



## IDEAS ACADEMY HANDBOOK

KAPA'A HIGH SCHOOL  
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## **IDEAS ACADEMY OVERVIEW**

Welcome to the IDEAS Academy! Students in Grades 10-12 at Kapa'a High are enrolled in one of two academies. Students take all core subject classes with other students in their Academy. Students also select a strand to specialize in within their Academy and take at least one class per year related to that strand. Our IDEAS Academy is a Smaller Learning Community (SLC) with a unique focus on preparing students to be both college and career ready by emphasizing a broad theme of Design in the areas of Industrial & Engineering Technology, Arts & Communication and Business.

In our academy, teachers work as a team to develop and emphasize common values, expectations, consistency and joint curricular experiences that are meaningful, challenging and relevant. Students in the IDEAS Academy will experience a flexible project-based program that results in educational excellence and a positive school experience. Our primary goal is that you develop into a savvy, creative, problem-solver with a solid academic foundation and a clear, achievable post high school plan.

### **IDEAS ACADEMY VALUES FOR STUDENTS AND TEACHERS**

- Respect
- Integrity
- Clarity
- *Kaizen* - continuous improvement
- Self-Reliance - personal responsibility and accountability
- Well-Being - where are you on Maslow's Hierarchy of Needs and what is your learning style?

### **IDEAS ACADEMY NORMS FOR STUDENTS AND TEACHERS**

- Meaningful meetings focused on student learning
- Begin and end on time
- Be fully present
- Maintain a positive tone
- Honor each other's strengths and challenges
- Share responsibility and workload
- Appropriate use of technology as a tool for learning

### **IDEAS ACADEMY S.M.A.R.T. (specific, measurable, attainable, realistic, time-bound) GOALS FOR STUDENTS AND TEACHERS**

- Create self-directed learners
- Cultivate and nourish problem solvers and critical thinkers
- Develop a community that values interpersonal skills and collaboration
- Develop effective communicators
- Aligned to the General Learner's Outcomes

### **IDEAS ACADEMY MISSION**

The IDEAS academy is dedicated to developing college and career ready students who are responsible, accountable, self-directed critical thinkers. Students will possess the knowledge, skills and abilities to use design principles that solve relevant and dynamic real world problems.

## SCHOOL WIDE ACADEMY OUTCOMES

Grade	Students
<b>Senior Year</b>	<ul style="list-style-type: none"> <li>● Present a senior project to faculty and community members</li> <li>● Design, analyze, implement, and evaluate a research project</li> <li>● Utilize innovative technology to demonstrate competency and effectively communicate ideas.</li> <li>● Experience mentorships/internships to gain the necessary work skills to succeed in post secondary choices</li> <li>● Have the ability to work independently and cooperatively to achieve success</li> <li>● Behave as agents of change through designing and participating in a community service project in a field related to their strand</li> </ul>
<b>Junior Year</b>	<ul style="list-style-type: none"> <li>● Present content based projects to peers</li> <li>● Analyze and defend the results of the findings of a research project.</li> <li>● Utilize various, innovative technology and their applications to support and enhance their education</li> <li>● Explore career choices through mentorships and community partnerships to guide post secondary options</li> <li>● Work collaboratively with mentors</li> <li>● Develop and execute a teacher given community service project mentoring students in the core class of their strand</li> </ul>
<b>Sophomore Year</b>	<ul style="list-style-type: none"> <li>● Analyze a variety of sources and be able to determine validity</li> <li>● Use technology ethically and effectively</li> <li>● Complete the Personal Transition Plan (PTP) curriculum (self &amp; career exploration, and resume)</li> <li>● Work collaboratively with their peers</li> <li>● Participate in a community project</li> </ul>
<b>Freshman Year</b>	<ul style="list-style-type: none"> <li>● Be active and respectful members of our academic community</li> <li>● Meet literacy standards across all subjects</li> <li>● Have a purposeful sense of direction</li> <li>● Actively contribute to the greater community by completing a service project</li> <li>● Use a variety of technology tools in an ethical manner</li> <li>● Demonstrate self-direction, self-management, self-monitoring, and self-modifying skills</li> <li>● Problem- solve and think critically</li> <li>● Articulate how they are nurtured, supported, and valued</li> </ul>

