

West Hawaii Explorations Academy 2019-2020

Parent & Student Handbook



*The Chambered Nautilus (*N. pompilius*) was selected in 1994 by founding WHEA students, mentors and staff to symbolize several core concepts underpinning the program. A marine cephalopod, the nautilus represents intelligence, dexterity and adaptability*

West Hawai'i Explorations Academy

A Public Charter School located at the Natural Energy Laboratory of Hawaii

Keahole Point, Island of Hawaii

Phone: (808)327-4751

Facsimile: (808)327-4750

Email: explorations@whea.net

Website: www.whea.net

Mailing Address: 73-4460 Queen Ka`ahumanu Hwy #105, Kailua-Kona, HI 96740

Physical Address: 73-4500 Kahilihili Street, Kailua-Kona, HI 96740

This handbook is not meant as an all-inclusive reference. Additional forms and policies may apply.

School administration reserves the right to address irregular matters on a case-by-case basis.

Policies may be subject to change without notice.

Pending Governing Board Approval

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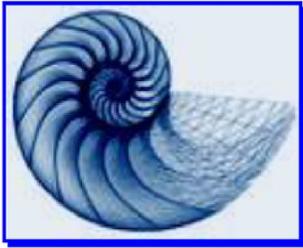
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West Hawai'i Explorations Academy

A Public Charter School Serving Grades 6-12

Located near the Natural Energy Laboratory Hawaii, Keahole Point, Moku 'o Keawe (Island of Hawaii)

73-4460 Queen Ka'ahumanu Hwy #105, Kailua-Kona, HI 96740

Phone: (808)327-4751

Facsimile: (808)327-4750

Email: explorations@whea.net

Domain: www.whea.net

Dear Parents/Guardians:

Welcome to the WHEA `Ohana!

The Parent & Student Handbook is an overview of the school's policies, agreements, procedures and expectations at WHEA. As you know West Hawaii Explorations Academy ("WHEA") uses a hands-on approach to education focused on authentic, long-term experiences on projects as a major learning tool. This means that students sometimes leave campus for field trips, visits to work sites, field research, and other "real world" experiences. In order to provide these experiences WHEA has special waiver forms and agreements to minimize the need for numerous parent permission forms. The attached blanket permission forms will allow your child to participate in, and/or be released from campus on these excursions.

It is very important that you read the handbook in its entirety, as well as the policies, agreements and each form. By signing the Agreement To Participate Document on the last page, both parent and child will be agreeing to all terms and conditions contained in the Parent and Student Handbook without reservation. **Please keep a copy of this handbook for your records.**

If you have any questions, please feel free to contact us at 327-4751.

Thank you for your attention. We look forward to working with you and your child by providing the best opportunities for real-world education and hands-on learning.

Sincerely,

Heather Nakakura
WHEA-PCS-Director

INTRODUCTION TO WEST HAWAII EXPLORATIONS ACADEMY

West Hawaii Explorations Academy (“WHEA”) is a State of Hawaii Public Charter School. Konawaena High School and the Department of Education, with authorization from the NELHA Board of Directors, created West Hawaii Explorations Academy in 1994. WHEA has been continuously accredited by the Western Association of Schools and Colleges since 2002, and is duly chartered by the Hawaii Public Charter School Commission. Charter schools work best with willing support from all stakeholders: students, parents, community and staff. WHEA will ensure its educational approaches fulfill Hawaii DOE standards and diploma requirements. WHEA is an optional “school of choice” focused on inquiry-based, and project-based learning. That means methods and expectations often differ from traditional schools. Therefore, each student has special obligations significantly beyond expectations of a typical “classroom.” These include consistently displaying exemplary behavior, regardless of age or emotional development, and self-directed planning and control over educational choices. Mature, responsible conduct is expected at all times and in all educational settings on and off campus.

Program Description

WHEA enrollment is full-time. Enclosed classroom space is limited; students will work mostly outdoors. The WHEA curriculum is a unique integrated hands-on curriculum. The format for learning is primarily self-directed teams and projects. WHEA may provide funding for projects, however student project costs are ultimately the responsibility of students and parents/guardians. Students are 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. Students and parents/guardians are responsible for verifying credits earned as they apply toward graduation requirements and/or college entrance requirements.

Successful Students

Students of most skill and ability levels can achieve success at WHEA with healthy self-motivation and a sincere interest in science being the most useful qualities. Inquiry and project based learning are at the core of WHEA “real world” curriculum, but even though the school uses a hands-on approach, there is still substantial and challenging academic work, including a writing intensive aspect. Staff will provide support and individualized help, while students must exercise sincere diligence and good faith effort, and must enjoy this specific type of learning environment. Students must wear appropriate clothing suitable for work in field environments, while complying with the WHEA Dress Standard. A water bottle, healthy lunch, sunscreen, sunglasses, hats and close-toed shoes are highly recommended for health and safety at WHEA. At-home technology access (computer, internet and printer) is a vital component for success. WHEA’s computer lab is typically available one hour before and after school, and during the school day, when staff is available.

