



K A W A I K I N I

New Century Public Charter School

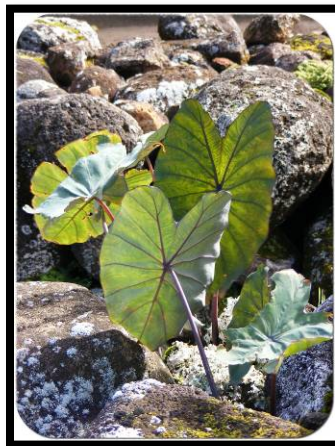
3-1821 J Kaumuali‘i Hwy, Līhu‘e, HI 96766
(808) 632-2032

Campus Hours 7:00am – 4:30pm

Office Hours: 7:00 – 4pm

‘Ohana Handbook

2016 - 2017



Kū kilakila ‘o Kawaikini, ke ‘ōlino nei, mālamalama

Steadfastly stands Kawaikini, for the brightness of day is here
Kawaikini stands tall in an era of knowledge and enlightenment

We, Kawaikini (NCPCS), stand tall as a thoughtful, knowledgeable, and healthy community where the language, beliefs and practices of the indigenous people of Hawai‘i are instinctive.

HANDBOOK STATEMENT

This Handbook provides parents and students with information regarding Kawaikini NCPCS's policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook represent a common understanding between parents and Kawaikini NCPCS, they do not create or confer any legal rights. Kawaikini NCPCS needs to be flexible in order to stay current with changing laws and requirements affecting and applicable to the goals and operations of Kawaikini NCPCS. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices.

Parents are encouraged to consult with the school's administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in this handbook.

Kawaikini New Century Public Charter School (hereafter referred to as Kawakini) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kawaikini complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Kawaikini expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Kawaikini's employees to perform their job duties may result in discipline up to and including discharge.

PAPA KUHIKUHI

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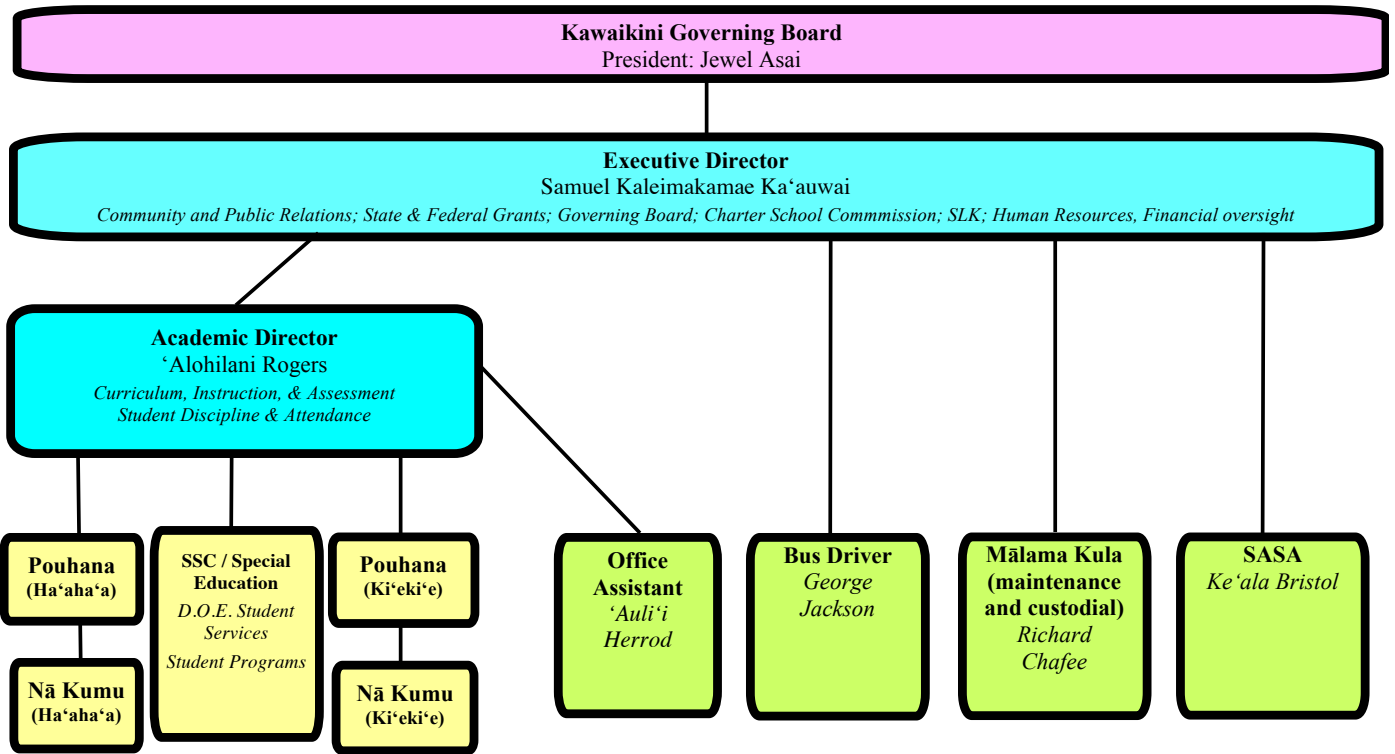
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NĀ MANA‘O LAULĀ (*Overview*)

