

OHANA INSTITUTE



Haumana Kukui 2018-2019

Ohana Policies and Procedures for Students

Date: 8/2018

Welcome To Ohana Institute

This *Haumana Kukui* was prepared for you. The following information will answer many of the questions that you may have about Ohana student life, including your personal roles and responsibilities as an Ohana Institute student. It is our sincere desire that this *Haumana Kukui* will be of great help to you during your experience as an Ohana student.

The purpose of this *Haumana Kukui* is three-fold:

- a. To build a spirit of understanding and cooperation among students and staff
- b. To ensure an ongoing fairness and consistency in application of policies and procedures
- c. To ensure a safe and productive learning environment

As an Ohana student, you should become thoroughly familiar with the material contained herein and return to this *Haumana Kukui* for guidance whenever necessary.

Disclaimer

The following policies and procedures cover a broad range of topics. They are not intended to create a contract, nor are they to be construed to constitute a contract, expressed or implied, between Ohana and any of its employees and students.

The following policies represent the most recent expression of the management of Ohana Institute in order to provide for equitable and consistent treatment of students. This *Haumana Kukui* supersedes any previous handbook, student guidelines and expectations, or related written policies.

To assure that Ohana achieves and maintains the purpose of this *Haumana Kukui* and to assure the organization's continued ability to meet its needs and those of its students under changing conditions, Ohana may modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this *Haumana Kukui* at any time.

Ohana Institute is an innovative accredited private school for 2nd through 12th grade students. Utilizing exploratory and technology infused curriculum, our blended learning environment and high teacher to student ratio encourages students to become flexible and confident thinkers.

Ohana means Family. Our school environment is carefully crafted to reflect the understanding that we are indeed a family working together toward the common goal of preparing our children for a happy, healthy, productive life. Parents and community partners are valuable members of our family. This healthy Ohana environment empowers our students to enter higher education or careers with excellent academic preparation while also promoting creativity and optimism.

Ohana Institute is a school that encourages admirable behavior standards for all members of our community. Ohana Students enjoy “good standing” and the freedoms and privileges that go with it unless otherwise determined by administration. Students are encouraged to conduct themselves in a healthy and responsible manner consistent with the standards outlined in this **Haumana Kukui**. This conduct applies to all curricular and extracurricular activities that occur under the governance of Ohana. These activities include, but are not limited to: athletic events, field trips, contests, and travel – on foot or by vehicle – between the home, school and throughout the 30Avenue community. As considerate citizens and as representatives of our Ohana family, students are required to follow the school policies as outlined in this document. Ohana students further contribute to the community through **volunteer service**. Elements, Foundations and Middle school students are required to complete **10 hours/year**; high school students complete **25 hours/year**.

Ohana Embraces the Following Ten Core Values:

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| <i>Family</i> | <i>Responsibility</i> |
| <i>Respect</i> | <i>Ethics</i> |
| <i>Community</i> | <i>Global Awareness</i> |
| <i>Gratitude</i> | <i>Creativity</i> |
| <i>Caring</i> | <i>Excellence</i> |

Family

Our connections to other people shape our experience of the world and profoundly influence our desire to contribute to society. When these connections are positive and healthy, our personal impact on other people and the world is enhanced. **Ohana** fosters a learning environment that encourages closer connections between students, teachers, parents, and community. We acknowledge that any person can become family so long as we repeatedly behave with love and respect for each other.

Ohana students develop a sense of family through many interactions and shared experiences. Students of varied age are provided opportunities to interact. Small family groups (Lahuis) are created. Student travel and community activities provide opportunity for deeper understanding of each other. Volunteer work encourages students to experience themselves as part of a larger societal family.

Respect

Respect is a value that people frequently crave but sometimes forget to cultivate. Respect is not an entitlement or accomplishment. Respect is an acknowledgement that each person is worthy as a being and valuable to our shared society. True respect is maintained through repeated healthy interactions. It cannot be demanded or required. Respectful behaviors include honesty, courtesy, fairness, sacrifice, perseverance, and diligence. When our behavior consistently demonstrates these things, we maintain our inherent respect. When we acknowledge these behaviors in others, we demonstrate respect.

Ohana helps students to first develop a respect of self. Without self respect, respect for others is often little more than compliance. Self respect is developed through acknowledging the value of each student, celebrating the variety of talents and personalities, and bestowing respect upon the students even before they have truly cultivated it through their interactions.

Community

As a school, **Ohana** strives to be an active and valued member of our larger community. Community is much more than a place. It is the spirit, flavor, or personality of a place as influenced by the people who contribute to it. Ohana works hard to imbue our community with these same nine core values. In so doing, we influence the community to be a healthy and enjoyable environment for everyone.