Parental involvement is one of the most important factors in student success. Please refer to your child’s Time Management System weekly, and be proactive in regular communication with teachers.

SCHOOL VISION, MISSION & BELIEFS

WHEA’s Vision

Students become productive and responsible practitioners of collaboration and stewardship, evolving into lifelong critical thinkers who are confident in their ability to solve complex, real world problems.

WHEA’s Mission

To facilitate authentic learning through integrative, hands-on, self-selected projects related to real world challenges.

WHEA’s Beliefs

Students learn best when confronted with meaningful, real-world challenges where they have a stake and voice in the selection of both the issues themselves, and the means by which the issues are addressed. The type and depth of learning, as well as the quality, is enhanced through integrative studies. The use of integrative, project-driven curriculum increases motivation, stimulates critical thinking and problem solving, and prepares students to face a rapidly changing world. Smaller learning environments where students feel safe, important and cared for are significantly more effective than larger learning environments.

Oli Kahea (WHEA Morning Protocol)

WHEA General Learner Outcomes (GLOs)

The school has adopted six General Learner Outcomes (GLOs) or goals for each student to achieve during the school year. They are listed below.

- 1) Self-Directed Learner – Responsible for one’s own learning**
 - a. Accountable for individual responsibilities on projects and classes.
 - b. Accountable for maintenance on projects and related activities.
 - c. Responsible for their TMS and attendance.
- 2) Community Contributor – Understands the importance of working together**
 - a. Able to work with team members on projects & classes.
 - b. Resourceful and contributory within community, projects & classes.
 - c. Positive role model and resource for community, project & classes.
- 3) Complex Thinker – The ability to be involved in complex thinking & problem solving**
 - a. Demonstrates the ability to solve problems in projects & classes.
 - b. Creates new information and new knowledge.
 - c. Uses research techniques for background information & experiences on projects.
- 4) Quality Producer – The ability to recognize and produce quality performance & products**
 - a. Follows through with project goals.
 - b. Generates quality writing aligned with academic standards and conventions.
 - c. Produces and maintains accurate records, including but not limited to a Data Log Book.
- 5) Effective Communicator – The ability to communicate effectively with a variety of audiences**
 - a. Demonstrate good listening skills.
 - b. Communicates effectively with teacher advisors, mentors, peers, and to public audiences.
- 6) Effective and Ethical User of Technology – The ability to use a variety of technology effectively and ethically**
 - a. Recognizes plagiarism, and does not employ plagiarized information on any product.
 - b. Demonstrates the ability to professionally format all final presentation products from Research Papers, Topic Papers, and Project Products (including display boards).

GENERAL SCHOOL INFORMATION

Office Hours

Office staff is available from 7am- 3pm and after hours by cell phone.

Office phone 327-4751

Cellphone 987-2524

Fax Line 327-4750

Website whea.net

Email: explorations@whea.net Teacher Email: lastname@whea.net

School Hours

School hours: 9am - 2:30pm

Lunch: 30 minutes

Students are expected to depart campus at the conclusion of the day. Parents acknowledge that WHEA does not supervise nor take responsibility for the behavior of students outside school hours. Parents acknowledge it is the responsibility of families to provide and arrange timely transportation for your child at the conclusion of the school day. WHEA is not responsible for the use of public or private transportation to and from school.

Lunch

WHEA does not have a cafeteria. The school does contract a vendor to provide lunch and snacks for a fee on

a daily basis. Parents should provide a healthy and balanced meal for their student's lunch. **A healthy, substantial lunch and a water bottle are a necessity.** Microwaves and refrigerators are provided for student use. Students may not leave campus for lunch, have lunch delivered or have outside vendors deliver lunch to them.

Transportation & Driving

- Transportation to and from school is the sole responsibility of parents, as the State does not provide funding for charter schools. Students waiting for the public bus will be subject to school rules and behavior expectations. Students must behave in a safe and respectful manner when using public transportation. Misbehavior may result in county refusal of service, or being kicked off the bus while en route by the driver. Once a student leaves campus at the conclusion of the school day that student is considered departed and may not return to campus to wait for transportation, including public transportation.

