



Innovations Public Charter School

75-5815 Queen Ka'ahumanu Hwy. Kailua-Kona, Hawai'i 96740
Phone: (808) 327-6205 Fax: (808) 327-6209 website: www.ipcs.info
www.ipcs.info

GRADES K-8

Student/Parent Handbook

**Address: 75-5815 Queen Kaahumanu Highway
Kailua-Kona, HI 96740**
Phone: (808) 327-6205
Fax: (808) 327-6209
Website: www.ipcs.info

Aloha Students and Parents!

Welcome to Innovations Public Charter School. The following is a brief overview to help you better understand our school and how we operate. We hope you take a moment and sit down to read this handbook together as a student and a parent so that you understand the school's philosophy and support it throughout the year. Together we will achieve a stimulating and fun-filled educational experience.

What is a Charter School?

Charter schools are free public schools of choice. They are governed by a Governing School Board that determines policy, secures funding, and does the hiring for the school. Charter schools are free from purchasing restraints and other bureaucratic restrictions allowing for innovative teaching programs. They are required to follow all health and safety codes, teach to the state standards and be in compliance with union agreements. Charter schools are reviewed annually by the Charter School Commission for fiscal and student achievement accountability.



Innovations Philosophy and Structure

Educational Philosophy and Curriculum

IPCS was developed as a cooperative effort between teachers, parents, and community representatives. This charter school enables colleagues with the same vision and mission to plan and work together. Common educational philosophy agreements among the staff and reduced staff size enable decisions to be made in a timely manner.

Students at Innovations learn how to learn - how to question, how to research, how to analyze, and how to be successful working independently and with others. Our ultimate goal for students is the development of a love of learning and the ability to think critically and solve problems, with awareness of the environment and the outside community, and with the capacity to be active and productive citizens.

IPCS is committed to providing every child with a quality education. Using new technologies together with proven ideas about learning, every child is challenged and experiences success. Through individualized monitoring, students attain ambitious goals of achievement. By providing a strong academic foundation, our students will be prepared for demanding academic studies in high school. Each student's day is devoted to academics. The schedule is designed for large uninterrupted blocks of instruction in reading, writing, math, science, and social studies. Additionally, to ensure our students benefit from a balanced curriculum, students receive instruction in the arts, drama, music, guidance, gardening, physical education and technology.



To promote meaningful learning, eight practices are used by Innovations' instructors. These eight practices are described below.

Student-Centered Instruction

Student-centered instruction is at the heart of current research on how children learn. This approach allows children to identify the paths they find most fruitful in constructing their knowledge. Instruction at IPCS is based on what children know and what they need to know, and children are encouraged to choose topics of study from their everyday lives, interests, and needs. By controlling the selection of classroom topics, children realize that their thoughts are valued, feel more of an investment in the lessons, and therefore have greater motivation to learn. Student-centered instruction stimulates children's curiosity, requires them to think analytically and creatively, and requires them to use logic to make sense of the information and experimental data they gather in class.

Hands-On/Minds-On Learning

If children are generating their own ideas in a student-centered classroom, they need the freedom to be physically active in their search for knowledge. Children are better able to begin to understand the nature of the world in which they live if they engage in activities that give them opportunities to experience their learning. For this reason, many of the activities offered at Innovations to students are physical explorations. Physical explorations not only make the concepts more tangible but also appeal to children's diverse learning styles and take advantage of their multi-sensory strengths. If children are physically involved, they are more apt to be mentally engaged.

Authentic Problem-Based or Issue-Based Learning

Neither student-centered learning nor hands-on learning is as effective when children confront concepts that are not applicable to their own lives. This supports the idea that knowing a concept is being able to apply it to their real life experiences. Children engaged in authentic problem-based learning apply their knowledge to questions they have about why things happen in their world, and they discuss the social ramifications that are often associated with these concepts.

In addition to involving students in real-life situations to study, students at Innovations use technology to study authentic problems. Students learn to answer their questions about real-world phenomena by using the Internet to collect data, view video clips to gather information and use computer programs to simulate real-life activities.