Similarly, **Ohana** has its own community within the school. That community includes staff, students, parents, and siblings. We encourage meaningful interaction, sharing, and kindness. Our students share in cleaning and daily maintenance. Parents provide healthy snacks, guest lectures, and heartwarming surprises. Teachers engage in after school activities where entire families are welcome. Outside of our school, students, staff and parents volunteer with countless charitable organizations.

Gratitude

With so much emphasis upon doing for others, **Ohana** has become a school where people are constantly giving of their time, talents, and resources. It can become easy to take for granted, to expect kindness rather than be pleasantly surprised. To balance this, we practice expressions of gratitude. It's important to continue expressing thanks even if the kind behavior is routine.

At the end of class and on the way out the door, **Ohana** students frequently thank their teachers for a good class. Teachers thank their students for following along or settling into class quietly. We could convince ourselves that the teachers *should* provide a good class, or that students *should* behave orderly, and that nothing needs to be said. However, saying thanks takes so little effort and frequently means so much to the person being thanked that we choose to make it a priority. Gratitude helps us to keep doing the good things and helps maintain a positive school atmosphere and motivation to learn.

Caring

Caring for others is an essential part of healthy living. Fortunate children grow and mature in an environment where they are routinely cared for. Historically, children shared more frequently in the caring for younger siblings or elder family members. This allowed children to enjoy the benefits of serving others at a young age. In our current culture, this experience is more likely to come when young adults start their own families. By encouraging caring at a young age,

we provide our students the opportunity to practice and develop these important skills which then become habit.

Ohana students practice caring in a variety of ways. Students frequently mentor other students. They practice simple courtesies like holding a door open, offering to carry something, or stopping to truly greet someone in passing. They are encouraged to look for ways to make life easier for friends and staff and to be the first to offer help whenever it is easy to do so.

Responsibility

Ohana values responsibility. As educators, we understand the opportunity we have to positively impact the lives of our students. We also realize that our local and global community relies upon our efforts. Responsibility is not something people are born with. It is developed, sometimes through failures and sometimes through accomplishment.

Ohana students are allowed opportunities to develop responsibility, sometimes even before they are ready for it. **Ohana** students frequently create their own committees, clubs, events, and charitable endeavors. Many of the best **Ohana** experiences have been created by the students. Sometimes the events are a huge success and sometimes they barely squeak by. The students learn to follow through, do what they say they will do, and help others when someone has taken on too much. Success or squeak, the students learn what it means to be responsible.

Ethics

Ohana encourages students and staff to live thoughtful and healthy lives and to conduct themselves with honorable ethics. More than simply rules to follow, ethics are a way of thinking. By teaching students ethical decision making, **Ohana** fosters an environment where students not only know how to behave, they also know why that behavior is preferable.

Ohana students discuss ethical considerations in many classes. In Humanities, ethics are debated and historical decisions are examined. In Science, ethical experiments are discussed. In HOPE class, ethical personal conduct is explored. When addressing our Kukui, students are first taught why we have rules before stating specific rules.

Global Awareness

Ohana understands that while we have the good fortune to live in an idyllic and relatively isolated location, our good work should benefit not only our community but the world in general. Our enjoyment and health must not come at the expense of others or the environment. In order to truly understand our relation to the world and its people, Ohana students are encouraged to branch out and interact both digitally and through travel.

In social studies class students are introduced to historic and current world cultures. They follow world news, and discuss philosophical and political concerns. In science class, students study global environmental impacts, natural processes, and technological innovations. They keep current with advances and challenges. They consider ways to apply their knowledge to improve both the human and ecological condition. Through world travel and volunteer efforts, our students develop personal knowledge and physical connections to both people and places.

Creativity

Ohana's motto is "*Experience the Different*". While this clearly reflects a difference in school philosophy and physical design, it also reflects our encouragement of student innovation

and personality. Rather than mold students to fit an ideal image, we foster the development of personal interests and talents.

When students demonstrate new interests and personal desire for learning, **Ohana** makes efforts to create new classes, internships, and travel opportunities to match. As students grow within **Ohana**, what we offer as a school grows along with them. When students demonstrate passion for a subject, even if they are the only one, we work to find ways to encourage and support.

Excellence

Ohana encourages the pursuit of excellence. Unlike perfection, excellence can frequently be achieved. To do so requires positive motivation, careful thought, and diligent work. While not every task requires excellence, many would benefit from it. **Ohana** helps students to recognize that their time and energy is valuable. We encourage them to choose carefully where to expend these gifts in order to create opportunity for excellence.