Parent and Visitors

Parents and visitors are asked to drive safely, courteously, and cautiously at all times. Please abide by posted speed limits. Safe driving rules are in effect on all NELHA property. NOTE: Although NELHA allows public access, it may restrict access to individuals who violate safety rules. WHEA cooperates with NELHA to enforce safe driving, just as any NELHA tenant would with its employees. Your cooperation in maintaining a safe setting for all children is appreciated. Please have students exit vehicles on the passenger side of the vehicle when dropping off in the mornings. **Follow instructions of staff regarding drop off and pick up points, as safety is of primary concern especially during congested times.**

Students

Students agree to drive safely at all times. Student drivers agree to submit copies of driver license, registration and insurance to the office, and complete a Student Driver Application. Students must park in areas designated by staff. Safe driving rules are in effect on all NELHA property. NOTE: Although NELHA allows public access, it may restrict access to individuals who violate safety rules. WHEA cooperates with NELHA to enforce safe driving, just as any NELHA tenant would with its employees. **Driving and/or parking privileges at WHEA may be revoked for improper driving incidents or unsafe behavior,** including but not limited to exhibition of speed (rapid acceleration or "flooring it"), excess noise from vehicle stereo while on school premises and speeding on any school or NELHA Roadway.

ATTENDANCE & HEALTH

Reliable attendance and punctuality are vital for success, and are valuable life skills.

Absences, Tardiness & Early Dismissal

In order to be a successful student your child needs to be in school on-time, regularly. WHEA's project-based setting relies on active participation. It is not recommended to take family vacations when school is in session. Make up work might not be provided, and should not be expected to replace missed course or project work for unexcused absences. Teachers reserve the right to require a doctor note for make-up work requests. WHEA abides by the Hawaii DOE requirements for attendance. Excessive absences and/or tardiness may be petitioned in family court. Generally after a student has 10 unexcused absences the school begins the process.

Absence: When your child is or will be absent, please inform the office directly at 327-4751, and send a note with your child upon his/her return to school. The office will inform the appropriate teachers. It is always a good idea if your child is out for several days due to illness to bring a doctor's note.

Early Dismissal: If you need to take your child out of school early, please have your child bring a note to the office in the morning or contact the school directly. All students must be signed out at the office by a parent or guardian or someone listed on the emergency card. If you need to pick up your child unexpectedly please call ahead to make sure they are on campus. Student drivers must have a note from a parent, sign out at the office, and get an off campus pass.

Tardiness: Students must sign in at the office when they arrive on campus. Failure to do so will result in the student being recorded as absent.

Health Room & Illness

No health room facility is available on campus. Please don't send ill children to school. If your child feels ill, parents will be contacted and asked to pick up the child immediately. If a parent can't be reached, emergency contacts will be called. Please keep all information on the emergency card updated.

Medical Alerts

It is the parents' responsibility to inform the office of any allergies, and/ or medical conditions. Students may not self-administer medication on campus without prior permission and associated forms. Forms are available from the office and must be completed by a physician. Please contact the office for more information.

Head Lice (aka Ukus)

Please check your child's hair regularly for head lice and nits. Report any cases to the office promptly. Notification will be sent to parents when a case is discovered at school.

OFFICE RELATED INFORMATION

Student Records & Transcripts

Please complete a request for release if you wish to transfer your student and allow 2 business days for the transfer to be processed. Please make an appointment with the registrar if you have any questions regarding credits needed or credits earned. Please allow 2 business days for transcript requests. Students must provide an addressed stamped envelope for transcripts mailed directly to colleges or universities.

Special Education and Counseling Services

If your child has received Special Education or 504 Services *or* if you feel your child may need diagnostic services call the Student Services Coordinator at 327-4751.

Custodial and Legal Documentation

It is the obligation of the parents and legal guardians to notify the office in the event there is a legal change in their child's custodial status. In the absence of any legal documentation, WHEA follows the guidelines developed through the statutory law and court decisions. Please forward appropriate documents which may include but not be limited to; power of attorney, temporary restraining order, guardianship documents, legal name change any court orders.

Enrollment Policies and Procedures

Enrollment for West Hawaii Explorations Academy Public Charter School is on a **scheduled lottery basis**. Available slots may vary from year-to-year based on the available physical space, budget restrictions and staffing needs. The Governing Board reserves the right to increase, or cap enrollments as it sees fit, with the approval of the Hawaii Public Charter School Commission.

