Haumana Kukui
2026-2027
Policies and Procedures for Students

Welcome To Ohana Institute

This *Haumana Kukui* was prepared for you. Ohana means family. Kukui is a Hawaiian term meaning 'light or wisdom'; our Kukui is the light or wisdom that guides our way. Haumana means student. The following information will answer many of the questions that you may have about Ohana student life, including your personal roles and responsibilities as an Ohana Institute student. It is our sincere desire that this *Haumana Kukui* will be of great help to you during your experience as an Ohana student.

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

1. To build a spirit of understanding and cooperation among students and staff
2. To ensure ongoing fairness and consistency in the application of policies and procedures
3. To ensure a safe and productive learning environment.

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

Disclaimer

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

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

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

Non-Discrimination Policy

Ohana Institute admits students and employs teachers without discrimination on the basis of race, color, national or ethnic origin, sex, disability, age, religion, or any other characteristic protected by law. In compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), this policy applies to the administration of all educational programs, admissions policies, financial assistance, activities, and employment practices.

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

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

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

further contribute to the community through **volunteer service**. Elements, Foundations, and Middle school students are required to complete **10 hours**/year; high school students complete **25 hours**/year.

Ohana Embraces the Following Ten Core Values:

Family
Responsibility
Respect
Perseverance
Community
Global Awareness
Gratitude
Creativity
Caring
Excellence

Family

Our connections to other people shape our experience of the world and profoundly influence our desire to contribute to society. When these connections are positive and healthy, our personal impact on other people and the world is enhanced. **Ohana** fosters a learning environment that encourages closer connections between students, teachers, parents, and the community. We acknowledge that any person can become family so long as we repeatedly behave with love and respect for each other. **Ohana** students develop a sense of family through many interactions and shared experiences. Students of varied ages are provided with opportunities to interact. Small family groups (Lahuis) are created to provide students of various ages with a consistent, supportive group that meets periodically. Student travel and community activities provide an opportunity for a deeper understanding of each other. Volunteer work encourages students to experience themselves as part of a larger societal family.

Respect

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

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

Community

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

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

Gratitude

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

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

Caring

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

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

Responsibility

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

Ohana students are allowed opportunities to develop responsibility, sometimes even before they realize that they are ready for it. **Ohana** students frequently create their own committees, clubs, events, and charitable endeavors. Many of the best **Ohana** experiences have been created by the students. Sometimes the events are a huge success, and sometimes not so much. The students learn to follow through, do what they say they will do, and help others when someone has taken on too much. Successful or not, the students learn what it means to be responsible.

Ethics

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

Ohana students discuss ethical considerations in many classes. In the humanities, ethics are debated and historical decisions are examined**.** In science, ethical experiments are discussed. In HOPE class, ethical personal conduct is explored. When addressing our Kukui, students are first taught the purpose of the rules before stating specific rules.

Global Awareness

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

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

Creativity

Ohana's motto is "*Experience the Different.*" While this clearly reflects a difference in school philosophy and physical design, it also reflects our encouragement of student innovation and personality. Rather than mold students to fit an ideal image, we foster the development of personal interests and talents.

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

Excellence

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

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

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

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

Attendance and Timeliness

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

1. Students are required to attend school daily. Monday through Friday, school hours are 8:00 a.m. – 2:40 p.m.
2. Students who accrue more than 5 unexcused days of school in one semester will lose credit for the semester in the course(s) in which the days are missed.
3. Students will follow the guidelines regarding missed work as stated in each class syllabus.
4. When it is necessary for a student to be absent from school, a parent or legal guardian must notify the front office in advance with the reason for the absence. Advanced communication helps Ohana to provide support in times of crisis, plan for group activities in a student's absence, and otherwise facilitate the student's return to school.
5. Students and parents are responsible for communicating directly with teachers to develop a plan to address missed work. Students are responsible for honoring this plan as determined.
6. Punctuality represents our core values in action. Moreover, being on time for school and class helps everyone. Conversely, tardiness can seriously disrupt the learning environment and may have other negative impacts. Repeated tardiness will be addressed in the following ways: meeting with administration, notification of parents, development of a Personal Intervention Plan (PIP), or disciplinary action.
7. In cases where attendance/punctuality is an issue (after 5 absences/tardies in one semester), and the aforementioned actions are not being honored, a meeting will be held, and a contract will be drafted to assure that the student is clear on the expectations for earning credit and continued enrollment at Ohana.
8. At the end of each semester, if it is necessary for a student to miss a benchmark assessment (test, presentation, or project) due to completing the term early, the parent and student must **contact the teacher a minimum of two weeks in advance** to make arrangements. Planning and preparing benchmarks are large, well-thought-out tasks for teachers. Missing benchmarks affect the validity of these assessments and have a potentially negative impact on fellow students.
9. **Non-compliance with the aforementioned components of the Attendance and Timeliness Policy will result in a loss of credit for the course.**