Ohana students are provided many opportunities to develop skills and create innovative and beneficial products. In their bands, not only do they learn to play popular songs, but they also write their own. Beyond **mimicry**, they actually contribute to our ever evolving culture. In science classes, students research and present available information in new and fascinating context. They also imagine, prototype and create innovative inventions and applications of technology. In social science they are encouraged to draw new connections between historical events and current opportunities for positively impacting society.

The most basic of Ohana standards are outlined directly below and then described in more detail in the document which follows:

- Arrive on time and attend all scheduled work groups/classes
- Be honest and truthful in personal interactions
- Resolve any conflicts peacefully
- Be polite and respectful to students, staff, and visitors
- Use appropriate and polite language at all times
- Respect the rights and property of others
- Refrain from using or bringing prohibited items
- Respect our shared environment including the physical and mental health of others

Attendance and Timeliness

The very core of the on-site learning models at Ohana are rooted in students being prepared, present and actively engaged. Students rely on teachers, themselves and classmates to reach holistic learning goals successfully. Staff prepare learning opportunities with this at the forefront. As such, absences and tardiness grossly affect not only the missing student, but also the entire Ohana family. This extends beyond the classroom to all regularly scheduled events that take place. As such, students shall commit to the following:

- 1) Students are required to attend school daily. Tuesday through Friday, school hours are 8:00 a.m. – 3:15 p.m. On Monday, school hours are 8:55 a.m. – 3:15 p.m.
- 2) Students who miss more than 10 days of school in one semester will lose credit for the semester in the course(s) in which the days are missed.
- 3) Students will follow the guidelines regarding missed work as stated in each class syllabi that they are registered for.
- 4) When it is necessary for a student to be absent from school, a parent or legal guardian must notify the front office in advance with the reason for the absence. Advanced communication helps Ohana to provide students support in times of crisis, plan for group activities in their absence, and to otherwise facilitate the students return to school.
- 5) Students and parents are responsible for communicating directly with teachers to develop a plan to address missed work. Students are responsible for honoring this planned as determined.
- 6) Punctuality represents our core values in action. Moreover, being on time for school and class helps everyone. Conversely, tardiness can seriously disrupt the learning environment and may have other negative impacts. Repeated tardiness will be addressed in the following ways: meeting with administration, notification of parents, development of a Personal Intervention Plan (PIP), or disciplinary action.
- 7) In cases where attendance and punctuality is an issue (after 8 absences/tardies in one semester) and the aforementioned actions are not being honored, a meeting will be held and a contract drafted to assure that the student is clear on the expectations for earning credit and continued enrollment at Ohana.
- 8) At the end of each semester, if it is necessary for a student to miss a benchmark assessment (test, presentation, project) due to completing the quarter early, the parent and student must **contact the teacher a minimum of two weeks in advance** to make arrangements. Planning and preparing benchmarks are a large a well-thought out task for teachers. Missing them affects the validity of these assessments and has a potentially negative impact on fellow students.
- 9) **Non-compliance with the aforementioned components of the Attendance and Timeliness Policy will result in loss of credit for the course.**

Daily Schedule

Ohana is officially open for students from 7:30 a.m. to 4:00 p.m. The school day generally consists of seven time periods. The official end of the student school day is 3:15 p.m. Teachers

are available for student support until 4 p.m. after which time the school will be locked; students will no longer be supervised by Ohana staff.

We share a beautiful, functional, and very comfortable school environment. To keep it this way, all students and staff share in the responsibility of keeping Ohana clean. Students are expected and encouraged to continually clean their occupied classrooms and shared spaces, and other learning areas as needed and when asked by staff. Additionally, **10 minutes of each day are reserved for Ohana Housekeeping.** Students will complete assigned tasks and will otherwise help straighten up before leaving for the day.

Pick-up and drop-off in 30 Avenue should not interfere with the regular movement of traffic. Please refer to the published instructions on proper procedures.

Peer Respect

We all enjoy being treated kindly. Ohana students are encouraged to communicate openly and to assert their opinions and desires when appropriate. Although we may at times disagree with our peers, disrespectful behavior is never appropriate or helpful toward resolving our differences. **At Ohana, aggressive behavior is strictly prohibited.**

Bullying is subject to sanctioning at Ohana Institute. Bullying is defined as behavior to intentionally, repeatedly, and over time inflict or threaten to inflict physical or emotional injury or discomfort on another's body, feelings or possessions. A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. **Bullying behaviors include actions that cause the physical, verbal or emotional abuse of others.** Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered bullying behaviors.