School Organization Chart SY 2016 – 2017



Contact Information: SY 2016-2017

Inoa	Kūlana	Leka Uila
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Ke'ala Bristol	Kākau 'Ōlelo	keala@kawaikini.com
'Auli'i Herrod	Kōkua Ke'ena	aulii@kawaikini.com
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	Kumu Alaka'i (Papa 5/6)	
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	Kumu Kōkua	
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	Kumu 'Ōlelo Pelekania (Papa 7-12)	
Jayna Shaffer	Alaka'i, Ho'opākela	jayna@kawaikini.com
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George Jackson	Kalaiwa Ka'a 'Ōhua	george@kawaikini.com
Rich Chaffee	Mālama Honua Kula	richard@kawaikini.com

History / Information of Kawaikini

Kawaikini New Century Public Charter School (NCPCS) represents the efforts of a core group of parents and educators who had been involved with the Hawaiian Language Immersion program at Ke Kula Kaiapuni Hawai'i o Kapa'a. Aspiring to create a superior education for their students, these parents and teachers began meeting over the course of several years to explore options that might provide a strong educational model for Hawaiian language instruction. Upon receiving a planning grant under the USDOE's Charter Schools Program in 2006, Kawaikini's non-profit organization, Supporting the Language of Kaua'i, Inc. (SLK, Inc.), established an interim Governing Board (IGB) which conducted bi-weekly planning meetings that provide direction for the design of the start-up charter school. In October 2007 Kawaikini received one of two available charters in a competitive application process, and opened in July 2008.

WASC Accreditation

In partnership with Kamehameha Schools and the Hawai'i Association of Independent Schools (HAIS), Kawaikini began the WASC (Western Association of Schools and Colleges) Accreditation journey in 2011 with our Initial Visit. In May 2014, Kawaikini received a 6 year term of WASC Accreditation (July 1, 2015 – June 30, 2021).

Moving forward, Kawaikini will be working on fulfilling our goals as outlined in the Accreditation Action plan and providing WASC with an annual progress report. Kawaikini will also be hosting a WASC team of visitors in Semester II of this school year (2016-2017).

Kawaikini Vision *(revised: 5/19/16)*

Kū kilakila 'o Kawaikini, ke 'ōlino nei, mālamalama

Steadfastly stands Kawaikini, for the brightness of day is here

Kawaikini stands tall in an era of knowledge and enlightenment

We, Kawaikini (NCPCS), stand tall as a thoughtful, knowledgeable, and healthy community where the language, beliefs and practices of the indigenous people of Hawai'i are instinctive.

Kawaikini Mission *(revised: 5/19/16)*

Grounded in the Hawaiian language, Kawaikini NCPCS will create a productive community of bi-lingual and bi-literate citizens in a supportive K-12 learning environment where indigenous cultural knowledge is valued, applied, and perpetuated.

Kawaikini General Goals

As a Hawaiian-medium and Hawaiian-values start-up charter school, Kawaikini NCPCS has five general goals:

1. To create and implement an integrated K-12 Kaua'i-based curriculum.
2. To develop and foster a community of Hawaiian language speakers.
3. To improve and support the overall health of our learning community.

4. To engage parents and Kaua'i organizations in achieving a well-rounded Hawaiian education.
5. To prepare students with the skills and knowledge necessary for academic and career success.

Kawaikini Expected Schoolwide Learning Results

- 1. Walewaha nā haumāna ma ka 'ōlelo makuahine a me ka 'ōlelo Pelekānia ho'i ('o ka 'ōlelo, 'o ke kākau, a me ka heluhelu nō ho'i).**

Kawaikini students are proficient in both Hawaiian and English (speaking, writing, and reading) Hawai'i State Constitution: Article XV, Sec. 4

- 2. Pa'a ka 'i'ini e mau ai ka 'ōlelo Hawai'i ma ka nohona kanaka makua.**

The desire to perpetuate the Hawaiian language remains firm into adulthood.