Academic Leave
Students are not marked as absent if they are participating in an Ohana sanctioned and organized excursion, in which they are conducting off campus experiential learning with an Ohana teacher or chaperone. Students should email teachers prior to absence, and organize a plan for missed work where appropriate. Approval of academic leave is subject to review on the basis of total missed days per semester, academic integrity and behavioral conduct. Examples of academic leave are: Rock on the Road tour, model UN debate competition, school organized field trips, school organized college tour trips, camping trips, robotics tournaments, and service trips.

Excused Absence
Students are absent due to medical leave. Students must provide a medical note to the front office in order to have this absence excused. **Students should not return to school after medical leave until they are fever free for 24–48 hours. For the safety of our school community, students experiencing vomiting, diarrhea, or gastrointestinal distress will be sent home, and parents will be called immediately for prompt pickup; a written doctor's clearance is required before the student may return to campus.** Absences will be marked as unexcused until a medical note is handed in to the front office, at which time the absence will be changed to excused. If a student reaches 10 excused medical absences per semester, an education plan will need to be created before any more absences are accrued. Ohana administration will reach out to schedule a meeting to put this plan in place if needed. Any students that have a prolonged medical illness or diagnosed condition that requires extended leave will also be required to have an education plan and meeting, as well as submit necessary medical documentation. We understand these students require separate medical leave considerations, and education plans will include a maximum number of missed school days. Examples of medical leave are: scheduled medical appointments, unplanned illness, and dentist appointments.

Students are absent due to ***college tours***. Students who are absent due to college tours must have these absences approved in advance and are subject to review based on total missed days per semester, academic integrity, and behavioral conduct. A maximum of three (3) school days per academic year may be approved for college tours. To receive approval, students must:

- Submit proof of the scheduled visit (such as an email confirmation from the college admissions office including date and time of the visit) prior to the absence to high school administration or the Principal.
- Coordinate at least two weeks in advance with all teachers to make arrangements for any missed assignments, quizzes, or projects.

Failure to meet these expectations may result in the absence being considered unexcused. We encourage families to tour colleges during our many planned breaks and/or take advantage of travel opportunities through Ohana that include college tours.

Students are absent due to ***academic and cultural learning.*** Students attending academic and cultural exchange programs or academic and cultural travel may acquire excused absences on a case by case basis. This process requires the student and family to meet with teachers and administration to discuss academic curriculum plans for before, during and after the absence. This plan must include the parent/guardian to ensure that the family understands the student's responsibilities. Participation in academic & cultural learning absences must be approved and are subject to review on the basis of total missed days per semester, academic integrity and behavioral conduct. *Examples of academic and cultural learning are:* International travel with a focus on cultural and academic learning, student exchange programs, attending academic conferences, attending specialized academic camps, attending specialized student certification or training, attending educational programming or events, and student testing.

Students are absent due to an ***Ohana approved athlete program or opportunity.*** Students participating in elite sporting events or athletic programs as student athletes can incur excused absences. This process requires the student to email the teachers prior to absence to organize a plan for missed work. Please note these absences

are designed to encourage and support student athletes and cannot be used to attend sporting events where the student is not actively participating in the event. Absences due to student athlete programs and opportunities must be approved and are subject to review on the basis of total missed days per semester, academic integrity and behavioral conduct. *Examples*: Students must miss Friday and Monday of a school week due to an out of state tournament. Students have the opportunity to attend a national swim meet out of state and must miss 4 days of class.

Students are absent due to ***inclement weather***. There may be times when weather impacts student drop-off. The Ohana administration will notify students and parents via Veracross when these circumstances arise. Once the inclement weather has passed, students should check in with the front desk and join the block that is currently in session. Students should notify teachers of classes that they missed due to weather via email once they arrive at school and ask for missed work. In addition, if the school is closed due to a weather event, that will also be considered excused for inclement weather. Student absences cannot be marked excused for inclement weather unless there has been a notification from Ohana administration.

