

WEST HAWAII EXPLORATIONS ACADEMY **AGREEMENT TO PARTICIPATE**

EACH STUDENT AGREES TO:

- Display moral and ethical character and a **positive image** within the NELHA Host park (WHEA Campus) and while representing WHEA.
- Abide by behavioral and protocol restrictions when visiting NELHA tenant sites, the WHEA campus including other students' project areas, and other sites visited while representing WHEA before, during and after school hours.
- Work productively for the entire school day, and before and after school hours when necessary, for the greater good of team/class, and overall individual academic success.
- Work mostly out-of-doors on projects.
- Complete "Helping Hands in the Community" (volunteer work).
- Abide by all WHEA policies and expectations, as well as consequences set forth by the school.

STUDENT, PARENTS AND GUARDIANS UNDERSTAND THAT:

- The format for learning is primarily pursued through self-directed teams and (integrated) projects.
- Students and parents/guardians are responsible for verifying credits earned as they apply toward graduation requirements and/or college entrance requirements.
- Students will be required to help maintain facilities, including daily sweeping, mopping, grounds pickup, etc. Students also do light building and plumbing for their projects, and use power tools.
- Enclosed classroom space is limited; students will mostly work outdoors.
- Transportation to and from school is the responsibility of the student, parent or guardian.
- The WHEA curriculum is a unique integrated hands-on curriculum. The main funding source is from the State of Hawaii. From time to time, students are asked to participate in studies to gather data on school culture and their academic experience and performance (students remain anonymous). Parents and students agree to authorize that the results of these studies may be published and shared nationally.
- The school issues an annual mandatory Activity/Lab Fee (payable at the start of each school year). Fees will be used to buy general supplies for common use (tools, test kits, printing supplies, etc.) and to supplement field trip costs. WHEA may be able to help with some funding of specific projects through these lab fees, but some project costs are the responsibility of students and parents/guardians.
- All activities on campus are subject to monitoring through surveillance cameras.
- WHEA is often the subject of news items and television programs. The school also has several web pages featuring students and school activities. *Parents and students acknowledge that signing this agreement grants permission for the use of student photos, likenesses, images, voices and/or school created work to appear on web pages and in other publications, broadcasts or programs intended to publicize and promote our school. **Any requests to opt-out must be submitted in writing to the Administration.***

WHEA students must abide by all regular administrative rules governing public schools, and special rules of the WHEA governing board. WHEA's Discipline Guidelines are aligned to the DOE's Chapter 19. Students who violate the discipline guidelines, or special provisions mandated by the governing board, will be subject to appropriate disciplinary action including, but not limited to dismissal, exclusion, and/or suspension under these guidelines. Students and parents/guardians should read and review the WHEA Discipline Guidelines carefully previously outlined in this handbook.

Specifically, a student:

- Must remain at least one hundred (100) feet from the ocean unless accompanied or permitted by a staff member.
- Must use power and/or welding equipment only with appropriate safety precautions and after proper training, while under appropriate supervision.

- May not leave WHEA property without proper permission.
- Must not drive improperly or illegally on NELHA ingress or egress roads.
- Must obey safety rules and report injury, incidents and accidents promptly.
- Must **never** maliciously or negligently damage, or otherwise interfere or tamper with any NELHA or tenant property, or other students' projects or property. Parents/guardians may be held liable for damages.
- **May not have access to the NELHA shoreline area. This is prohibited before school hours, and during school hours up to 2:45pm.** After 2:45pm students are no longer under the school's supervision.
- May not return to campus once they leave at the conclusion of the school day, including but not limited to waiting for transportation.
- May enter or visit NELHA tenant sites only when all these conditions have been met:
Visit is for official business, a specific request has been made by the tenant or administration or a student has obtained WHEA PCS staff approval

Actions For Violations:

At WHEA, students will be disciplined for minor violations as they would be at typical schools. **However, due to the special nature of the school and its relationship with NELHA and its tenants, and the community student expectations are held in high regard.**

- WHEAPCS maintains a "Zero Tolerance Policy" for illicit drugs, alcohol, weapons and violence. Students will be disciplined in accordance with the WHEA Discipline Guidelines.

LIABILITY RELEASE DUE TO INCLEMENT WEATHER OR OTHER NATURAL FORCES

Due to the nature of the campus design, weather and other natural events can pose a challenge for WHEA students. Campus project work and programs are primarily outdoors, and strong winds and heavy rains may make normal campus activity difficult to sustain. Fortunately, Keahole Point (NELHA) is the sunniest coastal location in the United States, and we normally experience few and infrequent foul weather days per year. Nevertheless, if hazardous conditions arise, WHEA may need to allow students to leave campus before the end of the day. Contacting all parents individually in a reasonable time frame would be very difficult with a short time window.