**IDEAS ACADEMY OUTCOMES & SAMPLE EVIDENCE**

GLO's	KHS OUTCOMES	IDEAS OUTCOMES	EVIDENCE	EVIDENCE	EVIDENCE
			Sophomores	Juniors	Seniors
<b>EFFECTIVE COMMUNICATOR</b>	<b>Communication</b> <i>Apply effective communication through interpersonal collaboration and the use of technology-based tools.</i>	Present & defend ideas to an audience Communicate orally and in writing in context	Students will complete an oral presentation defending a particular stance utilizing presentation software	Content based project presentation to peers	Senior project presentation to faculty and community members
<b>COMPLEX THINKER &amp; QUALITY PRODUCER</b>	<b>Critical Thinking</b> <i>Apply empathy, creativity, and insight to investigate, analyze, and find solutions to contemporary issues (design thinking)</i>	Ask effective questions Creatively problem-solve Critically analyze a variety of sources Determine validity	Complete an inquiry based research project on a career using appropriate citation methods as prescribed by MLA.	Analyze and defend the results of the findings of a research project.	Design, analyze, implement, and evaluate the senior research project.
<b>EFFECTIVE &amp; ETHICAL USER OF TECHNOLOGY</b>	<b>Technology</b> <i>Utilize technology ethically and effectively to explore trends and issues.</i>	Access, filter and use information appropriately Navigate and complete one online learning class Effectively & ethically utilize tools of the trades	Showcase original, creative products digitally	Contribute to a group created web presence	Create an individual web presence
<b>SELF-DIRECTED LEARNER</b>	<b>Employment Foundations</b> <i>Create and manage organizational systems to promote quality service.</i>	Work collaboratively Explore career choices Experience mentorships & internships Demonstrate resume and interview readiness	Complete personal transition plan curriculum (career exploration, self-exploration, and resume)	Explore career choices through mentorships and community partnerships to determine post secondary options.	Experience mentorships / internships to gain necessary work skills to succeed in post secondary choices.
<b>COMMUNITY CONTRIBUTOR</b>	<b>Personal and Social Responsibility</b> <i>Understand the interrelationships between human health, the environment, the community, and the world. Utilize safety practices to protect self, other individuals, and the</i>	Demonstrate personal potential Demonstrate leadership Behave as change agents Embody financial responsibility Self-manage, self-monitor, self-modify Provide feedback and support to KHS as active alumni Demonstrate holistic	Execute a community project	Develop and execute a teacher given community service project mentoring students in the core class of their strand	Behave as an agent of change through designing and participating in a community service project in a field related to their strand.