Bullying may also include cyber-bullying, which may include using information and communication technologies such as email, cell phone and text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, hostile behavior intended to harm others. Some bullying behaviors may also fit the definition of other prohibited behaviors, such as assault/battery, and will be handled accordingly, up to and including referral to law enforcement authorities.

Lunch

Ohana students in good standing are allowed the opportunity to enjoy lunch in a manner to their liking. Ohana does not serve lunch. Students may bring their lunch from home (refrigerators are available to store lunch) or buy lunch from local establishments. Students may eat lunch in the designated and supervised areas of the school, out on the greens, or at a local restaurants according to the procedures established during Camp Ohana or until further notice. Staff supervision during these times differ based on the grade of the student. Students will deposit trash and recyclables in proper receptacles and otherwise maintain cleanliness.

Cell Phone Use

Ohana embraces the use of technology to enhance communication. Students in good standing are allowed to carry and use cellular phones during most Ohana functions.

Cell phones are to be used in a respectful and appropriate manner. With the privilege of using cell phones also comes a responsibility to use phones only in ways that preserve the learning environment for self and others. Simple measures like silencing ringers and storing phones out of view during presentations can help tremendously. Individual teachers, classes, and learning situations will require other measures. If a student chooses to use a cell phone at Ohana, they will incur the responsibility to understand and comply with any related rules, even if those rules change from one activity to another. Failure to comply with any staff directive to refrain from phone use may result in future use being restricted for that student. Parents can help us limit interruptions by minimizing calls and texts and by attempting to call during less disruptive times.

Student Prescription Medications

Students are encouraged to be actively engaged in their own health promotion. Following prescribed medication regimes may require self administration during the school day. Medications used on a regular schedule must be safeguarded by a designated staff member. Students will develop a plan for accessing the medication that suits their need and least interferes with school activities. Medications used on an intermittent or emergency basis (such as rescue inhalers, etc.) may be held by the student, provided the medication poses no risk to other students and is used discreetly and only as prescribed. All parents must complete and sign the Ohana Medication form. Direction about which medications will be stored and which are allowed to be carried will be provided upon submission of the medication form.

Open Campus

Ohana Institute is located primarily in 30 Avenue complex at 12805 US Highway 98E, Suite J, Inlet Beach, FL 32461. The Ohana campus extends beyond this area into the the 30 Avenue Complex, limited to the area highlighted within the boundary map of 30 Avenue. Ohana Institute is considered an open campus school for grades 7-12. This means that with parental and staff permission, students in good standing may leave the main area of the school during non-instructional times of the school day under the following guidelines:

1. All eligible students who leave the school must first sign out in the front office. Subsequently, they are required to sign in upon their return.
2. All eligible students are required to maintain school appropriate behavior at all times when in the community.
3. All eligible students who have signed out temporarily must remain on campus, as dictated by the four boundaries set forth in this policy.
4. No student is permitted to go onto the beach without staff supervision. This includes walking onto the beach walkovers. These areas are NOT part of the Ohana campus.
5. Students in grades 2-6 are not permitted to leave the primary campus during school hours unless accompanied by Ohana Staff.
6. Students in grades 7-8 are permitted to leave the primary campus during school hours **once proper training has been established by Ohana Staff** and in groups of 3 or more.
7. Students in grades 9-10 are permitted to leave the primary campus during school hours in groups of 3 or more.
8. Students in grades 11-12 are permitted to leave the primary campus during school hours in groups of 2 or more or individually with the appropriate documentation on file with the front office (early arrival/late release document).

Late Arrivals and Early Dismissals (Dual Enrollment, Athletics, Other)

Students who routinely have recurring parental permission to leave school before the official end of the school day must submit an “Arrival/Dismissal” form showing parent permission for early departure. Students must inform the administrator and teacher before the beginning of class and leave class without disruption to other students. Any student leaving the building prior to the regular end of day must still sign out.

Student Clothing

Ohana students are permitted to dress in a way that is appropriate to our warm Florida climate. Shorts and casual shirts are acceptable, as are any safe type of shoe or sandal. Do consider that, on any given day, an emergency drill or situation would require students to be outside for a prolonged period of time.

Students may not wear any clothing or accessory that is deemed by any staff member as distracting, overly revealing, unsafe, dangerous, or a health hazard.

Students are not permitted to wear any clothing/apparel that exhibits offensive or obscene symbols, signs, slogans, or words degrading to any gender, sexual orientation, culture, religion, or ethnic group or which promotes violence, drugs, alcohol, or tobacco. If a student is ever unsure about a clothing choice, they are encouraged to ask a parent or even text a staff member.