The office staff will attempt to notify parents/guardians utilizing a pre-recorded message via phone contacts and/or email address. Please discuss a plan with your child in the event they are released from school for weather related reasons. Students will be allowed to use school phones to call parents and notify them of early release. Please note that if your son/daughter remains at school but normally rides with another student, their ride may have departed earlier. Further understand that arrangements for transportation must be made as soon as possible so that school staff may leave the area if necessary.

- **I agree to allow the staff to release my child without first contacting parents/guardians whenever the weather or other forces of nature, in the staff's estimation, dictate that they do so. I understand that students are expected to wait for transportation as they normally would at the end of the school day.**
- **I understand that if I choose not to create a plan with my child in the event they are released from school due to inclement weather or other natural forces, I must inform the Director in writing at the start of the school year, and indicate so on the signature page of this handbook. I understand that my child will be required to wait in the office until myself, or someone authorized on their emergency card, physically comes into the office to sign them out.**

WATER SAFETY PROTOCOL

The staff of the West Hawaii Explorations Academy will operate under the following protocol in order to provide for student safety while carrying out program-related water activities in situations that involve water more than knee deep.

- Parents/guardians know and understand the inherent dangers and hazards associated with water related activities. Students should know how to swim well.
- Participants in water-related activities receive instruction and training in the water safety protocol and procedural guidelines. All students are required to successfully complete this water safety certification.
- Upon arrival at a site, all participants will review emergency and safety plans prior to starting the activity.
- At least one certified lifeguard, plus at least one other person who is water safety certified, must be present at each water related activity.
- At least one adult supervisor will be at the site to oversee the entire activity.
- A buddy system will be used. Students in the water must have a partner. No student may swim alone.
- A water rescue device will be readily available to the adult supervisor on shore. The adult will be familiar with the deployment of the device.
- For emergencies, a cellular phone will be available at the water activity site. No water related activities will be allowed in areas with no cellular access.
- All equipment and safety devices will be checked at the base site before departure.
- A trip itinerary will be filed at the base site, including names of participants.
- A vehicle will be available at the water activity site for emergency use.

PARENT'S CONSENT WATER RELATED ACTIVITIES

West Hawaii Explorations Academy Public Charter School projects and activities include design and implementation of a variety of projects selected by students. Some of these projects may include water-related activities.

A Water Safety Protocol has been developed by WHEA with assistance from local and State DOE personnel. Although care will be exercised in the matter of safety and chaperonage of the students, we cannot assume responsibility for accidents which may occur, especially because of carelessness or heedlessness of students. Appropriate caution will be taken. However, water related activities do involve inherent risks.

My child has requested year-long permission to participate in all water-related activities as described, and has my express permission to do so. I hereby approve my child to participate in all water-related activities and functions at West Hawaii Explorations Academy PCS.

PARENT'S CONSENT FOR TRAVEL AND OFF CAMPUS ACTIVITIES

West Hawaii Explorations Academy PCS educational activities include designing and implementing hands-on projects that are self-selected by students, and may include field trips and other off-site visits before, during and after school hours. These trip activities and locations include, but are not limited to: trips to mentor work sites, locating and picking up project materials from local vendors, fundraising, publicity, presentations, performing community service, participating in public forums, field trips, delivery of products produced by the students, or collecting specimens both within and outside of NELHA boundaries.

There may be three modes of transportation to and from such activities: hired buses (operated by a licensed bus driver), vans driven by a staff member and rental vehicle when activity is "Off Island". Although reasonable care will be exercised in the matter of safety and chaperonage of the students, we cannot assume

responsibility for accidents which may occur, especially because of carelessness or heedlessness of students. Appropriate caution will be taken. However, transportation activities do involve inherent risks.

****Special permission may be granted for students to drive themselves to approved off campus activities with parent and director approval****

My child has requested year-long permission to participate in all transportation related activities as described, and has my express permission to do so. I hereby approve my child to participate in all transportation related activities and functions at West Hawaii Explorations Academy PCS.

PARENTS' APPROVAL AND WAIVER OF CLAIMS

I will provide the name of my child's medical insurance provider. I expressly waive any and all claims against West Hawaii Explorations Academy PCS, State of Hawaii, any designated advisors, or other school representatives on account of any accident, injury, illness or other damage that may be incurred by said student or said student's property in connection with, or related to her/his attendance at any of the above mentioned activities, including travel to and from, or in connection with, said activities.

My child has requested year-long permission to participate in travel and functions as expected in attending WHEA, and has my express permission to do so. I hereby approve my child to participate in all travel and functions at West Hawaii Explorations Academy PCS.

