



**IDEAS ACADEMY HANDBOOK**

**KAPA'A HIGH SCHOOL**

**4695 Mailihuna Road**

**Kapa'a, Hawaii 96746**

**Phone: (808) 821-4400**

**Fax: (808) 821-4420**

<http://kapaahighschool.net/>

## TABLE OF CONTENTS

ACADEMY OVERVIEW, VALUES, NORMS and MISSION.....	3
ACADEMY FACULTY and ADMINISTRATION.....	4
SCHOOLWIDE ACADEMY OUTCOMES.....	5
ACADEMY OUTCOMES and EVIDENCE.....	6
ACADEMY STRAND DESCRIPTIONS.....	7
ACADEMY STUDENT EXPECTATIONS.....	9
ACADEMY COMMON PROCESSES, RUBRICS and CHECKLISTS.....	12
FREQUENTLY ASKED QUESTIONS ABOUT ACADEMIES.....	16

## IDEAS ACADEMY FACULTY and ADMINISTRATION

PRINCIPAL	Daniel Hamada, ext. 102
DEPUTY PRINCIPAL	Diane Ayre, ext. 130
ADVISORS	Terri Christensen, ext. 133 (10th)
	Nellie Okamoto, ext. 132 (11th)
	Salynn Gonsalves ext. 129 (12th)
STUDENT SERVICES COORDINATOR	Doris Morioka-Fulks, ext. 229
STUDENT ACTIVITIES COORDINATOR	Harriet Watanabe, ext. 127
ACADEMIC DIRECTOR	Greg Gonsalves, ext.152
CHIEF OF STUDENTS	Nancy Borilez, ext. 106
	David Mireles, ext. 212
	Erika Hahn, ext. 168
	Tara Punzal, ext. 169
ATHLETICS	Carleen Haneberg, ext. 209
	Ian Nitta, ext. 176
	Kathryn Bailey, ext. 175
ADMISSIONS	Richard Sypniewski, ext. 114/123
	Jim Cox, ext. 185
CURRICULAR STUDIES	Martin Antonio, ext. 178
	Greg Campbell, ext. 164
	Michelle Gibson, ext. 174
FOREIGN LANGUAGE	Bernadette Rapozo, ext. 191
ESOL EDUCATION	Naomi Yamamoto (Department Head)
	Keoni Leota, ext. 120
	Brandon Fujita, ext. 161
	Tamarine Carvalho, ext. 120
	Crystal Rowe, ext. 165
	Sharon Ornellas, ext. 167
	Jodine Enrique, ext. 162
	Heidi Alvarez, ext. 122
CORE, BUILDING/CONSTRUCTION	Evan Costa, ext. 149
CORE, AUTOMOTIVE	Ryne Terao, ext. 150
ARTS AND MUSIC DESIGN	Bridgette O'Shaughnessy, ext. 190
SCIENCE AND COMMUNICATION CORE/DIGITAL MEDIA	Christopher Sanderl, ext. 121
STUDENT SERVICES	Catherine Lei Paleka, ext. 144/145
	Vanessa Owens, ext. 215
	Mary Ann Sadaoka, ext. 241

## IDEAS ACADEMY OVERVIEW

come to the IDEAS Academy! Students take all core subject classes with other students in their Academy. Students select a specialize within the Academy and take at least one class per year related to that CTE strand.

IDEAS Academy is a Smaller Learning Community (SLC) with a unique focus on preparing students to be college, career and citizenship ready by emphasizing a broad theme of Design in the areas of Industrial and Engineering Technology, Arts and Communication and

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 this Academy will experience a flexible project-based program that results in student excellence and a positive school experience. Our primary goal is that you develop into a savvy, creative, problem-solver with a strong academic foundation and a clear, achievable post high school plan.

## MISSION

IDEAS academy is dedicated to developing college, career, and citizenship ready students who are responsible, accountable, and articulate critical thinkers. Students will possess the knowledge, skills and abilities to solve relevant and dynamic real world problems.

## ACADEMIC 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?

## ACADEMIC 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

## SCHOOL WIDE ACADEMY OUTCOMES

Grade	Students
Junior Year	<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.</li> <li>● Experience mentorships/internships to gain the necessary work skills to succeed in postsecondary 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</li> </ul>
Senior Year	<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 technologies 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> </ul>
College Year	<ul style="list-style-type: none"> <li>● Analyze a variety of sources and be able to determine validity</li> <li>● Use technologies ethically and effectively</li> <li>● Complete the Personal Transition Plan (PTP) curriculum (self and career exploration, and resume)</li> <li>● Explore career options within a strand</li> <li>● Further develop literacy standards across all subjects</li> </ul>