- 3. Ma'a nā haumāna iā Kaua'i; mahalo a aloha 'ia ho'i ko kākou kulaiwi.**

Kawaikini students are knowledgeable about Kaua'i and appreciate and care for our island home.

- 4. He maika'i ke ola kino o ka haumāna.**

Kawaikini students lead healthy lives.

- 5. Mākaukau nō nā haumāna e ho'okō pono i nā kuleana o ke ao holo'oko'a.**

Kawaikini students are prepared to succeed in higher education and/or career and participate in a global community.

- 6. Kūpono ka lawena o nā haumāna.**

Kawaikini students conduct themselves in a culturally appropriate manner that reflect values instilled at Kawaikini.

Kawaikini NCPCS Logo

KAUA'I O MANOKALANIPŌ “*Kūlia i ka nu'u*”



Just as all the waters that feed each of Kaua'i's moku (larger land districts) come from Kawaikini and Wai'ale'ale, each grade level grouping has a responsibility to learn about, and work in one of the moku of Kaua'i. Our students will then know, appreciate and always have a special aloha for their home.

In addition, the entire Kawaikini learning 'ohana is encouraged to strive to the highest, because, as high as Wai'ale'ale is, we can always do a little more & work a little harder to reach for Kawaikini.

KE ALA 'IKE “*A'ole pau ka 'ike i ka hālau ho'okahi*”



Just as the waters flow down through our moku, into the ocean and then around the world, we would also like our students to be well prepared to go wherever their dreams take them.

The Kawaikini learning 'ohana is encouraged to appreciate learning from various sources in order to maintain a well-rounded education.

OLA PONO “*Mōhala ka wai ka maka o ka pua*”



Kaua'i is continually blessed with a constant supply of fresh water that returns year after year in the form of rain to Kawaikini and Wai'ale'ale. Likewise, we hope our students will also return to Kaua'i to “feed” the younger generations; to ensure that Kaua'i is always cared for and protected.

Statement of Understanding for Parents

Enrollment in Kawaikini NCPCS does not in itself ensure success for your son or daughter. Students must accept responsibility for their own learning and development. They must want to learn and be willing to cooperate and work diligently. School can only *assist* students in their efforts.

Your love, concern and support are critical factors in your child's success at Kawaikini NCPCS. Some of the ways in which you can demonstrate your support are listed below.

Regarding school rules and regulations: We recognize that, at times, parents may not agree with school policy. However, it is our expectation that parents will support all school rules and policies while their children are students at Kawaikini NCPCS.

Attendance: Your child is required to be in school on time every school day unless illness or an emergency prevents this. If your child must miss school, call the office before 7:45 a.m. on the day of the absence to inform the school of the reason for the absence. Requests for absence other than for illness or emergencies are strongly discouraged. Parents should plan family vacations during regular school vacation times. Attendance policies are included under "Attendance" in this handbook.

Academic Work and Progress: Know what your son or daughter is studying; talk with your child about what he or she is doing in school. Provide a time and place for quiet study time for completion of homework assignments. Study and discuss progress reports and report cards with your child. If you have questions, contact the Academic Director for further information.

Parent-Teacher conferences are mandatory and follow-up phone calls and/or conferences are strongly encouraged in order to:

- Arrange a conference with the lead teacher on any question about your child's performance and/or behavior.
- Stay informed by attending all meetings and by reading all letters and other correspondence from the school.
- Contact the Academic Director with your questions/concerns after talking with your child's teacher if you feel that problems are arising.

Communication with the school: Kawaikini is committed to providing a safe and nurturing learning environment and campus at all times. Parents and visitors are welcomed to join us in securing a proactive and productive experience through timely and thoughtful communication with administration, teachers, and staff. Business office hours are from 7a – 4:00pm or use the contact information available in this handbook.

Support for School Activities: Show an interest in and support for Kawaikini NCPCS activities. Your support might include participation in parent groups, volunteering to assist with activities or simply ensuring safe transportation for your child to and from school activities. Note: Adult supervision for after school hours and at activities held on campus will not be provided. Parents are responsible for ensuring that their children are safe on or off campus after school hours. Supervision, unless sanctioned by tutorial or school staff, will not be provided after regular school hours.