Students are absent due to ***family bereavement***. Ohana students may take up to 3 days per year of family bereavement leave. Leave is granted for students that need to travel, attend funerals, and/or to take time off school to be with family. Students or parents should email administration and their teachers to notify them of their bereavement leave and coordinate a plan for missed work upon their return.

Unexcused Absence

Students are absent from Ohana Institute for any other reason than the above described conditions. Each student has 5 unexcused absences per semester before the student loses academic credit for that subject, within that semester as stated in the Student Kukui. These absences are the absences that will count toward the summative 5 per semester. All other absences described above (academic leave or excused absences) do not count toward the 5 absences.

Overall Attendance Policy & Repercussions

Students are allowed a maximum of 5 unexcused absences per academic semester. Once a student reaches this threshold, the following steps will be taken:

1. The student must meet with Ms. Tanika to review attendance records and sign off on the outlined repercussions.
2. Any unexcused absence beyond 5 days per semester will result in the student losing academic credit for that subject.
3. Failure to comply with these requirements may lead to invalidation or loss of scholarship funds.

Consistent attendance is essential for academic success, personal growth, and maintaining scholarship eligibility. Please prioritize school attendance and communicate proactively if challenges arise.

Daily Schedule

Ohana is officially open from 7:30 a.m. to 3:30 p.m. The official end of the student school day is 2:40 p.m. Teachers are available for student support until 3:30 p.m. on Tuesday through Thursday, after which time the school will be locked; students will no longer be supervised by Ohana staff.

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

Pick-up and drop-off in 30Avenue should not interfere with the regular movement of commercial traffic. Please refer to the instructions published on Veracross on proper procedures. We will be utilizing multiple entrances

and exits for drop-off and pick-up. Adult visitors to the school will be limited. Late arrivals and students leaving early must enter through the front and check in with the administrative assistant.

To ensure student safety during dismissal, students will only be released to individuals explicitly designated by parents or legal guardians in the Student Information System (SIS), including authorized emergency pickup contacts. In cases involving joint custody or specific legal arrangements, official court custody agreements must be provided and filed in the student's permanent record, where they are accessible only to authorized staff. The school updates the SIS to accurately reflect all active court agreements, ensuring daily pickup permissions strictly align with official legal documentation.

Late Arrivals and Early Dismissals (Dual Enrollment, Athletics, Other)
Students who routinely have recurring parental permission to leave school before the official end of the school day must submit an "Arrival/Dismissal" form showing parent permission for early departure. Students must inform the administrator and teacher before the beginning of class and leave class without disruption to other students. Any student leaving the building prior to the regular end of the day must still sign out at the school office.

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

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

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

Lunch
Ohana students in good standing are allowed the opportunity to enjoy lunch in a manner to their liking. Ohana does not serve lunch. Students may bring their lunch from home, order hot lunch through Schoolbitez, or 6th-12th grade students may buy lunch from local establishments. Please note that students are not permitted to purchase lunch, snacks, or drinks for teachers. Students may eat lunch in the designated and supervised areas of the school, out on the greens, or at local restaurants according to the procedures established during the first weeks of school for their particular learning group. Procedures are flexible and dependent on weather, scheduling, supervision, and sometimes other building restrictions. Staff supervision during these times differs based on the student's grade. Lunch protocols are subject to change. Students will deposit trash and recyclables in proper receptacles, disinfect their areas, and otherwise maintain cleanliness. Lunch times will be staggered, and we do not handle money. Please follow the lunch ordering procedures that allow for online purchases of meals by 9:00am on the Friday before the beginning of each school week.
https://ohana.schoolbitez.com Our **Registration Code is: OIS-ohana**

Student Devices
At Ohana Institute, technology is a tool for learning, creativity, collaboration, and responsible digital citizenship. Students are expected to use school-issued and personal devices (laptops, phones, watches) in a safe, respectful, and academically appropriate manner. While on campus, students should be logged into their assigned school account, connected to the designated school Wi-Fi network, and use only teacher-approved applications, websites, and digital resources. Students are expected to search, communicate, create, and

share content responsibly, respectfully, and in ways that support learning. Personal information, passwords, and digital work should be protected, and files should only be shared with teachers or classmates when directed for educational purposes. Students are expected to care for their devices, follow teacher instructions regarding technology use, and report any technical issues or concerns promptly. All technology use should reflect integrity, respect for others, and the values of the Ohana Institute community.