**IDEAS ACADEMY STRAND DESCRIPTIONS**

<b>INDUSTRIAL &amp; ENGINEERING TECHNOLOGY</b>	<p>Students in this strand will learn to use new and emerging technology in the fields of Building/ Construction &amp; Design Technology to design structures and devices. Students in the Automotive strand will utilize technology to diagnose and properly repair automobiles. Students will also learn to design and build solutions for growing communities.</p> <p style="text-align: center;"><b>REQUIRED FOUNDATIONAL COURSE</b></p> <p style="text-align: center;"><b>IET Core (Grade 9 or 10)</b></p> <p style="text-align: center;"><b>OTHER REQUIRED COURSES</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th data-bbox="418 590 797 657">AUTO</th> <th data-bbox="802 590 1175 657">BLDG CONSTRUCTION</th> <th data-bbox="1180 590 1552 657">DESIGN TECH</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 663 797 716">Auto 1</td> <td data-bbox="802 663 1175 716">Bldg Const 1</td> <td data-bbox="1180 663 1552 716">Design Tech 1</td> </tr> <tr> <td data-bbox="418 722 797 774">Auto 2</td> <td data-bbox="802 722 1175 774">Bldg Const 2</td> <td data-bbox="1180 722 1552 774">Design Tech 2</td> </tr> <tr> <td data-bbox="418 781 797 854">Physics or Physical Science</td> <td data-bbox="802 781 1175 854">Geometry</td> <td data-bbox="1180 781 1552 854">Algebra 1</td> </tr> </tbody> </table> <p style="text-align: center;"><b>RECOMMENDED COURSES</b> At least 2 years of Foreign Language, Environmental Science</p>	AUTO	BLDG CONSTRUCTION	DESIGN TECH	Auto 1	Bldg Const 1	Design Tech 1	Auto 2	Bldg Const 2	Design Tech 2	Physics or Physical Science	Geometry	Algebra 1
AUTO	BLDG CONSTRUCTION	DESIGN TECH											
Auto 1	Bldg Const 1	Design Tech 1											
Auto 2	Bldg Const 2	Design Tech 2											
Physics or Physical Science	Geometry	Algebra 1											
<b>DIGITAL MEDIA</b>	<p>Students in this strand will learn to develop &amp; express ideas and stories using technology. Students will also learn to create and communicate messages through sight and sound.</p> <p style="text-align: center;"><b>REQUIRED FOUNDATIONAL COURSE</b></p> <p style="text-align: center;"><b>Arts &amp; Communication Core (Grade 9 or 10)</b></p> <p style="text-align: center;"><b>OTHER REQUIRED COURSES</b></p> <p style="text-align: center;">Digital Media 1 (Grade 10 or 11)</p> <p style="text-align: center;">Directed Studies in Arts &amp; Communication or Broadcast Media (Grade 11 or 12)</p> <p style="text-align: center;">Expository Writing (Grade 11)</p> <p style="text-align: center;"><b>RECOMMENDED COURSES</b> At least 2 years of Foreign Language, Broadcast Media, Graphic Design 1 , 2</p>												
<b>ENTREPRENEURSHIP VIRTUAL ENTERPRISE</b>	<p>Students in this strand will learn to develop financial and entrepreneurial skills necessary in business development and management.</p> <p style="text-align: center;"><b>REQUIRED FOUNDATIONAL COURSE</b></p> <p style="text-align: center;"><b>Business Core (Grade 9 or 10)</b></p> <p style="text-align: center;"><b>OTHER REQUIRED COURSES</b></p> <p style="text-align: center;">Finance (Grade 10 or 11)</p> <p style="text-align: center;">Entrepreneurship or Virtual Enterprise/Economics (Grade 12)</p>												

	<p>Economics (if Entrepreneurship chosen) (Grade 12)</p> <p><b>RECOMMENDED COURSES</b></p> <p>At least 2 years of Foreign Language, Accounting 1, Office Admin Tech</p>
<p><b>THE ARTS</b></p>	<p>Students in this strand will learn to develop &amp; express ideas and stories through the visual and performing arts. Students will also learn to create and communicate messages through sight and sound.</p> <p><b>REQUIRED FOUNDATIONAL COURSE</b></p> <p><b>Arts &amp; Communication Core (Grade 9 or 10)</b></p> <p><b>OTHER REQUIRED COURSES</b></p> <p>Any Art or Music 1 or 2 (Grade 9, 10 or 11)</p> <p>Any Art or Music 2 or 3 (Grade 10, 11 or 12)</p> <p><b>RECOMMENDED COURSES</b></p> <p>At Least 2 Years of Foreign Language, Graphic Design, Ceramics, Band, Chorus, Polynesian Music, Broadcast Media, Digital Media, Photography</p>

**\*\*Students must take CTE courses in sequence with the Core before Level 1 and Level 1 before Level 2. EXCEPTION - IN THE ARTS STRAND, STUDENTS MAY TAKE ART OR MUSIC BEFORE TAKING THE ARTS & COMMUNICATION CORE CLASS. THE CORE CLASS MUST BE TAKEN BEFORE 11<sup>TH</sup> GRADE.**



## IDEAS ACADEMY STUDENT EXPECTATIONS

### STEP 1: BE PREPARED TO LEARN BY HAVING THE RIGHT MATERIALS

#### FOR YOURSELF\*

- 1 Student Planner
- Notebooks for each class (see teacher syllabus)
- 2 Glue Sticks
- 4 Dry Erase Pens
- Plenty of pens (blue, black and red), pencils and erasers

#### FOR YOUR FIRST PERIOD TEACHER (Community Supplies)

- 1 Roll Paper Towel
- 1 Box Tissue

**\*Individual teachers may require additional materials! Refer to teacher syllabus for information.**

### STEP 2: LEARN & FOLLOW THE COMMON ACADEMIC EXPECTATIONS

Assignment Format: All Assignments should have the following in the upper left hand corner:

- Your Name, Teacher Name, Subject/Period, Date, Assignment Number.
- Typed Assignments should include the same heading format and be submitted using proper MLA format: 12 pt. font – Times New Roman, 1” Margin, Double spaced
- Web Based Assignments must use Arial 12 pt. font

Homework Policy: Homework will be purposefully assigned for reinforcement, review, and to continue/complete work in progress. The actual amount will vary depending on each teacher. Please refer to the specific class syllabus for details.