Students found to be wearing unacceptable clothing will be counseled and if deemed necessary will be provided an alternative shirt and shorts. They will be required to change clothes immediately. The student will not be allowed to return home, have clothing brought in, or otherwise disrupt the school day any more than they already have. The Ohana clothing must be returned clean the following school day along with a signed parental notice.

Students must wear closed-toed shoes during science labs, team sports, or other outdoor electives.

Ohana Extra-Curricular Activities

Ohana Institute encourages student participation in extracurricular activities, clubs, athletics, and organizations. These activities promote self-discipline, confidence, perseverance, teamwork, dedication, and leadership. These activities are not part of the regular school curriculum and generally take place outside of the classroom.

In order to participate in Ohana extra-curricular activities, students must maintain good standing both academically and behaviorally. Generally, good academic standing will be considered passing grades in every subject and having all major projects progressing or completed on time. Good behavioral standing is an absence of any formal discipline in a given school term or if discipline has occurred, compliance as specified in any Personal Intervention Plan. Refer to the discipline section for additional detail.

Field Trips

Ohana provides extraordinary learning opportunities away from campus. Field trips are an important part of student education and are a feature that only an innovative school like Ohana can do well. Any student participating in a field trip must have an official field trip permission form signed by the student's parent/guardian. Under no circumstances will a student be permitted to go on a trip without the signed form. The form permits medical professionals to render emergency treatment. Only chaperones, approved guests, and students enrolled at Ohana Institute are permitted to participate in field trip activities. Participation in Ohana field trips is a privilege reserved for students in good standing.

Emergency Drills and Actual Emergency Events

State law mandates that schools conduct regular safety drills, including fire drills, lockdowns, and tornado drills.

Upon the sounding of the fire alarm, students must proceed immediately out of the building in an orderly fashion under the direction of staff. All students must move well away from the building and keep out of roadways, giving fire equipment free access to all areas. Students must assemble with their class and remain outside until signaled to return to the building. Under no circumstances should anyone delay exiting the building by stopping at another location such as restrooms. Fire drill exits are posted in each classroom.

During lockdowns or dangerous weather drills, students must remain in designated areas and closely follow all directions by staff. Students who refuse to follow staff instructions during emergency drills or events may jeopardize their own safety and that of those around them. Refusal to comply may result in formal discipline.

Academic Honesty

Integrity is an essential component of a healthy and civilized society. Similarly, honesty is essential to a successful learning environment. Ohana students will demonstrate a standard of academic, personal, and social integrity which remains beyond reproach. Students are encouraged to understand the many benefits of honest behavior and are challenged to practice honesty in all aspects of their life.

Plagiarism

Plagiarism constitutes a serious violation of school expectations and norms. As such, it may result in severe school sanctions. To assure academic integrity, student work is subject to scrutiny for evidence of plagiarism. Staff may employ technological services such as turnitin.com and otherwise determine if work is original or plagiarized. Students who are unsure about the nature of plagiarism may reflect on the definition stated by Webster's New Collegiate Dictionary. "Plagiarize: vb; to steal or pass off (the ideas or words of another) as one's own: to use (a created production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source." Plagiarism, in other words, can be caused not only by deceitfulness but also by careless work habits. Plagiarism may result in disciplinary action.

Lost and Found

Students who find items not belonging to them must give the item to a staff member. The school is not responsible for stolen and missing items. The Lost and Found is located in the central Gathering Area. Periodically unclaimed items will be donated to charitable organizations.

Public Displays of Affection

Ohana encourages students to develop close friendships and to demonstrate kindness for each other in socially healthy ways. High fives, handshakes, shakas, fist bumps, and even hugs can be a healthy part of the Ohana environment. Public displays of affection of a sexual nature are not appropriate at school. Students will demonstrate maturity and respect for each other. Any display of affection beyond hand-holding may be considered inappropriate. Students must immediately comply with any staff request to separate. Students who may like to discuss the appropriateness of their behavior will be provided a private opportunity to do so within the next three school days. They may schedule a personal coaching session with the administration. Students who engage in indiscreet behavior will be counseled initially. Continued inappropriate behavior will require a meeting with parents and may result in disciplinary action.

School Visitors

Parents are always welcome to visit the school and are encouraged to do so. However, Ohana requires that all visitors, including parents, report to the front desk to obtain a visitor's pass. Visitors may be required to have a staff escort. Tours must be scheduled and approved in advance.

Prospective new students may at times be allowed to shadow during a school day. For the safety of our students and to minimize disruptions, shadowing will only be permitted after the student has completed an application including \$250 fee, and the application has been reviewed by the administration.