Cell Phone & Smart Watch Use

Ohana embraces the use of technology to enhance communication. Students in good standing are allowed to carry and use cellular phones during most Ohana functions. Cell phone and smart watch usage will be determined in each classroom. Meta/smart glasses are not permitted to be used during school hours or school functions. Cell phones are to be used in a respectful and appropriate manner. With the privilege of using cell phones also comes a responsibility to use phones only in ways that preserve the learning environment for self and others. Simple measures like silencing ringers and storing phones out of view during presentations and classes are expected. Individual teachers, classes, and learning situations will require other measures.

Students are not permitted to text directly with teachers. All communication must occur through email or directly through parents. While on an Ohana trip, texting may be utilized for safety and logistical updates, provided all communication is strictly conducted within a group text.

It is absolutely prohibited for a student to use a cell phone to video, photograph, and/or post footage of another student(s) and/or faculty/staff without their knowledge. Images of students are not to be saved or shared without that student's permission and should only be obtained for educational purposes while on campus and with teacher and parent permission. Additionally, no student is to photograph, film, record, or post any footage of a staff member or class meeting without prior consent. If a student chooses to use a cell phone at Ohana, they will incur the responsibility to understand and comply with any related rules, even if those rules change from one activity to another. Failure to comply with any staff directive to refrain from phone use may result in future use being restricted for that student. In addition, technology respect and policies apply to smart watches. Parents can help us limit interruptions by minimizing calls and texts and by attempting to call during less disruptive times.

Student Medication Administration and Possession Policy

1. General Policy & Storage Standard

To maintain a safe, drug-free environment and ensure the safety of all students, **students are strictly prohibited from possessing, carrying, or storing any medication on their person or within their backpacks during school hours, on school sponsored transportation, or at school-sponsored events.**

This strict prohibition applies to:

- **All Prescription Medications:** Including daily maintenance drugs, short-term prescriptions (e.g., antibiotics), pain management medications, and controlled substances (e.g., ADHD medications).
- **All Over-the-Counter (OTC) Medications:** Including, but not limited to, pain relievers (ibuprofen, acetaminophen), allergy remedies, antacids, cough drops, vitamins, and dietary supplements in all forms.

All non-emergency prescription and OTC medications must be surrendered to and stored securely within the front office immediately upon arrival at school.

2. Submission & Supervised Administration Procedures

For any medication (prescription or OTC) to be administered at school:

A. **Authorization Form:** A parent or legal guardian must complete and sign the **Ohana Medication Form**.
B. **Original Packaging Required:** All medications must be delivered directly by a parent or guardian in their original, un-expired manufacturer or pharmacy container.

- Prescription medications must display a clear pharmacy label with the student's legal name, physician's name, medication name, dosage, time, and route of administration.

- OTC medications must be clearly labeled with the student's full name.

C. **Supervised Administration:** All approved medications will be kept in a locked storage unit in the front office. Students requiring medication during school hours must report to the front office, where administration will be conducted under staff supervision and recorded in the school medication log.

3. Mandatory Exception: State & Federal Emergency Self-Carry Mandates
In compliance with federal civil rights protections—including Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act (ADA)—as well as state legislation protecting students' rights to self-carry emergency rescue medications, a narrow exception to the zero-possession rule is established for life-sustaining rescue devices.

A. Permitted Emergency Rescue Equipment
Students may be authorized to self-carry and self-administer **only** the following emergency medical items:

- Quick-relief asthma inhalers (e.g., albuterol)
- Epinephrine auto-injectors (e.g., EpiPen) for severe anaphylaxis
- Insulin, glucagon, and required diabetes management supplies

B. Mandatory Qualification & Self-Carry Protocol
To qualify for the self-carry exception, the following legal and safety requirements must be satisfied prior to bringing the emergency device onto campus:

1. **Medical & Parental Authorization:** The prescribing physician/licensed healthcare provider and parent/guardian must sign a specific Emergency Self-Carry Authorization form attesting that the student has been trained and is capable of safely self-administering the medication.

2. **Mandatory Duplicate/Backup Supply:** The student's parent or legal guardian must supply a duplicate rescue medication/device to be kept in the front office health room for emergency back-up access.

3. **Safety & Storage Conditions:** Authorized emergency medications must remain in the student's immediate possession or locked personal bag at all times.