Grading Policy: All core subject Academy Teachers will use Engrade to communicate progress to students. Please check this regularly. In general, your grades will be based on the evidence **such as** projects/ tests, homework/class work and the like. Individual teachers weight differently. Please refer to specific class syllabus for details.

### STEP 3: LEARN & FOLLOW THE SCHOOL RULES

- When you request to leave the room during class time, you need a teacher pass.
- No bathroom visits the first or last 10 minutes of class.
- KHS shirts are mandatory.
- Personal electronic device use is permitted only with teacher permission and only for academic purposes. Teachers are not responsible if personal electronic devices are lost.

**Behavioral Interventions** - Teachers will work as a team to support you. We will discuss student behavioral challenges together with counselor involvement. If you are struggling and have repeated incidents of not being able to meet the above behavioral expectations, your parents will be contacted for a parent conference.

#### **STEP 4 – STAY CONNECTED**

**ENGRADE** - All Academy Teachers (Math, Language Arts, Science, Social Studies & CTE) will use this online program to communicate about academics. Engrade is a private and secure online grade book that students and parents can access 24/7 to see up to the minute grade and class information. You will receive access information from your teachers. The web-site is located at: <http://www.engage.com/user/signup-student.php>. We strongly encourage parents to use Engrade to track their child's progress in his or her classes.

**KMAIL** - Students will maintain and access their Kmail account regularly to check school and/or class announcements. GoogleDrive apps will be used to compose and create classwork such as documents, presentations, spreadsheets and other applications as directed by the Academy teacher. Academy teachers will occasionally upload templates for student use. These templates are only available on the Kmail domain. Students can access their Engrade account via their Kmail account.

**Daily Announcements** – These announcements are made daily in the first class of the day. Please pay attention so you are aware of campus happenings.

**Kapa'a High Web-Site** – This site has a great deal of really important information! Check it regularly! Our website is <http://kapaahighschool.net/>

#### **STEP 5 – LEARN HOW TO LEARN**

**Study Skills** - You will practice study skills in all classes but different subjects will be responsible for introducing and reinforcing the following research based study skills:

English:	Setting Objectives & Providing Feedback
Math:	Identifying Similarities & Differences, Homework & Practice
Science:	Non-Linguistic Representation, Generating & Testing Hypothesis
Social Studies:	Summarizing & Note Taking
CTE:	Reinforcing Effort & Providing Recognition, Cooperative Learning
All Subjects:	Cues, Questions & Advance Organizers

#### **Be Organized**

- Use your student planner to record assignments
- Get organized the night before
- Be prepared for class with homework, materials and a positive attitude
- Keep your backpack neat and your work organized

#### **Manage Your Time Well**

- Stay on task in class
- Create a schedule for completing work at home – use a calendar!
- Plan ahead to avoid conflicts with sports & other after school activities
- Review notes and materials daily

#### **Classroom Success**

- Be respectful
- Participate in class and ask questions
- Attend class, be on time and get make-up work if necessary
- Always do your homework
- Study for tests and quizzes
- Get help when you need it.

## **STEP 6 – TURN EVERYTHING IN**

### **Student Accountability Policy**

◦ Assignments **MUST** be completed within each Academy teacher’s prescribed deadline. Missing assignments will enter into Engrade as “M” (missing = 0) and greatly impact your grade. In order to improve your grade, you are still required to **COMPLETE ALL ASSIGNMENTS**.

◦ Negotiating Your Own Due Dates: If you have compelling reasons, you may negotiate a particular due date with your teacher; this negotiating must take place at least twenty-four hours before the assignment is due. Ultimately, the academy teacher decides the final deadline. **There will be no negotiating on or after the day that an assignment is due.**

◦ For absences: If you are absent, it is your responsibility to ask teachers **on the day of your return** for all make-up work and assignment due dates. For planned absences, you must inform your teachers **before your absence** and arrange make-up work before you leave.