Inquiry Approaches

Inquiry is a method of approaching problems that is used by professional scientists but is helpful to anyone who scientifically addresses matters encountered in everyday life. Inquiry is based on the formation of hypotheses and theories and on the collection of relevant evidence. There is no set order to the steps involved in inquiry, but children need to use logic to devise their research questions, analyze their data, and make predictions. When using the inquiry methods of investigation, children learn that authorities can be wrong and that any question is reasonable.

At Innovations, teachers incorporate inquiry approaches to learning throughout the day giving students opportunities to explore ideas. As students develop their inquiry skills and interests, they are guided through Independent Study Projects that help them create new knowledge and engage them in learning.

Thematic Curriculum Integration

To ensure learning is meaningful for students, Innovations' curriculum is thematic and integrative. Curriculum integration is the process of experiencing and understanding connections and because of this, seeing things whole.

Emphasis on Communication Skills

Communication is central to any human endeavor. At Innovations, students are guided to learn the language needed to communicate meaningfully. Children learn to share ideas with members of their study group and to report the results of their investigations to the rest of the class. Communication can take the form of casual conversations or more formal presentations, such as oral reports, posters, or written reports. Using the Internet, students also learn to exchange ideas with experts in the field or with students in other parts of the world who may be interested in the same questions.

Ongoing, Embedded, Authentic Assessment

IPCS curriculum is based on the Common Core Standards. Unit planning is assessment-driven and involves students in the planning and evaluation process. Innovations' students are measured using the same instruments as non-charter school students, during the same time frame, using Hawaii State assessment tools. Integrated formal and informal assessments that confirm student progress and provide for early identification of students requiring either additional support or greater challenges are employed along with assessments that measure the acquisition of higher-order skills.

Multiage Grouping

Innovations' staff agrees with research that children's uneven developmental patterns and differing rates of progress are ill-matched to the rigid grade-level. Classes at IPCS are organized in multiage groupings that put two grade levels together. Teaching methods and curriculum components are based on a child's developmental abilities. Practices included active learning experiences, varied instructional strategies, a balance between teacher-directed and child-directed activities, integrated curriculum, and learning centers. Children learn in a continuum; they moved from easier to more difficult material and from simple to more complex strategies at their own pace.

Research shows there are many benefits to having students learn in groups with older and younger peers. Students in multi-age classrooms perform as well or better than students in single age classrooms and academically score higher in study habits, social interaction, self-motivation, cooperation and attitudes towards school.

Team Managed Approach to the School

Innovations uses a Shared Leadership Model and is team managed - that is, there are many people involved in the decision making and governance of the school and many ways that decisions are made regarding the school.

The four groups that actively contribute to the management of the school are

- ⊗ Governing School Board
- ⊗ Parents and Volunteers
- ⊗ Faculty
- ⊗ Foundation Board

These workgroups meet on a regular basis, publish minutes, create and implement policies and procedures and work to keep the lines of communication open so that the school can function properly and smoothly.

<p>The mission of Innovations Public Charter School (IPCS) is to provide the highest quality education to the children of West Hawaii through innovative teaching techniques that meet the needs of every learner.</p>	<p>Our vision is to educate the whole child - body, mind and spirit - through a team approach to child-centered learning.</p>
<p>As a learning ohana, we value an environment of aloha which nurtures trust, respect, self-expression without fear, open minds and hearts, and continuous improvement.</p>	<p>We believe that through quality education students receive the assistance needed to achieve high standards.</p>



Innovations Communication Systems

Innovations uses a variety of communication systems to meet the needs of the students, the parents, the faculty, the board and the community.



Newsletters: Bi-Monthly newsletters are sent out the last Thursday of every other month. Newsletters include fun articles students have written, showcase student work and give our learning community a snapshot of the learning and fun activities that have taken place throughout the month. In addition, our school newsletter provides parents with important information regarding policies, important dates and upcoming events. School newsletters are also available on the school website at www.ipcs.info.

Governing Board Meetings: The Governing School Board meets at least quarterly to discuss issues, develop policies and to actively govern the school. These meetings are open to anyone interested and parents are encouraged to attend. Dates for meetings are available on the school website as well as posted in the school office. Agendas and minutes for each meeting are also available on the school website.

Phone Trees: Every classroom will develop an emergency phone tree at the beginning of the year. In the event that an urgent message needs to be communicated to the whole school community, these phone trees will be activated.