Application Process

Preferred Applications for the following school year for those students who are either a sibling of a current student, children of bona fide employees including Governing Board members in good standing and having served at least 1 year prior to enrollment year are available on the first day of school in the 2nd Semester of the current school year. Returning students and their siblings domiciled in the same house are accepted on a space available basis, as are employees' children, only when applications are submitted by 3pm on the last working day of February. **Regular applications** are released via the school website February 1st. The first lottery drawing occurs on the first working day of March. Spaces to accommodate returning students, their siblings, and children of bona fide employees (with this final category not to exceed 10% of total enrollment), are subtracted, space available, from each grade level as appropriate, with the resulting pool of slots then filled via public lottery drawings on the first working day in the month of March, April, May, June and July. When the available pool in a given grade level is exhausted, a perishable waitlist based on the lottery draws shall be created, and shall expire on the last working day in the first quarter of the school year for which the lottery is held. For grades 6-8, each grade level will maintain its own wait list. For high school, beginning on the first

working day in July, any students on the high school wait list shall be enrolled in any open slot available, with priority given to students in good standing entering 12th grade, then 11th grade, and then 10th and finally grade 9. WHEA Administrators and GB reserve the right to make final determinations related to eligibility, process, hardships, and to remedy any and all disputes or inconsistencies. Determinations are final and binding. No appeals are afforded.

Lottery Policy

A lottery system for enrollment shall be implemented that assures a transparent, unbiased, non-discriminatory process, provided that:

- Offspring and wards of bona fide WHEA employees shall be given first preference in the first lottery draw;
- Age-appropriate siblings of students who would be concurrently enrolled in good standing at WHEA shall be given second enrollment preference in the first lottery draw contingent on space availability;
- On the first working day of March, April, May, June, July and August, the public is welcome to witness the enrollment lottery draw, which shall begin no earlier than noon, but no later than 2pm.
- The lottery will be held at a publicly accessible place on the WHEA campus.
- Names shall be drawn in random fashion, from a non-transparent container, by a disinterested third party.
- The order of the names as drawn shall be the order of enrollment.
- The order of the names as drawn beyond enrollment capacity shall be the order for wait-listed students.
- The number of enrollment seats per grade level shall be set by the Director, and shall be divided equally as is practicable 30 days before the lottery commences.
- After the first lottery draw, if demand and space availability warrant, the Director may move open seat space to other grade levels to accommodate wait listed students.
- Any special needs student with a current Individual Educational Plan may apply, however an IEP team determination is required before a special needs student may be officially enrolled at WHEA.
- Students may only apply individually. The practice of allowing two or more students/twins to apply together is not accepted.
- The lottery wait list shall be durable only to the end of the First Quarter of the school year, and will be expunged thereafter. Wait-listed students wishing to enroll in subsequent school years must reapply.

Sibling Preferred Application Policy

WHEA offers a priority consideration for siblings of currently enrolled students. Applications are released to siblings in January and must be turned in prior to 3pm on the last working day of February to qualify for sibling consideration. Siblings are not guaranteed a position. Siblings are granted priority in the lottery of all applicants. A sibling is defined as a child that is biologically related, an adopted sibling, or related to the sibling by a legal current marriage. Documentation may be required.

Children of Bona fide Employee Preferred Application Policy

WHEA offers a priority consideration for children of current employees or bona fide volunteers of the WHEA governing board. **Employees and volunteers must have served at least the school calendar year of the application period.** Preferred applications are released in January and must be turned in prior to 3pm on the last working day of February to qualify for preferred application consideration. Children of employees are not guaranteed a position. Children of employees are granted priority in the lottery of all applicants. A child of an employee is defined as a biological child, adopted child or related to the employee by a legal current marriage. Documentation may be required.

Returning Students Promotion and Retention Guide

Students who wish to return in the next school year at WHEA are enrolled until withdrawn by the parent/legal guardian and may need to meet certain other conditions.

- WHEA Middle School students must pass all core courses to move into a higher MS grade level. No social promotions are granted. Students must earn promotion.
- Parents of a failing MS students must inform the registrar of plans to earn make up credits. Make up coursework must be completed in a timely manner and credits earned submitted to WHEA prior to the start of the following school year at a date no later than set forth by the registrar.

- Administrators may place WHEA High School students in accordance with the guidelines of Hawai'i's Compulsory Education Law (HRS302A-1132).
- Students entering UH Running Start, other early college entry courses, or non-public educational programs consistent with the student's college or career goals may be concurrently enrolled at WHEA contingent on reviews of credit levels toward graduation, and subject to approval of the Registrar and concurrence of the Director.

The Director reserves the right to make enrollment decisions on a case-by-case basis. All decisions are subject to appeal through the WHEA Governing Board. Decisions of the Governing Board on appeals are final.

COMMUNICATION

One Call Now For emergency or urgent updates WHEA will use One Call Now messaging by phone, text and/or email to multiple contacts simultaneously. School news or routine reminders will be sent via bulk email on a weekly basis. If you do not receive an email from us for longer than two weeks, please contact the office. We highly recommend that parents submit at least one valid email address, but preferably two. Please update changes in contact information in a timely manner. Contact information will NOT be shared or made public.