◦ Academy teachers will provide interventions for failing students which may include: tutoring, re-takes, and intercession attendance. Ultimately, it is the student’s responsibility to take action in order to meet the course requirements.

## **STEP 7 – ASK FOR HELP WHEN YOU NEED IT**

There are many people on campus to help you when you have a problem:

**Your Teachers** – All of your teachers are committed to your success and can either help you directly or guide you to the right person to handle any challenges you might have.

**Your Counselor** – Located in the A building, your counselor can help you with personal issues, academic issues, problems with your friends and anything else you can think of.

**The Main Office Staff** – The friendly office staff can help you with lunch cards, bus issues, uniforms, calling home and other such things. They are open from 7:30 – 4:30 every day that school is in session. You may visit them before/after school and during recess and lunch.

**The Vice-Principals** - Located in the main office, your vice-principal is especially helpful if you have a question about the rules, if you need help in your classes and/or if you are having conflicts with other students or teachers. They can also set you up with tutors and other programs that you might need access to.

**Your Coaches & Club Advisors**- If you play sports or belong to school clubs, your coach or advisor is a great person to turn to when you need some advice and /or guidance

**The Nurse** – If you aren’t feeling well, please see the nurse who is located in the Student Activity Center across from the gym. If she is not there, head to the office where the staff there will help you!

**Peer Mediators** – This group of students is trained to help you if you have a conflict with another person whether it be student or teacher. See Mr. Kitamura, room P-185 or any peer mediator for help.

## COMMON PROCESSES, RUBRICS & CHECKLISTS

In order to help you better develop key 21<sup>st</sup> century skills, the Academy teachers have created processes, checklists and rubrics. Twenty-first century skills cross all subjects and include writing, oral presentation, group skills and critical thinking. You will want to get in the habit of referring to these documents when working on assignments. Your teachers will let you know which rubrics to use for which assignments and they will also sometimes give you more specific ones for certain assignments. The IDEAS Academy teachers will all emphasize a process that emphasizes four steps: PURPOSE, DESIGN, CREATE, AND EVALUATE.

### KHS COMMON WRITING RUBRIC

	<b>IDEAS</b>	<b>ORGANIZATIONAL DESIGN</b>	<b>CONVENTIONS</b>	<b>Total</b>
4	Clear, focused main idea enriched with telling, unusual detail	Inviting lead, satisfying conclusion, reader never feels lost	Only minimal touch-ups needed prior to publication.	
3	Main idea can be inferred – a broad, unexpanded overview	Some details/elements could be relocated – lead and conclusion are present, Structure may be formulaic	Thorough editing needed prior to publication	
2	Reader must guess at main idea – few details or just a list	Frequently hard to follow, lead and/or conclusion missing	Line by line editing needed prior to publication	
1	No main idea yet – random collection of thoughts	Reader consistently goes back – no apparent link thought to thought	Word by word editing needed prior to publication	
			<b>TOTAL SCORE</b>	

Notes:

1.

2.

3.

**KHS ORAL PRESENTATION RUBRIC**

	<b>EXCEEDS</b>	<b>MEETS</b>	<b>BELOW</b>	<b>POINTS</b>
<b>POINTS PER LEVEL</b>				
<b>PUNCTUAL</b>	On Time and Ready	On Time	Have to Wait for Student	
<b>ATTIRE</b>	Very professional	Professional	Somewhat professional	
<b>EYE CONTACT</b>	Not reading/No Notes/Makes Eye Contact	Some reading/Not Bound/Makes Some Eye Contact	Reading Notes/Minimal Eye Contact	
<b>VERBAL</b>	Volume, Rate, Clarity are Effective - No Fillers	Appropriate Volume & Rate, Some Fillers "umm"	Inconsistent Rate or Volume, Many Fillers	
<b>CONTENT</b>	Shows Full Understanding of the Topic	Shows Good Understanding of the Topic	Little Understanding of the Topic	
<b>ORGANIZED/ LOGICAL</b>	Well-organized, Flows, Complete & Concise	Organized, Complete Learning Evident	Somewhat Organized, Some Learning Evident	
<b>VISUAL AID</b>	Use of Visual Aids Enhances Presentation	Appropriate Use of Visual Aids	Fails to Use Visual Aids	
<b>PREPAREDNESS</b>	Completely Prepared, Obviously Rehearsed	Seems Prepared, Needs More Rehearsal	Somewhat Prepared, Rehearsal Was Lacking	
<b>ENTHUSIASM/ ENERGY</b>	Student Shows a High Level of Interest & Enthusiasm Throughout	Student Occasionally Shows a High Level of Interest & Enthusiasm	Student Rarely Shows a High Level of Interest & Enthusiasm	
<b>LENGTH</b>	Presentation falls within suggested time parameters	Presentation falls close to suggested time parameters	Presentation is much too short or long based on suggested time parameters	
			<b>TOTAL POINTS</b>	