E-Mail: Parents who have access to email, may also receive school-wide announcements and updates generated from the school director or the office. Classroom teachers may also offer the option of communicating between home and school through electronic mail. Some classrooms also offer the option of students submitting assignments electronically if email is available to the student at home.

School Website: Another great option for families to keep up with the goings-on at school and to share the events of our learning community with friends and family is through our school website. The website has many valuable links including a school calendar, class websites, newsletters and information on the school's mission and many of its policies. Visit our website at www.ipcs.info

Where to go if you need to talk to someone:

General Questions - including those about enrollment, school calendar, schedules, etc. can be addressed at the Innovations office.

Questions about School Policies and Procedures - generally questions can be answered by the administrative staff. If there is a question that cannot be answered by the administrative staff, someone will help you find the right person to ask.

Questions or concerns about your child should be taken directly to the teacher or resource teachers involved. If after discussing a situation with the teacher, you feel the issue has not been resolved, you can speak with the director who will respond as is appropriate to a particular situation.



Parent Involvement is Essential for our Success

Since Innovations is a public school, yet independent of the public school system in many ways, we do not have the same resources that public schools have and we often rely on parent volunteers to help us get many jobs done.

Parents are encouraged to always be part of parent meetings and parent groups whenever possible. This is a great way for you to get to know other parents, to find out what is going on with the school, with your children and to understand the individual support you may be able to provide to the classroom or school.

Below are a just a few examples of ways parents can participate throughout the year:

Attend the school functions. Attending plays, presentations, teacher/parent nights and other school functions help our children understand how important they are to you and that you really value their education. Parent involvement is one of the best ways to keep your child enthused about school.

Volunteer to do work at the school. Not only does it help the school get essential jobs done, it is also a great way to really stay in communication with what is going on at the school, with the teachers and with your children. Volunteering at the school keeps our doors open because it helps us to provide excellent education at no financial cost to your children. Ways to volunteer include (but are not limited to): campus construction and beautification, sharing expertise or hobby, winter parade float committee, finding resources for the school, mentoring a child, tutoring, public relations, graduation committee, Newsletter, and fundraising.

Be a Promoter of Innovations in the community. Many people do not know about our school or they think it's a private school. Be enthusiastic about the school and the faculty. Positive attitudes affect our children's feelings towards their education.



Give financially if you can. Innovations cannot run on the amount of money that Department of Education provides to the school per child alone. As we build our campus, it is very important to increase the amount of financial donations to the school. We will hold an annual giving campaign during the school year that we invite all parents to participate in as much as they are able. This support will keep the school open and operating at the high level that it does for our children.



Nuture gratitude and love for the faculty in the hearts of your children. The Innovations' faculty wears many hats at the school. There is a demand on them that is far more extensive than a regular school teacher. It is important that our parents and our students understand the extra mile that teachers go for them and to promote positive feelings, use constructive communication channels and creative problem solving so that the spirit and the positive strength of the school continue.

Get involved any way you can.

You can make a difference in the education of your child!



General Policies: The School Day

School Hours: Classes begin at 7:45 am. Children can be dropped off at 7:15 am. Please be advised that there is limited supervision prior to that time. Dismissal is at 2:45 pm on Mondays, Tuesdays, Wednesdays and Thursdays. On Fridays, dismissal is at 12:45 pm. There is no supervision for children on campus after 3:00 pm Monday -Thursday and after 1 pm on Fridays except for children in our after school program. For your child's safety, please make sure you drop off and pick your child during the allotted times.

Late Pick-up Policy: late pick-up charge of \$5 per minute will be enforced for students remaining on campus after 3:00 Mondays - Thursdays and after 1:00 on Fridays. A maximum charge of \$20 (5 minutes late) will be charged per day and families with charges will be billed on Fridays with payment expected on Mondays.

We will, of course, make exceptions under extreme circumstances such as a traffic accident or road closures.

For parents who are frequently late 2-5 minutes, we encourage you to examine your daily routine and make the adjustments needed to arrive on time. Charges will add up quickly and we know many families cannot afford this extra financial burden.

For parents who go beyond the 5-minute maximum or refuse to pay the fee, we will insist on your attendance at a support team meeting to develop a plan/schedule for pick-up throughout the week and work to connect you with other families or resources if needed.