WHEA's primary tool for regularly communicating academic matters is the Time Management System (TMS). It is highly recommended that parents review their child's TMS every week after it has been graded by their advisory teacher. The TMS is a great way to get a weekly picture of how your child is doing academically. It can also be used as a communication to between parents/guardians and the advisory teacher. The high school also includes your child's mid quarter progress report in the TMS. If you have any questions regarding the TMS please contact your child's advisor.

Student & School Related Concerns

If you have a concern related to academics the first contact should be the child's advisory teacher, or the class advisor as appropriate. The next level of assistance would be to contact the appropriate lead teacher either for middle school or high school. The Director may be contacted for further assistance if needed. Please contact the office to schedule an appointment. If additional assistance is needed you may contact the Governing Board.

Parent Teacher Organization

The PTO supports WHEA school activities and projects. Parents are encouraged to regularly attend meetings and become active members of the PTO. Contact wheapto@gmail.com.

Governing Board

West Hawaii Explorations Academy Governing Board is an independent governing body of our charter school. The board members are responsible for the oversight of organization, management, financial and academic viability of the school, as well as compliance with applicable federal and state laws. Each charter school has its own Governing Board which offers the local control it needs to respond appropriately and in a timely manner to the needs of the school and the community. The governing board agrees to provide a highly qualified staff, up-to-date learning resources, and outstanding community educators and mentors for personalized learning opportunities, and a safe school setting. The Governing Board operates autonomously from the Hawaii DOE and BOE, and is the sole representative body responsible for governance and operations at WHEA.

WHEA operates under a Governing Board made up of representatives from the following groups: Community, Parent, Teacher, Staff, University Member and Student. The Director participates as an ex-officio non-voting member. Board meetings are held monthly and are open to the public. Minutes and agendas are posted on the school website. The Governing board policies include but are not limited to the following and are available by request through the Governing board chairperson: complaint policy, admission/enrollment policy, conflict of interest, procurement, and personnel.

REPORTS AND CONFERENCES

Student Progress & Reports

The TMS shall serve as a weekly progress report and the primary source of communication between all parties. Mid-Quarter Progress Reports are completed during the 5th week of the quarter. Middle School students will receive their progress reports from their advisory teacher. High school students have their progress report in their TMS. Report Cards are mailed after the end of the quarter to the parent the child resides with. Copies of report cards may be mailed to an additional parent/guardian by contacting the office. If you have questions concerning your child's progress please call the office 327- 4751.

Conferences

Regular communication between parents and teachers is essential. If you wish to arrange a conference with a teacher please call the office at 327-4751. Teachers may be reached by email by using the following Example: lastname@whea.net.

STUDENT RELATED INFORMATION

Student Conduct & Discipline Policy

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 established its own discipline policy. 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 3 or 4 offenses) or repeated minor violations (usually Level 1 or 2 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.

WHEA Discipline Guidelines

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.

<p><u>LEVEL ONE VIOLATIONS</u></p> <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 teacher (excludes before, lunch & after school) ** - 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><u>LEVEL ONE CONSEQUENCES</u></p> <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 violations will receive an additional day of suspension for the same violation. <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, 	<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.

<p>Sexual Orientation)</p> <ul style="list-style-type: none"> - Theft - school, faculty, or student property. - 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.

STUDENT CURRICULUM

Time Management System (TMS) is a record of the student's accomplished efforts on project work for the past week and a plan of activities for the upcoming week. Students receive points per hour of work

and are expected to account for a minimum amount of points as designated by the advisory teacher. These points must include the initials or signature of the teacher(s). Students must write down the plan on the appropriate days on their TMS. Their accomplishments (actual) will be filled out during the current week. TMS is graded by the advisory teacher and returned to the student on a weekly basis. The TMS is an integral piece of parent, teacher and student communication. The TMS is a main component of student success and shall be regarded as such. We emphasize that a lost or misplaced TMS may significantly affect grades and success. All students are provided a TMS complimentary. Replacements will be subject to a fee.

Assignments: Written assignments may be given daily and may be due weekly. Expect your child to have homework nightly.

Major Quarterly Assignments: All major assignments are accompanied by a rubric, specific guidelines or an outline of the project's expectations.

Research Projects: Students complete various project assignments such as summaries, topic papers and research papers.

Literary Critique or Literary Focused Assignments: Students may be required to read a pre-selected novel and complete a literary assignment. This will vary among grade levels. Students will need to work on this assignment at home.