## IDEAS ACADEMY OUTCOMES and SAMPLE EVIDENCE

LO'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 and 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
<b>COMPLEX THINKER and ANALYTICAL 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 using appropriate citation methods as prescribed by MLA.	Analyze and defend the results of the findings of a research project.	Design, analyze, and evaluate the results of a project
<b>ACTIVE and DIGITAL 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 and ethically utilize tools of the trades	Showcase original, creative products digitally	Contribute to a group created web presence and showcase original, creative products digitally	Create an individual web presence and showcase creative products
<b>DIRECTED LEADER</b>	<b>Employment Foundations</b> <i>Create and manage organizational systems to promote quality service.</i>	Work collaboratively Explore career choices Experience mentorships and 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 and internships to gain work skills to support secondary education
<b>COMMUNITY CONTRIBUTOR</b>	<b>Personal and Social Responsibility</b> <i>Understand the interrelationships between human health, the environment, the community, and the world.</i>  <i>Utilize safety practices to</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 well-being	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 through design participating in service project in their strand to their benefit

### IDEAS ACADEMY STRAND DESCRIPTIONS

**INDUSTRIAL and  
ENGINEERING  
TECHNOLOGY**

Students in this strand will learn to use new and emerging technology in the fields of Building/ Construction and 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.

**REQUIRED FOUNDATIONAL COURSE**

**IET Core (Grade 9 or 10)**

**OTHER REQUIRED COURSES**

<b>AUTO</b>	<b>BLDG CONSTRUCTION</b>	<b>DESIGN TECH</b>
Auto 1	Bldg Const 1	Design Tech 1
Auto 2	Bldg Const 2	Design Tech 2
Physics or Physical Science	Geometry	Algebra 1

**RECOMMENDED COURSES**

At least 2 years of Foreign Language, Chemistry, Environmental Science, Physics

**DIGITAL MEDIA  
GRAPHIC DESIGN**

Students in this strand will learn to develop and express ideas and stories using technology. Students will also learn to create and communicate messages through sight and sound.

**REQUIRED FOUNDATIONAL COURSE**

**Arts and Communication Core (Grade 9 or 10)**

**OTHER REQUIRED COURSES**

<b>Digital Media</b>	<b>Graphic Design</b>
Digital Media 1 (Grade 10 or 11)	Graphic Design 1 (Grade 10 or 11)

		Directed Studies in Arts&Communication or Broadcast Media (Grade 11or 12)	Graphic Design 2 (Grade 11 or 12)	
<b>RECOMMENDED COURSES</b>				
At least 2 years of Foreign Language				
<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 style="text-align: center;">Economics (if Entrepreneurship chosen) (Grade 12)</p> <p style="text-align: center;"><b>RECOMMENDED COURSES</b></p> <p style="text-align: center;">At least 2 years of Foreign Language, Accounting 1, Office Admin Tech</p>			
<b>THE ARTS</b>	<p>Students in this strand will learn to develop and 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 style="text-align: center;"><b>REQUIRED FOUNDATIONAL COURSE</b></p> <p style="text-align: center;"><b>Arts and Communication Core (Grade 9 or 10)</b></p> <p style="text-align: center;"><b>OTHER REQUIRED COURSES</b></p> <p style="text-align: center;">Any Art or Music 1 or 2 (Grade 9, 10 or 11)</p> <p style="text-align: center;">Any Art or Music 2 or 3 (Grade 10, 11 or 12)</p>			



	<p style="text-align: center;"><b>RECOMMENDED COURSES</b></p> <p style="text-align: center;">At Least 2 Years of Foreign Language, Graphic Design, Ceramics, Concert Band, Marching Band and Colorguard, Music Technology, 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 TAKE ART OR MUSIC BEFORE TAKING THE ARTS and COMMUNICATION CORE CLASS. THE CORE CLASS MUST BE TAKEN BEFORE 11<sup>TH</sup>***

# IDEAS ACADEMY STUDENT EXPECTATIONS

## **P 1: BE PREPARED TO LEARN BY HAVING THE RIGHT MATERIALS YOURSELF\***

- Student Planner
- Notebooks for each class (see teacher syllabus)
- Binder Paper
- A variety of pens (blue, black and red), pencils and erasers
- School-Approved T-Shirt

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

## **P 2: LEARN and 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, Double spaced
- Web Based Assignments must use Arial, 12 pt. font. Printed assignments must use Times New Roman, 12 pt. font

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

Grading Policy: All core subject Academy Teachers will use Infinite Campus to communicate progress to students. Please check this regularly. Grades will be based on the evidence **such as** projects/ tests, homework/class work and the like. Individual teachers weigh assignments differently. Refer to specific class syllabus for details.

Tutoring Sessions: Tutoring sessions are offered every Thursdays from 2:30-3:00 pm. If more help is needed, student should meet with teacher during appropriate time.