Tardy arrival: The expectation is that students arrive on time and are ready to start school by 7:45 am. Students, who come late, miss important announcements and instruction. Children who arrive after 7:50 are considered tardy. An email notifying parents of each tardy will be sent by the school office. After four tardies, parents will be notified by the school counselor. If a student's attendance does not improve, parents will be asked to attend a conference with the teacher, director and/or other parties to determine solutions to the problem. If 10 tardies occur and a solution has not been worked out, then a referral may be made to family court for intervention.

Early dismissal: If a child needs to leave school early for a doctor's appointment, a note must be given to the class teacher prior to the appointment. We encourage parents to make medical and dental appointments after school hours. Taking your child out of school during the school day disrupts their learning experience in the classroom.

Middle School students must acquire an early release slip from the school office at the start of the day. The slip will note the time of dismissal for the child and the student will be asked to walk down to the school office at the designated time for pick-up. Parents must come in to the office to pick their child up for any early releases.

Attendance: It is very important that a student have excellent attendance at Innovations. Except when your child is ill, students should be in school every day. There are two categories of absences: Excused and Unexcused. Excused Absences include one of the following: death in the family, doctor or dentist appointment that cannot be scheduled after school hours, child is ill. **Call the school office by 8:30 to report illness. No call = unexcused.** Unexcused absences include children absent for half (after 11:00) or all of the day. Examples of unacceptable excuses for absences are: overslept, parent was sick, car was broken, visitors in town, family vacations, etc.

Grading: Students at IPCS are evaluated on a learning continuum. As we learn more about how children learn and believe in developing a sense of intrinsic motivation and desire to do one's best, we as a teaching staff have moved past the tradition of awarding letter grades to students for the learning they do in their subject areas. Parents will be offered sessions to learn about our report card as the year progresses.

Distractions: Radios, beeping watches, electronic toys, gum, CD/tape players, cell phones, pagers and video games are not allowed at the school. We also request that magazines, toys, and other games be kept at home. Pets are not allowed on campus. Roller blades, skateboards, cell phones, and scooters may not be used at school.



Resource Class: We believe students should be given the opportunities to experience the arts. The resource classes provide a variety of experiences for students to engage in with the hopes of broadening their awareness of the arts, providing techniques for students to manipulate and opportunity to try in a positive learning environment that encourages risk-taking.

Sleep: Please make sure your child gets good nights sleep and comes to school refreshed and ready to learn.

Absences: Students who miss school/classes are responsible for completing the make up work within the time frame determined by the teacher.

Leaving Campus: Students are not allowed to leave campus without a parent or under the supervision of the class teacher or another designated adult in supervision.

Healthy Snack Policy

Recommendation: Fresh fruit, vegetables, 1/2 sandwich made with whole grain bread, whole grain crackers, bagels & pretzels, cheese sticks, natural yogurts **Avoid:** Chips, cookies, candy, sugary drinks



Home lunches need to be packed in a container that is secure and insulated if possible. Microwaves are not available for student use.

GUIDELINES FOR HEALTHY LUNCHES

Recommendations include creating a balanced meal with:

1. Protein: sliced meats, hamburger, meatballs, tuna, cheese, eggs, chicken, tofu/tempeh, veggie burgers, nuts, nut butters
2. Carbohydrates: purchase whole grain breads, crackers, pasta, tortillas, rice; avoid all white processed foods like "Wonder" bread, saltine crackers, spaghetti
3. Vegetables: carrot sticks, celery sticks, steamed broccoli, mixed vegetables (organic frozen are available and easy to prepare)
4. Fruit: fresh whole fruits, dried fruits, canned without sugar, avoid "fruit snacks" such as "roll-ups" and cartoon character fruit snacks



Clothing: Clothing should be comfortable and appropriate for the weather and activities that might be going on at the school.

Innovations DOES have a dress code.

The following are not allowed:

- bare midriffs
- skirts that are more than 4.5 " above the knee. Skirts that are shorter than 4.5" must be worn with leggings.
- shorts that allow undergarments to show
- low-cut tops
- clothing that promotes pictures of alcohol, drugs, profanity, ethnic or other slurs or violence
- "colors" or emblems associated with gangs or gang activities
- roller shoes
- platform shoes over 1 1/2" high
- clothing adornments that could be harmful such as loose chains, spiked jewelry, pointed studs, big hooks
- body jewelry that may be a health or safety hazard due to snagging, protruding
- earrings bigger than the size of a quarter
- hats worn in the classroom
- bare feet: footwear must be worn on field trips and for PE

Students will be asked to wear a T-shirt provided by the teacher if they are in violation of the dress code.