Evidence Folder Presentations and/or Curriculum Shares

At the end of each quarter students will be required to present either an evidence folder or participate in a curriculum share. An Evidence Folder is a portfolio of required student work they have completed throughout the quarter. ***It is absolutely essential that your child save all their work throughout the quarter for their Evidence Folder. Please provide a place for them to store all work at home.***

Evidence folder meetings and curriculum shares are a time to come and gain a better understanding of what your child has accomplished throughout the quarter. They are also a way to connect with their teachers.

Evidence folder appointments and curriculum shares are held at the end of every quarter and are scheduled on required school days. The middle school generally rotates between evidence folders and curriculum shares every other quarter. It is mandatory that every middle school parent or guardian attend. The high school has quarterly evidence folder meetings. High school parents and guardians are expected to attend this important meeting.

The evidence folder appointment and curriculum share are not optional and account for a substantial portion of your student's grade. Further, Evidence Folder and Curriculum Share days are required school days. If your child is unable to attend during their scheduled time please contact your child's advisory teacher immediately. There is not a lot of flexibility with meeting times due to the end of the quarter grade deadlines. There is not a guarantee that the meeting can be rescheduled and missing an evidence folder meeting or curriculum share can be very detrimental to your child's grades.

Helping Hands In The Community

All students are expected to become community contributors through volunteer opportunities in the community. Students must seek out, organize, and execute these hours independently. Hours are required per quarter.

High School:(8) hours Grade 8:(8) hours Grade 7:(7) hours Grade 6:(6) hours

If you have any questions about your child's weekly points or progress, please email your child's advisory teacher at lastname@whea.net or leave a message with the office.

HEALTH AND SAFETY

At WHEA your child's health and safety are of the utmost importance and the staff and school Safety Committee work hard to provide a safe learning environment for your child.

General Guidelines for Staff and Students

Stay calm and follow staff instructions. In the event of an immediate evacuation leave valuables and belongings behind. Silence all cell phones. Make calls or texts only after you are out of danger. Students be sure to seek your advisor to check in and be accounted for.

Sudden Inclement Weather

Staff moves students indoors to shelter in place. Administration and office staff will monitor NOAA for guidance. WHEA will close in dangerous weather (i.e. lightning, heavy winds, heavy rains). In the event of school closure related to inclement weather or other natural events, a Once Call Now will be sent using the phone, text and email notification system. An announcement will also be on our school voicemail.

Emergency Plan Evacuation

In a sudden crisis or natural event creating an emergency situation, students will be given instructions for the safest evacuation route available. WHEA is equipped with audio and visual alarms which may be implemented. Our main evacuation site is the Gateway Energy Center located at 73-4485 Kahilihili Street. Our secondary evacuation site is Amcor (formerly Destiny Deep Sea) located at 73-188 Makako Bay Drive. Evacuate in a safe orderly manner to the parking lot of the Gateway Center or Amcor by foot. Do not drive. Do not panic. Evacuate together, stay together. All those that evacuated the site shall report to a staff member for a formal accounting. Follow First Responders instructions or Civil Defense announcements depending on the emergency. Be aware that road closures or evacuations may be implemented.

Please do not attempt to pick up your child unless instructed to do so.

Strong Locally Generated Earthquakes or other Seismic Events

Earthquakes strike without warning. Therefore students and staff need to know what actions and behaviors are expected during and after an earthquake. The most immediate danger from an earthquake is falling objects and glass. If outside, falling utility poles and electrical lines, parts of buildings, trees, glass, etc. are very dangerous. Most injuries occur after the earthquake and in the process of evacuating, therefore students should wait for directions before evacuating. Move outdoors and away from tall structures as quickly as possible until the event passes. If leaving the building is not possible, move under or next to a sturdy structure or desk. Move outdoors after event passes.

If you are inside: All students, staff, and those present are to take positions under desks, tables or other furniture. While under cover, everyone should be on their knees with both hands clasped behind the neck, face buried in arms, eyes closed and ears covered with forearms. Stay away from tall objects that can fall such as files, bookcases, or cabinets. When the earthquake is over, students are to remain in their positions until the area is cleared by staff and directions are given regarding an evacuation or alternate route.

If you are outside: All students, staff and those present are to drop in a safe, open area. Stay away from buildings, trees and overhead lines.

When the Earthquake is Over remain at your location unless it becomes obvious that doing so would expose you to additional hazards. As soon as practical, the staff will determine the need for evacuation. If evacuation is necessary, all staff, students, and those present on campus will immediately evacuate the building and assemble at designated evacuation sites for an accounting of those present.

Campus Intruders

Apparent Visitor(s), Non-threat

Staff approach person(s); request to know their business. Refer person to Office to sign in.