Attendance Policy: Students are expected to arrive to class on time. Students arriving to class 10 minutes or more after the tardy bell without a readmission school pass will be marked absent for the period.

Phone Policy: Phones will be “parked” in a designated area in each class. Phones can be used as learning tools and will be used at the teacher's educational student use of phones interferes with the learning environment.

## **P 3: LEARN and 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.

CHS shirts are mandatory.

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

ent conference.

#### ► 4: STAY CONNECTED

**INFINITE CAMPUS** - All Academy Teachers (Math, Language Arts, Science, Social Studies and CTE) will use this online student information system to communicate about academics. Infinite Campus is a private and secure online grade book that students and parents can access 24/7 for minute grade and class information. You will receive access information from your teachers.

**EMAIL** - 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. Academics will occasionally upload templates for student use. These templates are only available on the Kmail domain. Students can access their Engrade through 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.

**OUR HIGH SCHOOL WEBSITE** – This site has a great deal of really important information! Check it regularly! Our website is <http://kapaahighschool.net>

#### ► 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 study skills:

Math:	Setting Objectives and Providing Feedback
Science:	Identifying Similarities and Differences, Homework and Practice
Language Arts:	Non-Linguistic Representation, Generating and Testing Hypothesis
Social Studies:	Summarizing and Note Taking
Physical Education:	Reinforcing Effort and Providing Recognition, Cooperative Learning
Other Subjects:	Cues, Questions and Advance Organizers

#### **BE ORGANIZED**

Use your student planner to record assignments  
Get organized. 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 and other after school activities  
Review notes and materials daily

#### **ACHIEVE IN-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

## **P 6: TURN EVERYTHING IN**

### **ent Accountability Policy**

assignments **MUST** be completed within each Academy teacher's prescribed deadline. Missing assignments will enter into Infinite Campus as "M" (Missing) and will 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 24 hours before the assignment is due. Ultimately, the academy teacher decides the final deadline. **There will be no negotiating on or after the assignment is due.**

**Make-up Work:** 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 all 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.

## **P 7: ASK FOR HELP WHEN YOU NEED IT**

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

• **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 the problem you might have.

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

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

• **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 with a problem 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.

• **Coaches and 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 help with a problem or guidance.

• **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, please see the staff there who will help you!

• **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 the list on P-185 or any peer mediator for help.

## **COMMON PROCESSES, RUBRICS and CHECKLISTS**

der to help you better develop key 21<sup>st</sup> century skills, the Academy teachers have created processes, checklists and rubrics. Twenty-firs  
; all subjects and include writing, oral presentation, group skills and critical thinking. You will want to get in the habit of referring to th  
n working on assignments. Your teachers will let you know which rubrics to use for which assignments and they will also sometimes  
ific ones for certain assignments. The IDEAS Academy teachers will all emphasize a process that emphasizes four steps: PURPOSE, DESIGN  
UATE.

**KHS COMMON WRITING RUBRIC**

<b>IDEAS</b>	<b>ORGANIZATIONAL DESIGN</b>	<b>CONVENTIONS</b>	<b>Total</b>
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.	
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	
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	
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>	

**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 and 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 and 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 and Enthusiasm Throughout	Student Occasionally Shows a High Level of Interest and Enthusiasm	Student Rarely Shows a High Level of Interest and 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

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

Believe students are ready to start focusing their talents and interests and to consider how those might play out in your education and work. Academies give students a head start. We are confident that the Academy experience will help students feel more connected to their peers in school and that they will do better in school as a result. Schools with Academies report better attendance, higher grades, and higher graduation rates.

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

We created Academies based on our most popular programs but we also have some new programs that reflect the future of Kaua'i's economy. We don't have too many programs or we wouldn't have enough students in each one. All students can find something they are at least a little bit interested in.

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

Your counselor will introduce students to the two Academies. Students will take career interest surveys and have the opportunity to visit academies. Students will rank their Academy/strand preferences, develop a compelling written argument for their choices and be placed accordingly. 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 strands in 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 academies 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. Classes not 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 to be or do after high school?**

Now 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 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 themselves in that area. All students will still take all the regular English, Math, Science, Social Studies classes and electives – their classes will just integrate academy themes so it's hopefully more interesting. Students will be prepared to study and pursue whatever they like after high school.

### **How can we 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 a choice based on what their friends are taking unless they have similar interests.

### **Can students take AP or Early College courses? What about foreign language, arts classes and JROTC?**

Students from both academies can sign up for AP or Early College Courses. Elective classes such as foreign language, Fine & Performing Arts, JROTC, etc.

ation, etc. For some classes, students in specific strands will have preference.

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

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 Acader  
ard Sypniewski, David Mireles or Vanessa Owens.