Student Activities/Electives

Ohana Institute offers many after school activities. Elective instructors are often community leaders or parents. Elective instructors will be treated with the same respect and gratitude as other members of the Ohana family.

Student Athletics

By law, students from very small private schools may participate in public school sports at a local school (Section 1006.20, F.S). They include, but are not limited to Boys Varsity Baseball, Boys and Girls JV/Varsity Basketball, Boys JV/Varsity Football, Boys and Girls JV/Varsity Soccer, Boys and Girls Varsity Tennis, Boys Varsity Wrestling, Cheerleading JV/Varsity (Fall and Winter Seasons), Boys and Girls Cross Country, Girls Varsity Softball, Girls JV/Varsity Volleyball, Boys and Girls Track and Field, Boys and Girls Golf.

Graduation Requirements

Ohana follows the Florida state guidelines for graduation. Students must pass all state-mandated courses and earn a minimum of 24 credits. All course attempts will be entered on the student's transcript. However, only the highest grade achieved in a course will count toward the student's grade point average.

Student Health Policies

Ohana embraces the promotion of student physical health and general wellness. To this end, specific curriculum, student activities, school resources, and school policies have all been developed. Students are encouraged to protect their own health and to avoid behaviors that impair health, judgement, or wellness.

Ohana welcomes families and students who also embrace a health and judgement promoting philosophy and Ohana requires sincere parental support of the following basic student health policies. Prospective Ohana students and parents will agree to support these important policies both at home and at school. Ohana staff will gladly discuss the student health policies prior to admission. Enrollment in Ohana is conditional upon agreement.

All students are encouraged to obtain an annual physical evaluation. Some sport, travel, and other Ohana activities may require physician certification of fitness and/or drug screening prior to participation. Physician services are not provided by Ohana. Families are free to choose their own health practitioner.

Students are prohibited from using illicit or recreational psychoactive substances including but not limited to alcohol, marijuana, tobacco, and cigarettes of any kind.

While on campus or engaging in any Ohana activity, students are subject to drug testing. If, at any time, a staff member suspects that a student may be under the influence of a psychoactive substance, the staff member may direct the student to obtain drug testing. Refusal to submit to drug testing will trigger the same interventions as a positive result.

Referrals for drug testing are sent to an administrative staff member and/or the school counselor. Rapid response saliva testing may be administered immediately on site. Costs associated with any positive testing results will be billed to the students parents (typically \$25 or less). If a student is ever found to be under the influence of drugs or alcohol at school, any subsequent testing that term (positive or negative) will be billed to the parents.

Students found to be abusing psychoactive substances will have their parents immediately notified. Parents will be required to pick up their child from school immediately. If, in extreme circumstances, emergency medical attention or law enforcement is necessary, appropriate emergency responders will be called.

Return to school will be contingent upon several conditions including but not limited to: a negative or declining concentration drug screen, a formal meeting or scheduled meeting with school staff and/or school counselor, an agreement to abide by a Personal Intervention Plan.

Student Behavioral Interventions and Discipline

Ohana expends considerable effort to prevent behavioral problems and to minimize the reoccurrence of unhealthy behavior. Discipline will be applied after consideration of the eventual desired effect on the behavior of the student and should promote improved conduct. Activities and/or privileges may be withheld if the unhealthy student behavior increases risks associated with the activity. However, discipline as punishment is only rarely employed. Corporal punishment is not permitted at Ohana Institute.

Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation, or under the supervision of school personnel, whether on or off campus. Students may be subject to intervention or discipline even if that conduct occurs on property not owned or controlled by the Ohana Institute. Parents, legal guardians or adult students will be financially responsible for any damage to Ohana Institute property.

A student's academic grade shall not be reduced as a disciplinary measure unless the grade was achieved fraudulently.

Attending Ohana Institute is a privilege. Students who engage in disruptive behavior or otherwise interfere with their learning or the learning of others may be expelled.

Minor Disruptive Behavior Requiring Informal Interventions or Disciplinary Measures

“Minor” offenses are those acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, or approved transportation. While disruptive, they do not seriously endanger the health and safety of others or a student's own learning process. Following is a non-inclusive list of minor disruptive actions that will result in Informal Disciplinary Measures.