Internet Usage: Accessing information via the Internet is an important learning tool at IPCS. For students to have permission to use the Internet, parents will need to sign an Internet Acceptable Use Policy. Students may not use the Internet for any other purpose such as viewing inappropriate or illegal information, cyber-bullying or sending information that is not related to projects or to school activities.

Cell Phone Policy: students who are given parental permission to have a cell phone must keep them "off" during the school day. Cell phones may NOT be used during the school day and must not be removed from the child's backpack. With staff permission, students may use school phones when necessary. Cell phones of middle school students are collected at the start of each day and returned prior to dismissal.



School Supplies: Innovations charges an annual supply fee for students each year. This supply fee is used to purchase most of the supplies that your child will need throughout the year and will include: one school T-shirt, glue, markers, binders, pens, colored pencils, clay, scissors, binder paper, math tools such as protractors, compasses and rulers, folders and portfolios. It also covers a general fee for gas used to transport students on various field trips in school vans

Personal items not supplied by the school that each student also needs to have include:

- Pencil pouch,
- Pencils and erasers,
- Water bottle with name written on it in permanent marker or engraved with a dremmel or simple screwdriver

Parents are asked to check these personal supplies frequently and replace as needed.

After School Program: There is an after school program on campus for students in grades K-6. Staff will work with children from dismissal to 5:30. Students must apply to the program and meet certain requirements. Applications and fee information can be picked up in the office

Homework Policy Relating to Students on Unexcused Vacation or Long Term Illness:

Absences due to family vacations that occur during regular school weeks are unexcused. Parents are encouraged not to plan vacations other than those scheduled on the school calendar. Children who are out more than 5 days need a doctor's note for the absence to remain excused.

Students who are away from school for an extended time, either for a trip or illness, do miss instruction and will fall behind in their work. Because of the diversity of our curriculum, we cannot provide materials for the child so they don't fall behind. When the child returns, teachers will work with the child to help them catch up.

For students who have an extended illness, parents may ask the teacher for review work.

For students on unexcused vacations, parents are encouraged to have their child(ren) do the following to keep up with school skills: Read books everyday, keep a daily journal, take photos, do appropriate skill and drill workbooks purchased from the store, play learning games related to trip experience, play Investigations math games your child knows and has played previously.

General Policies: Health and Safety

A child in good health is able to learn effectively. Innovations will work to improve children's health by providing the following services:

- ⊗ Simple first aid administration
- ⊗ Basic counseling and referral for social, emotional problems that are more complex.
- ⊗ Working with the Department of Health to provide screening services.
- ⊗ Keeping the campus safe and free of hazards
- ⊗ Teaching health related topics

Medications: Our school is not staffed with medical personnel but our teachers and office staff are able to handle simple first aid situations. If your child needs to take medicine during school hours, please contact the office for the procedure.

Head Lice (Ukus): All parents should check the heads of their children regularly for head lice (ukus). If ukus are found, the parent needs to treat the child with medicine and the child needs to be nit free before they can return to school. If lice are seen on a child at school, the parent will be called immediately to pick up the child and asked to treat the child before returning to school.

Bee and Wasp stings: Bees and wasps are everywhere in Hawaii. If your child is allergic to bee or wasp stings, parents are asked to supply a medical allergy kit.

Asthma: Albuterol or other inhalants used for asthma are prescription drugs and will need to be administered in relation to the medications procedure. A parent needs to provide written permission including Department of Health regulation forms and a full inhaler to the school to administer if an asthma attack occurs. Parents are responsible for monitoring the medication and make sure the medication does not run out.

Allergies: Parents must inform the staff of any known allergies with directions on treatment if your child has an allergy.

Fever or Other Communicable Illnesses: Please keep your child at home if they have any of the following symptoms of illness:

- ⊗ Has a fever or has had a fever in the last 24 hours.
- ⊗ Has a skin rash of unknown origin
- ⊗ Has vomited in the last 24 hours
- ⊗ Has pinworms, head lice, ringworm, impetigo or pinkeye.
- ⊗ Has a colored discharge from the nose.
- ⊗ Has a constant or productive cough.
- ⊗ Displays symptoms associated with a communicable illness such as sore throat, reddened eyes, headache, abdominal pain, fever or skin rash.

School Guidance Program: School counselor and personnel will provide support to students in the form of short-term crisis intervention, behavior plans, information and referrals. Classroom teachers and our school counselor, will address self-concept building and values identification as part of the regular curriculum and resource activities. Parents may contact the school counselor regarding concerns or to find out more information about what can be offered on campus.

Distressing Situations outside of School: Children are affected by distressing situations outside of school and it ultimately affects behavior and learning for the child. If there is something stressful happening outside of school such as divorce, death in the family, loss of a family pet, or other troubles, please communicate these quietly to the teacher or the student services coordinator so that they are aware of the stress and can help your child through the situation as appropriate.

Substance Use: Innovations is a drug free, substance free campus. Tobacco and alcohol use is not prohibited on school grounds and during school activities. Unlawful possession, distribution or use of a controlled substance on school premises is prohibited.

General Policies:



Emergency Procedures during a Natural Disaster

If there is an emergency situation, parents will be informed via the school emergency phone trees, website and local radio and television announcements where children can be met in an emergency situation. The emergency phone numbers to use in these cases will be the school's emergency cell number at 936-9718.

Listed are general guidelines and policies regarding school emergencies:

School Closures

If it is announced by Hawaii County Civil Defense that any of the following advisories are in effect for this area, very likely this facility will be closed:

- Hurricane warnings
- Tsunami warnings
- Major earthquake report
- Major flood warnings

If it is announced by Hawaii County Civil Defense that public schools are being closed in this area due to a hazard, it is very likely this facility will also be closed. Please know that no child should be dropped off at school unless assured school is open.

Please do not call us during emergencies. Be assured that if it is necessary to contact you about your child, we will contact you. Keep the telephone lines open and available for emergency calls. You may also check our school website for updated info.

It is very important that you develop an individual and family plan for hazards that may affect you. The plan should include information on evacuation shelters, evacuation kits, family separation problems and emergency advisory information.

During any major disaster it is critical that you keep informed by listening to a local radio station for civil defense updates. If for any reason emergency information about this facility must be broadcasted, Civil Defense will be asked to inform radio stations.

Drills: The school regularly practices fire, earthquake, bomb threat, lockdown drills for the safety of students and staff.

Lockdown: Lockdown drills are held often throughout the school year. Drills simulate various situations in which a lockdown might be warranted including unwanted visitor on campus, dangerous intruder or unsafe situation on campus requiring students to stay indoors. During lockdowns, students are instructed to respond to a designated signal by moving quickly and quietly to an organized location within the classroom. Teachers lock all doors and windows and the campus is locked down to prevent entry into any instructional space while authorities are called. Communication between staff is provided via intercom/walkie talkie and each student is accounted for. Students practice this routine response during drills purposely designed to simulate all learning environments including classroom instruction, resource class instructional settings, outdoor settings, lunch/recess etc.

Student Emergency Packs: As part of our school safety plan we think it is a good idea for every student to have his/her own bag of emergency supplies. All families are to provide a bag that will remain in the classrooms during the school year. The school will provide bottled water and a sealed storage bin to store the students' emergency packages.

Please provide the following items in a gallon-sized Ziploc bag:

1. Small flashlight or pen light with batteries
2. Plastic spoon
3. Two leaf/lawn bags (or rain poncho)

4. two to three snacks (jerky, granola bar, fruit snacks, dried fruit)
5. one single serving, securely sealed, NON perishable food item that does not require heating
6. One canned or boxed juice drink
7. A reassuring note from your family and or a family picture
8. A whistle



STUDENT BEHAVIOR AND DISCIPLINE POLICIES

Guidelines for student Behavior

1. Support the learning environment and promptly agree to do what the class is doing or what the teacher requests.
2. Use respectful and kind language. Inappropriate words and swearing are not allowed. Malicious and spiteful attitudes are also not allowed.
3. Students are expected to treat others with respect. Rudeness, teasing, mimicking or lying are not permitted.
4. There will be no bullying, hitting, hurting or physical malicious contact with students.
5. Students who are experiencing bullying or hitting from another student need to report it the teacher or the counselor.

