



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 28, 2020

TO: Complex Area Superintendents, District Educational Specialists, Principals (All), Vice Principals (All), Public Charter School Executive Director, Public Charter School Directors

FROM: Dr. Christina M. Kishimoto
Superintendent

A handwritten signature in blue ink, appearing to read "Christina M. Kishimoto".

SUBJECT: School Discipline During School Closure

The safety and well-being of students during these unprecedented times continue to be a priority for the Hawaii State Department of Education (HIDOE). It is important that students are provided with the appropriate resources and supports to ensure their continued safety, security, and learning during these school closures.

Past Disciplinary Actions

Due to school closures, all out-of-school suspension days that were assigned to students in the fourth quarter shall be modified as of March 13, 2020. However, the disciplinary action (i.e., suspension) will remain on the students' records, and the suspension days will be adjusted to the actual suspension days served by the students. The original suspension days assigned to these students must be noted in the details section of their suspension records. When modifying suspension records, schools shall determine the more appropriate disciplinary interventions during school closures. The following are examples of alternative disciplinary interventions:

- Trauma skilled strategies;
- Restorative practices;
- Virtual counseling;
- Students, parent(s)/legal guardian(s), teachers, and administrator meetings; and/or
- Parent(s)/legal guardian(s) referrals to online and community resources.

Provide parent(s)/legal guardian(s) with an updated Chapter 19 Confidential Notice of Investigation Findings and Discipline form reflecting the adjustments made to their child's suspension record. Specific instructions to modify suspension records (Attachment A) and a

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sample Parent(s) and/or Legal Guardian(s) letter (Attachment B) are provided for your reference. Counselors and school personnel should continue to provide virtual educational supports and interventions.

Firearm dismissal records will not be adjusted and will remain active on the students' attendance records.

Students who were referred to a substance abuse counselor may continue to receive their services via telehealth. Please contact the [Hawaii Department of Health](#) for more information. Additional resources for counselors and teachers can be found online at the Office of Curriculum and Instructional Design's [Continuity of Education](#) webpage.

New Behavioral Incidents During School Closure

As schools provide online enrichment opportunities, there may be an incident(s) of a student's misuse of equipment and/or student's participation in inappropriate online activities (i.e., cyberbullying). These incidents should be addressed by the student's respective teacher and, if deemed necessary, the school administrator(s). Disciplinary interventions may include, but not limited to the following:

- Virtual student counseling session;
- Students, parent(s)/legal guardian(s), teachers, and/or administrator conference (phone or web);
- Discontinue use of school device; and/or
- Alternative learning method (packet).

The incidents(s) may be subject to Hawaii Administrative Rule (HAR) Chapter 19 discipline on a case-by-case basis. If the incident(s) involves a complaint under HAR Chapter 19, Subchapter 8, and/or involves protective class issues, the school administrator shall contact his/her complex area equity specialist for guidance. For additional guidance, school administrators may refer to Technology Responsible Use Guidelines and Technology Responsible Use Form which are distributed annually to students and parent(s)/legal guardian(s).

Thank you for supporting and guiding our teachers, students, and school community. Should you have questions regarding school discipline, please contact Sheli Suzuki, Educational Specialist, Student Support Section, at (808) 305-9794 or via email at sheli.suzuki@k12.hi.us.

CMK:ss
Attachments

c: Deputy Superintendent
Assistant Superintendents
State Public Charter School Commission
Office of Student Support Services