Suspicious Person(s)

Staff approach person(s); request to know their business. Escort to office. Inform office staff if behavior or demeanor warrants. Take license plate number and note make/model and color of vehicle.

Active Violence

(NOTE: Staff should exercise their own best judgment if a quickly evolving situation occurs.)

***Evacuate if Possible* Silence cell phones. When you are out of danger call or text 911.**

Campus Lock Down

If evacuation is not possible, warn students and staff to move indoors as quickly as possible, lock doors and secure buildings. Make efforts to lock and block windows. Stay out of intruder's site. Know where all exits are in case intruder enters building. If intruder enters a secured building and escape is not an option you may need to defend yourself and others by any means necessary.

Fire

Pull Fire Alarm and Call 911.

Staff will direct students away from building and smoke plume. Evacuation site is the NELHA Gateway Center. All students and staff shall be familiar with locations of fire extinguishers and pull station alarms on campus. If a student detects a fire they shall notify the nearest adult immediately, and inform others in the area. Immediately sound the alarm and call 911 if no adult is present or if instructed to do so. Evacuate in a safe, orderly manner to the parking lot of the Gateway Center across the street by foot. Do not drive. Do not panic. Evacuate together, stay together. All those that evacuated the site shall report to a staff member for a formal accounting.

Serious Chemical Spill

In a chemical spill or fire, noxious fumes may not be visible. Move upwind of affected area, and call 911.

Safe Routes to School

It is a parental responsibility to ensure that students have a safe way to get to and from school. WHEA is a "school of choice," so arranging transportation is entirely the responsibility of families. Through the work of previous parent groups, the Hawai'i County Hele On Bus has established a route into NELHA that has been used by WHEA students for several years. Parents are responsible for the behavior of their children who use public transportation, and may be liable for damage or misuse of the Hele On Bus. Furthermore, parents should be aware that it is within the rights of Hele On employees to remove any disruptive passengers, including minors, at any time along their route. Other considerations for parents include, but are not limited to:

- Busy drop zones near school can pose hazards for children darting in and out of traffic.
DRIVERS MUST EXERCISE PATIENCE AND CIVILITY, and follow traffic directives.
- Please set a good example of safe driving for all children at all times.

Evacuation Routes

Evacuation Route #1 – This is the main entrance of the school (farthest north).

Evacuation Route #2 – This is the main exit of the school (farthest south).

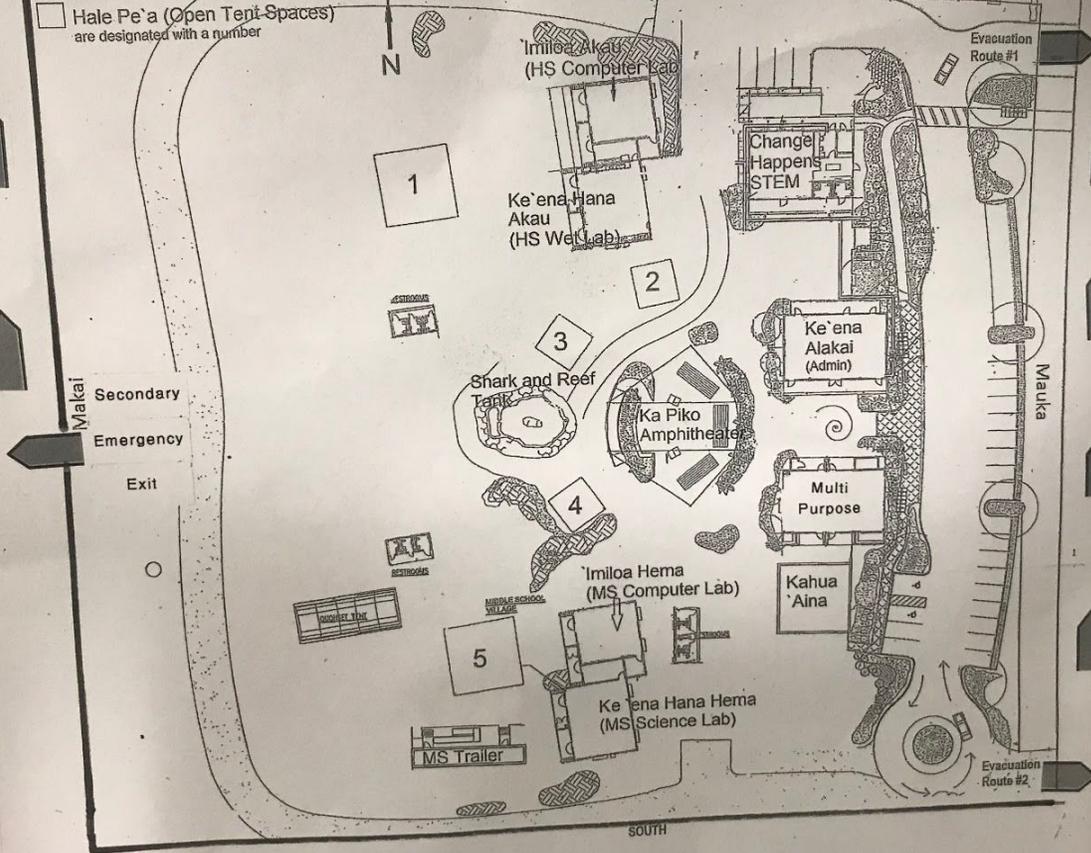
Secondary Emergency Exit – This gate is located at the bottom of the campus (farthest makai).