4. Prohibition on Transfer & Misuse: Under no circumstances may a student share, distribute, or allow another individual to handle their emergency medication. Misuse or unauthorized transfer of emergency medication constitutes a severe safety violation and may result in disciplinary action and revocation of self-carry privileges.

Student Clothing
Students should be dressed in clothing that shows their commitment to their personal growth balanced with a positive representation of our Ohana core values. Students should present themselves in ways that honor our Ohana traditions and values. Following the dress guidelines helps students develop responsibility and self discipline. Student dress should balance their personal expression along with our school identity.

Clothing that is deemed unsuitable in appearance or with unacceptable language or graphics will not be allowed. Examples of unsuitable appearance are clothes that are revealing of the chest, buttocks, or stomach area. Examples of inappropriate language or graphics are words or pictures that offend an individual or group and curse/offensive verbiage, drugs, alcohol or tobacco ads, logos, or slogans. Teachers will address a potential infraction with the administration.

Students must wear closed-toe shoes and safety glasses during science or other labs. Students must wear close-toed shoes during team sports or other outdoor electives.

Ohana Extra-Curricular Activities

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

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

Field Trips

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

Emergency Drills and Actual Emergency Events

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

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

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

Academic Honesty

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

Plagiarism

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

AI Guidelines and Usage Policy

Ohana embraces technology to enhance education. Using AI in education can significantly enhance students' metacognition—their awareness and understanding of their own thought processes. When students interact with AI-powered tools, they're often required to articulate their thinking clearly, break down complex problems, and evaluate different approaches. This process encourages self-reflection and helps students become more aware of their learning strategies. AI systems can provide immediate, personalized feedback, allowing students

to quickly identify areas where their understanding may be lacking or where their problem-solving approach could be improved. Furthermore, as students learn to critically evaluate AI-generated responses and compare them with their own thinking, they develop a deeper understanding of their own cognitive processes. This constant cycle of input, feedback, and reflection fosters a more active, self-aware approach to learning, ultimately strengthening students' metacognitive skills and empowering them to become more effective, independent learners.

As such, AI is a powerful tool students may use to help them find and clarify information. Depending on the course, your teacher may encourage your use of these tools. However, unless permitted by your instructor, the use (in part or whole) of AI-generated content (text or images) in any of your assignments is prohibited and will be treated as plagiarism. Please note that generative AI includes, but is not limited to Bard, ChatGPT, Claude, Copilot, Grammarly, Gemini, Midjourney, and Quillbot.

Ohana takes academic integrity seriously, and teachers may be using plagiarism detection programs to check for any instances of plagiarism or AI-generated content. Programs such as Turnitin or GPTZero use AI content detection to compare student work against a vast database of sources and identify any instances of copied or unoriginal content. If AI-generated content is detected in your work it will result in a conversation with the administration and the student's family.

Lost and Found

Students who find items not belonging to them must give the item to a staff member. The school is not responsible for stolen and missing items. The lost and found are located in each learning group area. Periodically, unclaimed items will be donated to charitable organizations. Personal items must go home at the end of every day.

Public Displays of Affection:

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

School Visitors

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

Student Activities/Electives

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

Student Athletics

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

Graduation Requirements

Ohana follows the Florida state guidelines for graduation. Students must pass all state-mandated courses and earn a minimum of 24 credits. All course attempts will be entered on the student's transcript. However, only the highest grade achieved in a course will count toward the student's grade point average. Graduating seniors are required to earn 100 service hours and complete a 70 hour internship.

Substance Prohibition

Philosophy & Family Partnership

Ohana is dedicated to fostering student physical health and overall well-being. Through our curricula, student activities, and school resources, we encourage students to make informed, healthy choices and avoid behaviors that impair their health, judgment, or wellness.

Because a healthy school community relies on a shared commitment, enrollment at Ohana is conditional upon both students and parents agreeing to support these health policies at home and at school. Ohana staff are always available to discuss these policies prior to admission.

Physical Examinations & Clearances

- **Annual Physicals:** All students are strongly encouraged to obtain an annual physical evaluation from their healthcare provider.
- **Activity Clearances:** Certain sports, travel opportunities, or special activities may require a physician's certification of fitness prior to participation.
- **Healthcare Providers:** Ohana does not provide medical or physician services; families are free to choose their preferred health practitioner.