Student Discipline

If a student is struggling with inappropriate behavior in the classroom, a series of events will occur that have consequences relevant to the behavior. The stronger the behavior, the stronger the consequence.

1. **Warning or Reminder** - Student may be removed from the group or from the classroom
2. **Timeout**- Student will be removed from the group and allowed to "cool down"
3. **A Respectful, Related Consequence** - this step allows the flexibility of a child or adult created consequence. For instance, if a child wrote on the desk, the consequences may be to clean the desks in the classroom during lunch.
4. **Disciplinary Referral to the Office** - this consequence would reflect the seriousness of the situation. The situation will be written down and will state what could have been done differently and will go home to the parent for signature. If it is an issue with the school, then there will be a statement of how the school would handle things differently. Parents will also be called.
5. **In School Suspension**
The child would come to school and do schoolwork in an isolated situation
6. **Suspension/Parental Supervision**
The child would not be allowed at school. This would include extra-curricular activities during the suspended time period.
Note that FIGHTING will result in in-school or home suspension as appropriate.

Innovations Bully Prevention Policy

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in Innovations Public Charter School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying," means any physical act or gesture or any verbally, written or electronically communicated expression that:

1. A reasonable person should expect will have the effect of:
 - Physically harming a student or damaging a students' property
 - Placing a student in reasonable fear of physical, emotional or social harm or damage to his/her property; or
 - Substantially disrupting the instructional program or the orderly operations of the school; or
2. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Physical contact or injury to another person or his/her property
2. Threats of harm to a student, to his/her possessions, or to other individuals whether transmitted verbally, in writing or through cyberspace
3. Blackmail, extortion, demands for protection money, or involuntary loans or donations
4. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
5. Stalking
6. Blocking access to school property or facilities
7. Stealing or hiding books, backpacks or other possessions
8. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the school or that results in a hostile educational environment for the student.
9. Cyber bullying of any kind which includes emails that are threatening, posts to social networks that are considered demeaning, belittling, or intimidating to another student, etc.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash", trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with the students' opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs and the nature and severity of the conduct.

Consequences

Consequences may range from positive behavioral interventions up to and including suspension, expulsions and/or reports to law enforcement officials.



General Policies: Miscellaneous

Birthdays: Please coordinate with your child's teacher how to best celebrate this important day for your child. Each class has special birthday routines you will want to honor. In order to not exclude children from the joy in celebrating another child's special day, we ask that if the parent wishes to celebrate at school, please send non-edible items such as stickers, pencils, erasers, small party favors, balloons, highlighters. Donating a book to the classroom library is another good way to honor the birthday child.

"Festival Foods" for Celebrations

Holidays (Halloween, Christmas, Valentine's Day, Easter) can allow for special treats to teach moderation and the social uses of celebratory foods. We feel these foods may be consumed for special occasions and include cake, candy, cookies, chips, pizza, brownies, etc. Planned school events, such as the pancake and ice cream socials as well as teacher incentive reward celebrations are also times to allow for special treats.

Field Trips: Parents will be notified prior to all class trips and required to sign a permission form. Parents must be aware that any medical cost from an injury that may be sustained as a result of the field trip is the responsibility of the parent and not the school. Students must wear closed-toed shoes on all field trips unless specifically stated otherwise on field trip permission forms.

Booster Seat Law Pertaining to Field Trips:

The booster seat law requires all children under 8 to use a booster seat when riding in a vehicle. Children under 8 going on a field trip in one of our IPCS vans or riding with a parent driver must be in a booster seat



Children under 8 must bring their booster seat with them for use in the van or private car to attend school field trips.

Lost and Found: If your child loses something and it is found, it will be in the lost and found box in the pavilion. Help your child by labeling all clothing items, lunch boxes, backpacks and other items brought to school so they can be returned when lost. Guide your child to make good decisions not to bring expensive or easily misplaced items to school.



Contributing to the Classroom:

Please check with your child's teacher to see how you might be able to support the classroom, either through a donation of supplies, craft project materials, books or other essential learning tools. Please do not just send a donation to school without asking as many teachers have specific needs for the teaching module they will be conducting and our space is limited for storage.