## FREQUENTLY ASKED QUESTIONS ABOUT ACADEMIES

### **Why Academies at Kapa'a High School?**

Academies allow us to assign students to smaller groups of teachers so that teachers can get to know your child better. We believe students are ready to start focusing their talents and interests and to consider how those might play out in your education and work life after high school. Academies give students a head start. We are confident that the Academy experience will help students feel more connected to their peers, teachers and school and that they will do better in school as a result. Schools with Academies report better attendance, higher grades, and higher graduation and college going rates.

### **What if a student doesn't like either of the Academies or any of the Strands?**

We tried to create Academies based on our most popular programs but we also have some new programs that reflect the future of Kaua'i's economy. We couldn't create too many programs or we wouldn't have enough students in each one. We tried to make sure that all sorts of students with all sorts of interests could find something they were at least a little bit interested in. If they really can't find anything, we hope they will try something different. Who knows? They might enjoy something new!

### **How are students placed in academies?**

The counselor will introduce students to the two Academies. Students will take career interest surveys and have the opportunity to visit academy/strand classes. Students will then rank their Academy/strand preferences, develop a compelling written argument for their choices and be placed accordingly. Every effort will be made to balance the two academies with regards to the overall number of students, gender, ethnic background and academic ability. Students will be placed in Academies first and then complete the registration forms for their particular academy.

### **Can students switch academies? Can they switch strands?**

We try to do an excellent job of preparing students to make a solid Academy/Strand choice. Once students are placed, there will be no switching of academies for 10<sup>th</sup> grade. If there is room in a different strand within the same academy at the time of request, a strand change may be possible. Students can switch academy for 11<sup>th</sup> grade provided there is space in the academy and they can still complete the course sequencing for the new strand in the other academy.

### **What if a student already took one of the strand CORE classes?**

That's great! If they took the core for the strand they want to specialize in, they can either take a year off or go ahead and move ahead in that strand.

### **Can a student complete more than one strand?**

Yes, if they can make it work in their schedule. However, they will be assigned to one ACADEMY and one STRAND as their priority for class scheduling and scheduled into the other strand classes if there is availability. Taking online classes and summer school will make this easier for most students.

### **What if a student doesn't know what he/she wants be or do after high school?**

We know many students will end up focusing on or working in different areas after high school. Academies aren't like majors. They are just a series of 3-4 classes in one area over the next three years in an area that interests them now so that their classes are more interesting and they can learn about possible jobs in that area. All students will still take all the regular English, Math, Science, Social Studies classes and electives – their classes will just integrate some of the Academy themes so it's hopefully more interesting. Students will be prepared to study & pursue whatever they like after high school.

### **Who can help students make a good choice?**

Counselors, teachers, and/or any other adult they feel comfortable talking to on campus will be able to help. Try to discourage your child from making their decision based on what their friends are taking unless they have similar interests.

### **Can students still take honors and AP courses? What about foreign language, arts classes and JROTC?**

Yes, honors classes will be offered in both academies. Students from both academies can sign up for elective classes such as foreign language, arts, music, JROTC, physical education, etc. For some classes, students in specific strands will have preference.

### **How can I learn more about Academies at Kapa'a High School?**

You can learn more by visiting the Kapa'a High SLC main website or by contacting the office and asking for your child's counselor or the Academy Coordinators, David Mireles or Brandon Fujita.