- Unexcused absence
- Disrespect for school staff
- Distribution of unauthorized materials
- Excessive talking
- Failure to follow instruction or direction of administrator/teacher/staff
- Libelous statements
- Loss or damage of materials belonging to the school or fellow students or teachers
- Minor disruption of class or school activities
- Public display of affection
- Skipping class or off campus without permission
- Tardiness

Informal Interventions and Disciplinary Measures

Behavior qualifying for Informal Disciplinary Measures may result in any of the following as deemed appropriate by an administration:

- Verbal Correction
- Counseling
- Parental Contact
- Detention
- In-School Suspension
- Referral to Ohana Student Council
- Loss of Ohana student privileges (including but not limited to: leaving building during school hours, use of electronic devices during school hours, participation in extracurricular activities, communication or unnecessary contact during school hours with any co-offending classmate, participation in sports or other elective activities)

Disruptive Behavior Qualifying for Formal Interventions or Disciplinary Measures

Behavior requiring Formal Intervention or Disciplinary Measures are more serious acts of misconduct including repeated acts of “minor” misconduct, serious disruptions of the orderly conduct of the school, or threats to the health, safety and property of self or others. Examples of more serious misconduct that may require Formal Intervention or Disciplinary Measures include but are not limited to the following:

- Aiding and abetting another person in committing an act which would be a violation of School policy
- Assault
- Threat of physical harm
- Battery
- Breaking and entering
- Bullying, Harassment, or Cyberstalking as defined herein
- Cheating or plagiarism
- Commission of any felony
- Repeated class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Extortion
- Falsely activating a fire alarm
- Fighting (mutual altercation)
- Fighting resulting in bodily harm
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- Larceny or theft of personal or school property
- Lewd or lascivious behavior
- Obstruction of an investigation by school officials or other authorities
- Participation in or leading a riot or disturbance
- Possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat. including model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances
- Possession, use or sale of dangerous articles, or chemical propellant sprays
- Possession, use or sale of fireworks or other destructive devices
- Possession, use or sale of tobacco products

- Possession, use or sale of a firearm or weapon, including guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, nunchakus, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, toy guns, dangerous instruments, or anything that resembles or could be considered a weapon on school grounds or at school related activities.
- Possession of knives of any type, razor blades, box cutters, or similar devices
- Possession, sale, or distribution of pornographic material
- Robbery
- Rude or obscene behavior and/or language (profanity)
- Sexual offenses
- Sexual harassment
- Vandalism or defacement of school property
- Violation of a Personal Intervention Plan (PIP) in Lieu of Expulsion

Formal Intervention or Disciplinary Measures

Behavior qualifying for Formal Discipline Measures may result in any of the previously described measures (under Informal Intervention and Disciplinary Measures), Out-of-School Suspension, or Expulsion, as deemed appropriate.

Additional Behavior Qualifying for Intervention or Discipline

Any student is subject to expulsion for unlawful possession or use of any illegal substance (in accordance with § 1006.09(2)(a)-(b), Fla. Stat.).

Behavior which may result in suspension or expulsion: possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat. any counterfeit controlled substance as defined by §831.31, Fla. Stat., model glue, other inhalant, or alcohol may result in a ten (10) day suspension and expulsion. As an alternative to expulsion the administrator may, at his/her absolute discretion, suspend a student out of school for ten (10) days if the student is a first time alcohol or drug offender who possesses or is under the influence of any substance controlled under § 893, Fla. Stat., or is under the influence of model glue or other inhalant or alcohol. (This option is available to the administration for small amounts of a controlled substance which the administration determines was for the student's individual use and not for distribution, delivery or sale to other students. This option is not available for any felony possession regardless of quantity.) For first time offenders, this suspension may be further reduced at the absolute discretion of the administration if:

- a. The student divulges information leading to the discipline or arrest of the person who supplied such controlled substance to him/her, or if the student voluntarily disclosed his/her unlawful possession of such controlled substance. Any such information divulged which leads to an arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging such information or
- b. The student commits him/herself, or is referred by the court in lieu of sentence, to a state licensed counseling program and successfully complies with treatment.

Determination of Out-of-School Suspension

To determine whether out-of-school suspension is appropriate and to decide the length of suspension, the administration shall review the student's individual record and consider:

1. The facts and the seriousness of the conduct leading to consideration for suspension;
2. The student's age, grade and past disciplinary record; and
3. Possible effectiveness of other forms of intervention or discipline in correcting behavior.

Procedures for Out-of-School Suspension

The following procedures shall be utilized in suspending a student, including those instances in which there is also a recommendation for expulsion.