Payment of bills: Parents will be expected to stay current on lunch payments and other financial obligations, including loss or damage of school property. Parents will be charged for book losses and other charges for which a student is responsible. Office staff will contact the family in the event that the account becomes delinquent to discuss other viable options. *Please note: your child may no longer be able to access services or programs provided by the school.* If there are any questions regarding school fees, please contact the office staff at (808) 632-2032.

School Regulations: You should be familiar with all material in this handbook. Take responsibility for your child by insisting that he or she complies with the regulations outlined. Support the school when consequences are invoked for a violation of school regulations. *Note: Kawaikini NCPCS's rules and regulations apply to all students.*

NĀ MANA‘O PILI KULA (General Information)

Reporting Child Abuse and/or Neglect

Kawaikini NCPCS complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, Kawaikini NCPCS strives to balance the rights of students with the rights of parents, family members and legal guardians. In compliance with the Child Abuse Law, Kawaikini NCPCS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, the DHS or the police can interview the child without parental consent or presence. Kawaikini NCPCS may attempt to notify the parents before the agency or police interviews the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can proceed.

Kawaikini NCPCS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Protective Services or similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is Kawaikini NCPCS's general policy to inform parents or legal guardians if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship etc. However, if a child has been placed under foster custody, parents or legal guardians are only informed if such notification is approved by the agency with foster custody.

Emergency Response Plan

Kawaikini NCPCS has an emergency response plan to guide administrators, teachers, students and staff during emergencies. The goals of the plan are to ensure the safety of students, staff and visitors; minimize disruption of classes; minimize property loss and assist the community. When the emergency response plan is activated parents can obtain information about their child or about school plans in the following ways:

- Radio: Announcements about school closure or evacuation will be broadcast over the local radio stations.
- Telephone: In the event of an emergency, parents will be contacted by telephone through the automated phone system. Periodic status updates will be provided as necessary.
- Kawaikini Campus Emergency Procedures: see chart below

Fire	Evacuation	Lockdown
<p><i>In case of a fire, Kawaikini faculty, staff, and students will get out of the buildings as quickly and efficiently as possible to closest school designated site.</i></p> <p><i>If needed, the first KCC parking lot (nearest to the main road) will be accessed through RDP as the designated pick-up site.</i></p>	<p><i>In case of an event requiring evacuation (i.e. bomb, hazardous materials, etc.), Kawaikini faculty, staff and students will convene at the Rural Development Project.</i></p> <p><i>If needed, the first KCC parking lot (nearest to the main road) will be accessed through RDP as the designated pick-up site.</i></p>	<p><i>In case of an event where safety is dependent upon staying indoors (i.e. hostile visitors, dangerous animals), Kawaikini faculty, staff, and students will remain on campus in locked classrooms/offices.</i></p>
<p>SIGNAL: “FIRE” on the walkie-talkie Take emergency vest and backpack. Make sure all students in your care are accounted for. Close but DO NOT lock doors - emergency personnel may need to get into a room. Lead students in a calm orderly line to the closest school designated site. Maintain radio silence on the walkie-talkies for further information.</p>	<p>SIGNAL: “EVACUATION” on the walkie-talkie Take emergency vest and backpack. Make sure all students in your care are accounted for. Close but DO NOT lock doors - emergency personnel may need to get into a room. Lead students in a calm orderly line to Rural Development Project. Maintain radio silence on the walkie-talkies for further information.</p>	<p>SIGNAL: “LOCKDOWN” on the walkie-talkie Gather all students in and around your room. If your room is nearest to the restroom, be sure to get any students in the restroom to your room. Close and lock all doors and windows. Windows should be covered and lights turned off. Keep students calm and have them out of sight and quiet. Silence is imperative for everyone’s safety.</p>

- Transportation: Students will be transported by the school bus ONLY at the normal drop-off times and IF staff can return safely to campus. Otherwise, students will remain in the designated evacuation area on the Kaua’i Community College campus. Listen to local radio stations and keep close to telephones to receive updated information.

Family Emergency Plans: Families should have their own emergency plans. Parents should review these plans regularly with their children.

Kaua'i Interscholastic Federation (KIF)

Kawaikini high school students may participate in KIF sports at their home school (DOE high school in their home district). See the Academic Director (AD) for further details.