COMPUTER LAB AND TECHNOLOGY USE AGREEMENT

School Guidelines on Technology Usage

Every student has a right to use school technology equipment. WHEA technology and computer labs may be available during school hours and typically one hour before school begins and one hour after school ends. WHEA will provide basic computer skill instruction and technical assistance. WHEA has a duty to safeguard and maintain equipment and networks. WHEA defines and provides access to institutional computers, information systems and networks as a privilege rather than a right. Therefore, the use of personal technology and internet access may be granted or denied. All those accessing technology on campus must abide by the below agreements. School staff will make every effort to guide usage, but is not able to constantly restrict, monitor, or control the communications of users utilizing technology. Users are responsible for their behavior on the school computer networks, particularly use of language and expression. If a user intentionally violates any of these provisions, device use and/or internet access may be denied and accounts may be terminated, and/or there may be other disciplinary consequences. Computer network storage spaces are treated like school lockers. Files and communications may be reviewed by school network administrators to maintain system integrity and insure that the system is being used responsibly. It shall not be expected that files stored on school servers will be private. Students and parents should be familiar with the following standard policies ([HIDOE Technology Use and Agreement](#)) for information technology use.

Students & Parents understand and agree to the following:

Personal laptops, cell phones, and computing devices are strongly discouraged and may not be granted internet access. The use of personal devices on campus is a privilege not a right. Students are solely responsible for any and all personal devices. WHEA accepts no responsibility for said devices that are stolen or damaged.

- All activities on-campus, including in the computer labs, are subject to monitoring through surveillance cameras.
- Web activity on campus may be recorded. This includes personal laptops and devices.
- Students are issued a WHEA e-mail/Internet account. This is not a private account.
- Food and beverages are not permitted in the computer lab or near computers and related equipment.
- Computers, printers and related equipment are to be used for legitimate school purposes only.
- Downloading, playing games, listening to online radio, downloading music, video files, or viewing social media sites for non-school purposes is prohibited.
- Pirating software, music, movies, CDs or DVDs is a copyright infringement, therefore prohibited.

- Reconfiguring network settings, desktop properties, removing/changing physical connections, is prohibited.
- Students must not attempt to repair, fix or clean computers or printer equipment themselves.

- Students must:
 - Accept personal responsibility and obey all policies when using accounts.
 - Conduct use in an orderly manner on any computer.
 - Be the sole user of accounts and adamantly protect passwords.
 - Notify a teacher or school official immediately of any improper use.
 - Not engage in sending or displaying offensive messages or pictures.
 - Not engage in using obscene language.
 - Not harass, insult, bully or attack others.
 - Not damage computers, computer systems, software, or computer networks.
 - Not use another's ID/password.
 - Not intentionally waste resources or use such as for private or personal use.
 - Not falsely represent themselves or "spoof" another physical network connection.
 - Observe all laws relating to copyright or trademark.

My child has requested year-long permission to engage in the use of computing devices and associated technology equipment as expected in attending WHEA, and has my express permission to do so. I hereby approve my child to participate in the use of all computing devices and associated technology equipment at West Hawaii Explorations Academy PCS.

Student Publication/Audio/Video Release Form - General State of Hawaii DOE - All students and their parent/guardian will also be required to sign this form.

[HIDOE- SPAV](#)



West Hawai'i Explorations Academy

A Public Charter School Serving Grades 6-12
Located near the Natural Energy Laboratory Hawaii i, Keahole Point, Moku 'o Keawe (Island of Hawaii)
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Email: explorations@whea.net Domain: www.whea.net

Agreement to Participate

*In the educational programs and school community of
West Hawai'i Explorations Academy Public Charter School*

Student Name: _____
First Name please print Last Name

*By initialing below, we state that we have read the above statements in the "Agreement to Participate"
Therefore we agree to abide by all terms, conditions, agreements and policies.*

Agreement To Participate

*Parent/Student
Initial*

Liability Release Due To Inclement Weather Or Other Natural Forces

*Parent/Student
Initial*

(optional) I have provided a letter stating my choice NOT to release my child due to inclement weather or other natural forces.

Water Safety Protocol and Parent Consent For Water Related Activities

*Parent/Student
Initial*

Parent Consent For Travel and Off Campus Activities

*Parent/Student
Initial*

Parents Approval and Waiver Of Claims

*Parent/Student
Initial*

Computer and Technology Use Agreement

*Parent/Student
Initial*

Parent Name: _____ Parent Signature: _____ Date: _____
Print

Student Name: _____ Student Signature: _____ Date: _____
Print