Amcor

NORTH

Gateway Center

Hale Pe'a (Open Tent Spaces) are designated with a number



West Hawaii Explorations Academy

SOUTH

AGREEMENT TO PARTICIPATE
STUDENT, PARENT/GUARDIAN, STAFF, GOVERNING BOARD
AND COMMUNITY STAKEHOLDERS OF
WEST HAWAII EXPLORATIONS ACADEMY

EACH STUDENT AGREES TO:

- Abide by the policies and consequences set forth by WHEA staff.
- 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.
- Be responsible for a considerable portion of planning and organizing of WHEA functions.
- Complete "Helping Hands in the Community" (volunteer work). Hours are required per quarter:
High School: (8) hours Grade 8: (8) hours Grade 7:(7) hours Grade 6:(6) hours

STUDENT, PARENTS AND GUARDIANS UNDERSTAND THAT:

- The format for learning is primarily self-directed teams and projects.
- Students receive credit for classes including but not limited to Language Arts, Social Studies, Science, Business Computer Applications and Math. 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 student performance (students remain anonymous). Parents and students agree to authorize that the results of these studies may be published and shared nationally.
- There will be a mandatory Lab and Activity 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 project costs are ultimately 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 objections must be submitted in writing to the Director.**

WHEA students must abide by all regular administrative rules governing public schools, and special rules of the WHEA governing board. WHEA will abide by Chapter 19 of the Hawaii Department of Education rules for serious violations (all Class A and B offenses). Students who violate the provisions of Chapter 19, 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 Chapter 19 carefully. Copies are available upon request from WHEA or online at http://doe.k12.hi.us/reference/har/Chapter_19/Chapter%2019%202009%20English.pdf

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 a student will be disciplined for minor violations as she or he 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.**

NOTE: 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 in to 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 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. To leave campus, students are required to sign out and in upon departure and arrival. The sign-in sheet will also include destination and nature of business to be conducted.

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 when other options are not workable, staff members or parents driving students in vehicles other than school bus vehicles. 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.

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, State of Hawaii, the 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

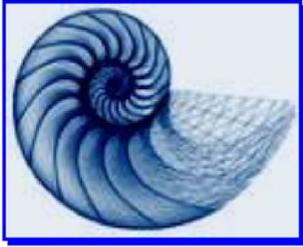
Every student has a right to use school technology equipment. WHEA technology and computer labs may be available during school hours and typically one hour before school begins and one hour after school ends. WHEA will provide basic computer skill instruction and technical assistance. WHEA has a duty 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 a 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 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 (<http://www.hawaii.edu/infotech/policies/itpolicy.html>) for information technology use.

Students & Parents understand and agree to the following:

Personal laptops and computing devices are strongly discouraged and may not be granted internet access. The use of a 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 in the computer labs are subject to monitoring through surveillance cameras.
- All web activity on campus is 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.
- Burning 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.
- Using school computers to recharge portable devices is prohibited.
- 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.



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)
73-4460 Queen Ka'ahumanu Hwy #105, Kailua-Kona, HI 96740
Phone: (808)327-4751 Facsimile: (808)327-4750
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 *Last Name*
please print

By initialing below, we state we have read each document contained in the Parent & Student Handbook.
Therefore we agree to abide by all terms, conditions, agreements and policies.

Initial **Parent & Student Handbook**

Initial **Agreement To Participate**

Initial **Liability Release Due To Inclement Weather Or Other Natural Forces**
 (optional) I have provided a letter stating my choice NOT to release my child due to inclement weather or other natural forces.

Initial **Water Safety Protocol and Parent Consent For Water Related Activities**

Initial **Parent Consent For Travel and Off Campus Activities**

Initial **Parents Approval and Waiver Of Claims**

Initial **Computer and Technology Use Agreement**

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

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