Student Government

Qualifications for Candidates for Student Offices: Candidates for office must be in good standing for conduct and academics and must have a cumulative GPA of at least 2.5. (Administrative exceptions may be made.) Candidates who have previously held office must receive approval from their respective advisors to run for office again. Approval will be given only if assigned job responsibilities for a previous position held by the student have been completed or performed in a satisfactory manner in the estimation of the advisor. *Note: If a student leader in office is placed on conduct or academic probation, he/she loses Student Council voting privilege and may be prohibited from participating in certain activities, at the discretion of the advisor.*

Student Activities

Student activities at Kawaikini NCPCS are planned by students, their advisors, and the Academic Director. Student leaders meet with their advisors to design, plan and coordinate a variety of events for the student body.

School Clubs

A Kawaikini NCPCS Club is an organization of students and an advisor who share a common interest and desire to promote it by joining together under a club.

Clubs meet during the activity period on different days of the week. Students may join more than one club if they can meet the attendance and participatory expectations of each group. Clubs may be added or deleted depending upon interest. Students are informed about how to join clubs through Administration.

Visitors & Volunteers During School Hours

Visitors: Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the office to sign in and obtain a visitor's pass before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. At the end of the visit, visitors must report back to the office, sign out, and return the visitor's pass.

Student Guests: Students requesting a visitor's pass for a guest (minor or adult) is a privilege and requires prior authorization from the Academic Director. The procedures listed below must be followed, if procedures are not followed, the guest will not be allowed to stay on campus.

- Prior approval by the Academic Director and teacher(s) is encouraged. Visitors without prior authorization may be denied permission. The guest must accompany their student host throughout the day. If guests will be present for lunch, they are responsible for bringing their own lunch.

Volunteer / Visiting Teachers: Kawaikini NCPCS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, Kawaikini NCPCS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form, Palapala Noi Hana, available at the main office and attend a school orientation with the Academic Director.

Regularly scheduled volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the Executive Director's office.

Upon arrival on campus, volunteers must report to the Office to sign-in and then to the authorized Kumu/Staff who will supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to sign out, unless alternate arrangements have been made.

Kawaikini NCPCS is a smoke and drug-free environment. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, and/or rental buses), at school-sponsored events, and at field trip locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school sponsored events. In all cases, Kawaikini NCPCS reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the Director, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Parent Conferences

Mandatory parent conferences are conducted twice a year so that Kawaikini faculty may work together with parents to reach each student's goals. Conference weeks are scheduled during the Fall and Spring semesters. In both instances, parents receive a written report about their child's progress. In addition, a parent or teacher may request an additional meeting at any time during the school year should the need arise. Attendance at all parent conferences is mandatory and will be used to determine the standing of each 'ohana at Kawaikini.

Kawaikini Governing Board (GB)

The Governing Board oversees the mission and vision, fiscal integrity, and the educational quality of Kawaikini. They are also responsible for recruiting, supporting and evaluating the Executive Director.

The Governing Board consists of eight members, which provide the governing board with a diversity of perspective and a level of objectivity that accurately represent the interests of the charter school students and the surrounding community; demonstrate an understanding of best practices of non-profit governance; and possess strong financial and academic management and

oversight abilities, as well as human resources and fundraising experience. In general, the Governing Board meets on the 3rd Thursday of each month.

Supporting the Language of Kaua‘i (SLK)

Supporting the Language of Kaua‘i, Inc. (SLK) is a non-profit organization that supports the mission and vision of Kawaikini. The mission of SLK is to enhance and preserve the native Hawaiian language. (www.supportingthelanguage.org)

Nā Hulu Mākua (NHM): Kawaikini Parent Group

Nā Hulu Mākua was created to inform parents of Kawaikini NCPCS activities, keep them up to date on issues affecting the organization and create opportunities for parent involvement. **Meetings are held monthly (1st Wednesday)** throughout the school year. Please see your Board Officers if you would like to help. *All parents are members of Nā Hulu Mākua.*

NĀ MANA‘O PILI A‘O (Academics)

Kawaikini's academic program is organized according to grade level. The Elementary program comprises Mālaa'o (Kindergarten) through Sixth grade (M-6). The Secondary program consists of grades 7-12.

Wā Piko

Piko starts promptly at 8:05a. The purpose of Piko is to open the school day or school wide meeting with clarity and focus. It is to promote unity and commitment towards our goals for the day. Piko is part of the instructional day in alignment with the vision and mission of the school. If on campus at the time of Piko, it is the expectation that the school community at-large participates in Piko. See your child's Kumu Alaka'i or Administration for more information.

Attendance Policy

Regular attendance in class is required and is the responsibility of the student and his or her family. As a Hawaiian language immersion / bi-lingual environment, most classwork may be difficult or impossible to make up since class discussions and presentations cannot be duplicated.

Kawaikini NCPCS strongly discourages absences for reasons other than illness or emergency situations. **Families are strongly discouraged from taking trips, which require their child to miss school.** Families should plan vacations during regular school vacation times. Our experiences have shown that students have a very difficult time making up work they missed while trying to stay current with class work upon their return. As a result, this has led to lower grades for the quarter and/or semester.

Excused Absences: Absences considered “**Excused**” will include, but are not limited to: illnesses, medical appointments and any Kawaikini NCPCS-approved activities. **The student/parent is responsible for following up with his/her teacher and will be required to meet expectations such as deadlines, make-up work, etc.** Legitimate reasons for absence include the following:

1. Illness, injury, quarantine (*chicken pox, measles, etc.*)
2. Medical or dental appointment with a doctor's note
3. Death in the family
4. Attendance in court
5. Family emergency (*upon Academic Director's approval*)
6. Special cases (*upon Academic Director's approval*)

NOTE: Students who arrive after 10:30a or leave school before 10:30a will be marked absent for that day.

Unexcused Absences: Any absence that is not excused (as outlined above) will be considered “**Unexcused**”. Any unexcused absence is considered a serious violation of school rules. Teachers are not required to provide make-up work for unexcused absences for longer than 5 or more consecutive days. Family trips / vacations during school days will be considered unexcused. Unexcused absences may affect a student's grade, credits earned, and/or promotion to next grade level.

Chronic Absences (*proposed policy to Governing Board*): Whereas, the Hawai'i Revised Statutes, Sec. 298-9, “The State of Hawaii defines truancy as unauthorized absences from school. Currently, section 302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition,

citation, or complaint, made by the school teacher or any other officer or agent of the school, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child's regular attendance at school, the responsible party shall be guilty of a petty misdemeanor."

Sec. 298-9 further states that "unless excluded from school or excepted from attendance, all children will have arrive at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendant at school is obligatory shall send the child to some such school" and,

Whereas, Kawaikini recognizes the added importance of regular attendance in a second language learning environment;

Therefore, student attendance shall be monitored by teachers and administration with a process for regular communication with families.

Attendance Procedures

All excused, unexcused absences, and tardies will generate an automated call home. Please note that this is for your benefit and is not an opt-out feature of our automated system.

Absences: For anticipated absences, parents must submit written notification to the office as soon as possible. Once received by the office, teachers will be informed of the absence.

For unanticipated absences, a parent/guardian must call the office on the day their child is absent. Daily contact is necessary should the student be absent from school more than one day. If a call is not received, the absence is considered unexcused and no make-up work will be provided.

1. Illness: After an absence of **three or more days** (due to illness or injury, or if a student has medical restrictions from a physician), students are to report to the office with a written statement from a doctor which notes the illness, the treatment, directions for follow up, and the directions for activities.

2. Illness in School: If illness should occur during the school day, the student will be sent to the office. In the event of an emergency, the Kawaikini staff will use their discretion, acting in accordance with the student's welfare.

3. Off-Campus Passes: If it is necessary for a student to leave campus during the school day, he or she **must be signed out through the main office by parent or contact(s) listed on school form ONLY**. Parent must notify the office authorizing a non-contact person to sign-out a student from school. Student will not be allowed to leave campus from their classroom or class site without authorization from a parent/guardian.

4. Participation In School Events: **Students must attend all classes in order to participate in any extracurricular or athletic event scheduled for that day, evening or weekend.** This includes school-affiliated social events.

Tardiness: A parent or guardian must send a note or call the front office **before 7:45am**. A student arriving to school late or after the beginning time of any class period is tardy. Students who are late to the class will be marked absent unless a tardy slip is issued from the office.

1. Upon reaching 3 unexcused absences and/or 3 unexcused tardies: Please expect a phone call from your child's teacher.
2. Upon reaching 5 unexcused absences and/or 5 unexcused tardies: The Academic Director shall send home a letter.
3. Upon reaching a total of 8 unexcused absences and/or 10 unexcused tardies: The Academic Director shall call the parents/guardians to discuss possible solutions.
4. Upon reaching 10 unexcused absences and/or 15 unexcused tardies: The Academic Director shall schedule a meeting with the parents/guardians to review of the 'Ohana Plan and discuss possible referral to Family Court.

Student Support

Kawaikini offers supports and services to encourage learning success for your child from basic supports (academic interventions, consult, behavior plan) to specialized services (Section 504, IDEA).

Individuals with Disabilities Education Act (IDEA): It is the DOE's responsibility to provide a Free and Appropriate Public Education (FAPE) to all students in the State of Hawaii. Current DOE policies and practices deny charter schools the same funding/services that are provided to other public schools. This means that **Kawaikini NCPCS may not be able to provide a Free and Appropriate Public Education (FAPE) to students identified as IDEA (Special Education and Related Services) or 504.** As a result, an IEP meeting with Kawaikini staff and parents must be conducted for all new students identified as IDEA or 504 prior to the start of school. This meeting shall provide a clear assessment of the student's individual needs and a determination of the ability of Kawaikini to meet these needs without changing Kawaikini's programs or format.

Students who have difficulties in walking, swimming, or accessing outdoor sites will be given equal, non-discriminatory consideration in our selection process. If they are unable to fully participate in some outdoor activities, these students and their families will be requested to develop creative, alternate ways to participate and contribute to the learning process. Applicants with special needs will be considered by the special education staff and DOE special education specialist, along with the family, to determine if Kawaikini is capable of providing the required services. There are some situations for which the law may require a student to attend another school which can offer services mandated by their IEP. *Parents are asked to schedule an appointment with the Academic Director or Student Services Coordinator for further assistance.

Student Progress and Recognition of Achievement: Students completing a full course load whose semester grade point averages meet the criteria noted below, will be honored by inclusion on the Principal's List or Honor Roll. Certificates will be issued.

Kawaikini (Principal's List): Semester grade point average of 3.5 or higher.

Wai'ale'ale (Honor Roll): Semester grade point average of 3.0 to 3.49.

The purposes of this program are to:

- raise awareness of the importance of academics in the total school program;
- foster student commitment to academic achievement at Kawaikini NCPCS; and

- recognize and reward students who have achieved a high standard of academic achievement or shown a marked improvement in their academic performance.

Elementary Program Information

Changes may be made to the class schedule to accommodate curricular decisions. If so, a new schedule will be sent home.

Daily Bell Schedule

Po'akahi, Po'alua, Po'ahā, Po'alima

(Monday, Tuesday, Thursday, Friday)

Papa M-2		Papa 3-6	
7:45	Ho'omaka ke kula <i>School begins</i>	7:45	Ho'omaka ke kula <i>School begins</i>
7:45-7:55	Wā Ho'omākaukau Haumāna <i>Student Prep / Homeroom</i>	7:45-7:55	Wā Ho'omākaukau Haumāna <i>Student Prep / Homeroom</i>
8:05-8:20	Piko	8:05-8:20	Piko
8:25-9:30	Wā A'o 1 <i>Block 1</i>	8:25-9:50	Wā A'o 1 <i>Block 1</i>
9:30-9:45	Wā Pā'ani 1 <i>Recess 1</i>	9:50-10:05	Wā Pā'ani 1 <i>Recess 1</i>
9:50-11:10	Wā A'o 2 <i>Block 2</i>	10:10-11:25	Wā A'o 2 <i>Block 2</i>
11:15-11:45	Wā 'Ai / Wā Pā'ani <i>Lunch / Recess</i>	11:30-12:00	Wā 'Ai / Wā Pā'ani <i>Lunch / Recess</i>
11:50-1:00	Wā A'o 3 <i>Block 3</i>	12:05-1:10	Wā A'o 3 <i>Block 3</i>
1:05- 2:00	Wā A'o 4 <i>Block 4</i>	1:15- 2:00	Wā A'o 4 <i>Block 4</i>
2:00	Pau ke kula <i>Dismissal</i>	2:00	Pau ke kula <i>Dismissal</i>
2:00-2:45	Wā Ho'omākaukau Kumu <i>Kumu Prep</i>	2:00-2:45	Wā Ho'omākaukau Kumu <i>Kumu Prep</i>

Po'akolu

(Wednesday)