1. The administration shall make a good faith effort to immediately inform a student's parents or legal guardians by telephone of a student's suspension and the reasons for the suspension.
2. Each suspension and the reasons for the suspension will be filed in the student's cumulative education folder and shall contain:
 - the nature of the offense;
 - the date of the offense, beginning date of suspension, and the date on which the student may return to school; and
 - any conditions involving suspension, such as reduction of the suspension following a parent conference and assurance from the student of a change in attitude.
3. At a conference, the student shall be given both an oral and written notice of the charges and given an opportunity to present his/her side of the story prior to suspension.
4. The administration may temporarily suspend a student prior to a conference when, in his/her judgment, the safety or health of students, staff or other persons in the school may be threatened by the continued presence of the student. When temporary suspension is necessary, the administration shall inform the parents or legal guardians by the most rapid means (including telephone). As soon as feasible under the circumstances, shall hold a conference with the student or parents or legal guardians.
5. Upon request, the parents or legal guardians will be given an opportunity for an informal hearing with the school administration within 48 hours of the request (excluding Saturday, Sunday and school holidays).

Definitions:*

Destructive Device. Any bomb, smoke bomb, grenade, mine, rocket, missile, pipebomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage; any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms.

Detention. When a student is to be detained after school hours, the parents or legal guardians shall be notified. Special transportation arrangements necessitated by student detention are the responsibility of the student, parents or legal guardians.

Expulsion. Expulsion is defined as the removal of the right and obligation of a student to attend Ohana Institute.

Firearm. Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, by air, gas or any other means and ammunition for such devices, including shotgun shells or any other ammunition designed for use in a firearm; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun.

In-School Suspension. Students may be removed from class or classes and assigned to an administrator.

Out of school suspension. The temporary removal of a student from the regular school program and all other school sponsored activities for a period not to exceed ten(10) school days with the student being remanded to the custody of his/her parent(s) with specific homework assignments for the student to complete.

Parental Contacts. Parental Contacts are contacts through notes, letters, phone calls or conferences between school personnel and parents or legal guardians.

Possession. Possession is defined as found on a student's person, within his/her control, his/her backpack or school bag or other storage space or his/her vehicle (regardless of ownership of the vehicle) while parked on 30 Avenue property.

Sexual Harassment. Examples of sexual harassment include unwanted sexual advances or propositions, demands for sexual favors in exchange for favorable treatment, unwanted sexually oriented remarks, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body or sexual prowess, coerced sexual acts of assault, physical contact such as grabbing, pinching, or patting unnecessarily, leering, whistling or gestures of a sexual nature.

Weapon. Any dirk, metallic knuckles, slingshot, Billy club, tear gas gun, chemical weapon or device, or other deadly weapon or pocket knife with a blade of 4" or longer.

(* as defined by State of Florida Department of Education and varied Florida District's Code of Conduct documents)



Student Kukui Agreement

I understand that a healthy educational environment is important for everyone. If I disrupt the educational environment (as outlined in this Kukui) my parents and/or legal guardians will be notified of such behavior. I further understand that my disruptive behavior could ultimately result in the loss of my privilege to attend Ohana.

I understand that academic honesty and personal integrity are essential and healthy student qualities. I am aware that plagiarism is a serious offense and may result in my suspension and/or expulsion from Ohana. Plagiarism (as defined by Webster’s dictionary) is to steal or pass off the ideas or words of another as one’s own: to use without crediting the original source; to commit literary theft; to present as new and original an idea or product derived from an existing source. Plagiarism, in other words, can be caused not only by deceitfulness but also by careless work habits.

I understand that preservation of my physical and mental health is essential for learning and for maintaining a safe and healthy school environment. It is unlawful to possess or use any illegal substance (in accordance with § 1006.09(2)(a)-(b), Fla. Stat.) and, if I violate this law, I will be subject to suspension and/or expulsion. Whenever I am at school or engaged in a school activity, I consent to, and I am subject to, immediate drug testing.

I understand that Ohana functions best when we are all present and on time. I am aware that Ohana has an attendance policy and I understand that failure to follow this policy can result in the loss of my privilege to attend Ohana. As such, I will arrive at school by the announced start time. If I temporarily leave the school building during the school day or dismiss from school early, I will sign out. If I arrive to school late, I will sign in.

I understand that performing community service provides great learning opportunities, benefits others, and is a requirement for all Ohana students. Ohana will inform students of the many volunteer opportunities available in our community. It is my obligation to choose and complete my community service hours each year. A minimum of 10 hours per year is required for students in grades 3 – 8. A minimum of 25 hours per year is required of high school students in grades 9 - 12.

I agree to uphold the Ohana Institute’s “Core Values” as outlined on page one of the Kukui. I have read and understand the Ohana “Haumana Kukui” (Policies and Procedures).

I agree to conduct myself in the healthy manner as outlined in the Ohana Kukui.

Student Printed Name _____ Signature _____

Parent Signature _____ Date _____