Substance Prohibition

Students are strictly prohibited from possessing, using, or being under the influence of illicit or recreational psychoactive substances—including but not limited to alcohol, marijuana, tobacco, and e-cigarettes/vaping devices of any kind—while on campus or participating in any Ohana-sponsored activity.

Reasonable Suspicion & Parent Communication

If a staff member suspects that a student may be under the influence of a psychoactive substance, the student's parents will be contacted immediately. School administration will facilitate a joint conversation involving the student, parents, and staff to address the concern, evaluate the situation collaboratively, and determine appropriate next steps to support the student's health and safety.

Off-Campus Travel & Search Policy

To ensure the safety, health, and well-being of all participants, Ohana reserves the right to search student bags, luggage, outerwear, and personal belongings prior to departure for—or during—any school-sponsored trip, field excursion, or Ohana activity. Participation in Ohana events is contingent upon full cooperation with these safety protocols.

Response & Emergency Procedures

If a student is found possessing, abusing, or under the influence of prohibited substances:

1. **Parent Notification:** Parents will be notified immediately and required to pick up their child from school or the school activity without delay.
2. **Emergency Responders:** If extreme circumstances require emergency medical attention or law enforcement, appropriate emergency personnel will be dispatched immediately.

Conditions for Re-Entry

A student's return to school following a substance policy violation is contingent upon meeting all of the following requirements:

- Attending a formal re-entry meeting with school administration and/or the school counselor.
- Signing and abiding by a customized Personal Intervention Plan.

Student Behavioral Interventions and Discipline

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

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

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

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

Minor Disruptive Behavior Requiring Informal Interventions or Disciplinary Measures

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

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

Informal Interventions and Disciplinary Measures

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

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

Disruptive Behavior Qualifying for Formal Interventions or Disciplinary Measures

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

- Aiding and abetting another person in committing an act that would be a violation of school policy
- Assault
- Threat of physical harm
- Battery
- Breaking and entering

- Bullying, harassment, or cyberstalking as defined herein
- Cheating or plagiarism
- Commission of any felony
- Repeated class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Extortion
- Falsely activating a fire alarm
- Fighting (mutual altercation)
- Fighting resulting in bodily harm
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- Larceny or theft of personal or school property
- Lewd or lascivious behavior
- Obstruction of an investigation by school officials or other authorities
- Participation in or leading a riot or disturbance
- Possession, sale, use or under the influence of any controlled substance including,inhalants, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances
- Possession, use or sale of dangerous articles, or chemical propellant sprays
- Possession, use or sale of fireworks or other destructive devices
- Possession, use or sale of tobacco products
- Possession, use or sale of a firearm or weapon, including guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, nunchakus, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, toy guns, dangerous instruments, or anything that resembles or could be considered a weapon on school grounds or at school-related activities
- Possession of knives of any type, razor blades, box cutters, or similar devices
- Possession, sale, or distribution of pornographic material
- Robbery
- Rude or obscene behavior and/or language (profanity)
- Sexual offenses
- Sexual harassment
- Vandalism or defacement of school property
- Violation of a Personal Intervention Plan (PIP) in lieu of expulsion

Formal Intervention or Disciplinary Measures

Behavior qualifying for Formal Discipline Measures may result in any of the previously described measures (under Informal Intervention and Disciplinary Measures), out-of-school suspension, or expulsion, as deemed appropriate.

Additional Behavior Qualifying for Intervention or Discipline

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

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

to other students. This option is not available for any felony possession regardless of quantity.) For first-time offenders, this suspension may be further reduced at the absolute discretion of the administration if:

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

Determination of Out-of-School Suspension

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

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

Procedures for Out-of-School Suspension

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

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

Definitions:*

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

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

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

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

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

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

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

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

Sexual Harassment. Examples of sexual harassment include unwanted sexual advances or propositions, demands for sexual favors in exchange for favorable treatment, unwanted sexually-oriented remarks, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body or sexual prowess, coerced sexual acts of assault, physical contact such as grabbing, pinching, or patting unnecessarily, leering, whistling or gestures of a sexual nature. If at any time you feel unsafe and believe you are a victim of sexual harassment or sexual abuse contact our school counselor.

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

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

Student Kukui Agreement

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

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

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

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

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

I agree to uphold the Ohana Institute's "Core Values" as outlined on page three of the Kukui. **I have read and understood the Ohana "Haumana Kukui" (Policies and Procedures).**

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

Student Full Name: Date:

Student Signature:

Guardian Name: Date:

Guardian Signature: