnel, or both.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether the conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. Electronic transmissions include but are not limited to the use of data, computer software that is accessed through a computer, a computer network system, other computerized systems, cellular phones or other similar electronic devices that display email, text messaging, blogs, photos, drawings, video clips, online community websites, faxes, or a combination of the foregoing.

Personal Computing Devices

Personal computing devices are discouraged, and may only be used under staff supervision. All personal computing and electronic devices are subject to be approved and registered by the IT Manager. Devices are to be used strictly for school related activities. Games, music, video downloads, and social networks **are not allowed. Students will be disciplined if violations occur.**

Cell Phones & Electronic Devices

A strict discipline policy is enforced for electronic game devices, music devices and cell phone violations. Devices must be turned off during school hours and placed out of sight in a backpack. Students may use said devices before school, during lunch, and after school, and upon staff approval. Please do not call or text your child during school hours. If you need to reach your child, please call the office at 327-4751: your message will be relayed to your child.

1st Offense

Item is held in office for remainder of day.

2nd Offense

Item is held in office for remainder of day.

3rd Offense

Item is held in office for remainder of day. Parent pick up required. May receive detention.

4th Offense

Item is held in office for remainder of day. Parent pick up required. May be suspended.
Office will store device in safe secure location until parent is available to retrieve item

Dress Standard

Understanding that over 1,000 visitors come to WHEA every year, a professional image is essential to the school's broader success. A structured dress standard enhances school climate, and thereby supports advancement of all WHEA programs, benefiting all students. Safety, instructional environment, student learning, and public relations are all

impacted by how students present themselves, including manner of dress. Students are expected to understand and appreciate that the benefit of complying with a dress standard is a common, real-world expectation. Practicing such standards displays understanding that most employers and professions require presentable appearances. **A WHEA school shirt is required.** Students clothing choices should be suitable for field work, and daily work around machinery. Non-compliance or chronic disregard of the dress standard policy may jeopardize or exclude students from participation in projects and/or off-campus activities.

Generally, a WHEA school shirt is required to be worn every day, and at all school functions, unless otherwise specifically excused. The dress standard garment must fully cover bra straps, undergarments, swimwear, and cleavage. Mid-riffs and backs must be completely covered.

Modifications of dress standard garments violate the spirit and intent of the dress standard, which include safety, professionalism, overall school climate, and affinity.

Any and all over garments (jackets, sweaters, etc.) must be open front and worn such that the WHEA shirt, logo and/or design is visible and apparent at-a-glance. Therefore, pullovers and hoodie type garments are prohibited.

Due to the project-based nature of the school, skirts and dresses are inappropriate and unsafe. Any loose garment (including over garments) may be caught in machinery, and thus are **not allowed when working with or near machinery.** Over garments must be removed when operating machinery because loose-fitting clothes, sleeves, drawstrings, laces, etc. can become tangled in machinery, and cause injury or death.

Shorts must fit appropriately, and not be excessively tight or loose. Shorts must conceal undergarments. Generally, shorts must be no shorter than fist length at the sides and must completely cover buttocks even when the body changes positions. However, this is a guideline and staff reserves the right to make a final determination.

Pants which include leggings/tights/yoga pants are acceptable as long as they are not transparent.

Tops WHEA shirts are required to be worn every day. Shirts must not reveal cleavage, and must completely cover all undergarments. Shirts may not be altered in any way including but not limited to cutting, sewing, tying or dyeing. Basic styles and colors are available for purchase.

Swimwear must be modest, and approval is strictly at the discretion of staff. All students, including females, must wear swim shorts when participating in any water related activity such as snorkeling or large tank cleaning. As soon as the activity has been completed students must rinse off immediately, and comply with the dress standard.

Free Shirt Days may be determined by the staff at their discretion. Free Shirt days are an opportunity for students to wear a shirt of their choosing. Shirts must not reveal cleavage, and must completely cover all undergarments. Shirts must cover the torso and not reveal the mid-section or back section. Tank tops with 2 finger wide straps are accepted. No inappropriate graphics, statements, or clothing referring to drugs, alcohol, nudity, weapons, violence or discriminatory messages are permitted.

Footwear is required by all students. It is highly recommended that students wear closed toed shoes to protect their feet. They may be working outside in dirt or/and gravel and encounter insects, sharp objects and other harmful things. **It is mandatory for students that work in the STEM Pavillion, and with tools such as gardening tools, general tools and any type of machinery on campus to wear closed toed shoes**

Consequences

A strict discipline policy is enforced for dress standard violations. Non-compliance may have a substantial effect on student success. Students found in violation of the dress standard, will be issued a replacement clothing item if available. If an appropriate loan item is not available, parents will be required to bring a replacement to school. Students are required to leave the dress item in violation with the office until the loaned item is returned at the end of the day. All articles of clothing left over 30 days will be donated.

1st Offense

Student will be issued a replacement article if available. Parent contacted.

2nd Offense

Student will be issued a replacement article if available. Parent contacted.

3rd Offense

Student will be issued a replacement article if available. Parent contacted. May receive detention.

4th Offense

Student will be issued a replacement article if available. Parent contacted. May be suspended. Parent/student conference may be required.

Further Violations:

Student participation in projects and off campus activities will be jeopardized. Student will be considered to have committed repeated minor offenses, which may warrant multiple day suspension. Students who show chronic disregard for dress standard expectations may also be subject to a parent and administrator conference to determine the student's commitment to WHEA's policies and agreements.

Reviewed by WHEAPCS GB: July 14th, 2021