General Policies: Traffic Flow, No Left Turn and Carpooling:

Drop Off and Pick Up: Please use the assigned areas for drop off and pick up. Innovations has two entries: one off of Queen Kaahumanu Hwy and one off of Hualalai Road.

Drop-off is available at either of the entrances for all grades.

Pick-Up is designated by grade level:

- Kindergartners, 3rd and 4th graders are picked up at the Queen Ka'ahumanu entrance
- Students in all other grade levels: 1st, 2nd, 5th, 6th, 7th and 8th are picked up at the Hualalai entrance

****if you are picking up several children please note that if your group includes a Kindergartner, 3rd grader or 4th grader, all of the children you pick up must report to the Queen Kaahumanu pick-up area****

Parking Lot: Parents can help the traffic flow by driving all the way to the right to approach the drop off/pick up area. If your child does not come out after 3-4 minutes, please pull out of the line and park in a designated parking stall.

Parking Lot Safety: If you park your car, please walk with your child to and from the parking lot to the stairs/sidewalk.

Disabled Parking: One stall is available at the top of the driveway for disabled access when using the Ka'ahumanu entrance. When exiting, please do not back-down the driveway. Several handicapped stalls are available in the mauka parking lot for Hualalai Road entrance.

Exiting Campus onto Queen Ka'ahumanu Hwy: please use extreme caution when leaving campus via the exit road. Children from neighboring properties may be near-by. All cars must stop completely when they approach the Innovations' gate at the end of the exit route and before heading towards the highway. Once again, **you may only make a right hand turn onto the highway after coming to a complete stop.** Please use caution when entering the flow of traffic on the Queen Kaahumanu Highway.

NO LEFT TURNS: Left turns from the campus on to Queen Kaahumanu Highway or across the yellow striped median into the campus from the Queen Kaahumanu Highway are prohibited during school hours. Entrance to the campus must be from the "north-bound" lane and turning right into campus. You may also only make a right hand turn when leaving campus and exiting onto the highway. **Failure to abide by the "No Left Turn Policy" may result in reconsideration of your child's enrollment in Innovations Public Charter School** as we have made a commitment to the Hawaii County Planning Commission to abide by a "No Left Turn" rule during school hours as a condition of our Special Use Permit for this campus location.

Carpooling:

Innovations is committed to minimizing the traffic congestion. We encourage parents to carpool. If you need help identifying other families you might want to carpool with, please contact the office.

Construction of Innovations Public Charter School:

Parts of our campus are still under construction and work will be ongoing. Emails and requests will be sent out to parents and community members throughout the year to help with various projects. We have made tremendous progress with the help of volunteers, parents and community members and look forward to your continued support.

You can make a difference!

THANKS!



CHECKLIST OF FORMS THAT NEED TO BE RETURNED TO THE SCHOOL:

- ✓ Emergency Card Filled Out (front and back)
- ✓ Internet Acceptable Use Policy
- ✓ Electronic Release Forms (2)
- ✓ Civil Defense Form
- ✓ Parent Volunteers HELP WANTED selections (front and back)
- ✓ Parent Driver & Drug Free Forms: attach copy of driver's license, vehicle registration & insurance
- ✓ Pool and Field Waiver from County of Hawaii
- ✓ Title 1 Form

Please complete and return the above forms to the Office within the first week of school so that we can keep all our records up to date.

Note: Innovations is going "green".

All Information documents will be emailed to you. If you do not have an email address please contact the school so copies can be sent home.

Mahalo



QUICK FACTS FOR PARENTS



IMPORTANT NUMBERS AND EMAILS

School Office: 327-6205

School Office Hours: 7 am - 4:00 pm

Natural Disaster School Communication numbers: 936-9718

Director: - Jennifer Hiro, - Jennifer_hiro@notes.k12.hi.us

Governing School Board Chair: Jolene Mears

Counselor: Eli Broderson: elibroderson@gmail.com

After Care Program Coordinator: Emily Sundberg

After Care Message Phone: 430-2427

IMPORTANT INFORMATION ON THE OTHER SIDE

Don't Forget!
Start time: 7:45 am
Tardy: 7:50 am

Monday - Thursday School Hours: 7:45 am- 2:45 pm
No supervision before 7:15 or after 3:00 pm

Fridays - early release day: 12:45 pm dismissal
No supervision after 1pm