Papa M-2		Papa 3-6	
7:45	Ho'omaka ke kula <i>School begins</i>	7:45	Ho'omaka ke kula <i>School begins</i>
7:45-7:55	Wā Ho'omākaukau Haumāna <i>Student Prep / Homeroom</i>	7:45-7:55	Wā Ho'omākaukau Haumāna <i>Student Prep / Homeroom</i>
8:05-8:20	Piko	8:05-8:20	Piko
8:25-9:30	Wā A'o 1 <i>Block 1</i>	8:25-9:50	Wā A'o 1 <i>Block 1</i>
9:30-9:45	Wā Pā'ani 1 <i>Recess 1</i>	9:50-10:05	Wā Pā'ani 1 <i>Recess 1</i>
9:50-11:10	Wā A'o 2 <i>Block 2</i>	10:10-11:25	Wā A'o 2 <i>Block 2</i>
11:15-11:45	Wā 'Ai / Wā Pā'ani <i>Lunch / Recess</i>	11:30-12:00	Wā 'Ai / Wā Pā'ani <i>Lunch / Recess</i>
11:50-12:55	Wā A'o 3 <i>Block 3</i>	12:05-12:55	Wā A'o 3 <i>Block 3</i>
1:00	Pau ke Kula <i>Dismissal</i>	1:00	Pau ke Kula <i>Dismissal</i>
1:00-1:45	Wā Ho'omākaukau Kumu <i>Kumu Prep</i>	1:00-1:45	Wā Ho'omākaukau Kumu <i>Kumu Prep</i>
1:45-2:45	Hālāwai Kumu <i>Faculty Meeting</i>	1:45-2:45	Hālāwai Kumu <i>Faculty Meeting</i>

Students are expected to be on campus during the entire school day: 7:45 a.m. - 2:00 p.m. (Monday, Tuesday, Thursday, and Friday) and 7:45-1:00 p.m. on Wednesday (Early Release

day). The daily class schedule includes a homeroom period beginning at 7:45 a.m. and class periods until the end of the school day. Students are expected to attend homeroom period, class meetings, group guidance, and special event rehearsals.

The daily schedule may be modified to accommodate special school events. Additional afterschool study help may be recommended and/or provided by the teacher.

Campus hours are from 7:00 a.m. till 4:30 p.m. No supervision will be provided before or after campus hours.

Language of Instruction: At Kawaikini, we believe that bilingual education is cognitively advantageous. *Despite the ongoing political controversy surrounding bilingual education, research continues to demonstrate the positive cognitive gains associated with bilingualism. Academic growth in a student's first language is linked to second-language academic success. Given this connection, and the cognitive advantages of balanced bilingualism, including increased metalinguistic awareness, it is clear that the knowledge of two languages has the potential to be much greater than the sum of its parts, (Chipongian, L., The Cognitive Advantages of Balanced Bilingualism).*

Therefore, in order to build strong oral and literacy skills in the Hawaiian language, students in grades K-4 are taught exclusively in Hawaiian. In grades 5-6, students have a minimum of one hour of English instruction per day.

All parents and visitors are reminded of **Kawaikini’s mission and the Hawaiian language immersion environment**. If you must speak in English, please do so in a low tone and outside of the instructional area. English is allowed in the offices.

Elementary Grading System: Learning in the elementary levels lays an important foundation for the rest of the student’s educational experiences. Therefore, the elementary grading system reflects both academics and social/behavioral progress.

Academic progress of students is measured in each of the major strands of the Common Core and Hawai’i Content & Performance Standards using the following scale:

GRADE	DESCRIPTION
4	Po’okela: Exceeds expected progress
3	Kō: Meets expected progress
2	Ho’okokoke: Making some progress
1	Nele: Lacks expected progress, needs improvement
NI	Not instructed at this time

Behavioral progress is based upon Hawaiian cultural values using the following scale:

+	Consistently Demonstrates
/	Sometimes Demonstrates

-	Rarely Demonstrates
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Promotion / Retention Guidelines: Many factors are reviewed when considering a student for promotion or retention, including (but not limited to) academic progress and attendance. The decision to promote or retain a student is taken very seriously, with the utmost reason being the overall best interest of the student.

Secondary Program Information

Changes may be made to the class schedule to accommodate curricular decisions. If so, a new schedule will be sent home.

Daily Bell Schedule

Po'akahi, Po'alua, Po'ahā, Po'alima

(Monday, Tuesday, Thursday, Friday)

7:45	Ho'omaka ke kula <i>School begins</i>
7:45-7:55	Wā Ho'omākaukau Haumāna <i>Student Prep / Homeroom</i>
8:05-8:20	Piko
8:30-9:30	Wā A'o 1 <i>Block 1</i>
9:30-10:30	Wā A'o 2 <i>Block 2</i>
10:30-11:30	Wā A'o 3 <i>Block 3</i>
11:30-12:00	Wā 'Ai / Wā Pā'ani <i>Lunch / Recess</i>
12:00-1:00	Wā A'o 4 <i>Block 4</i>
1:00-2:00	Wā A'o 5 <i>Block 5</i>
2:00	Pau ke kula <i>Dismissal</i>
2:00-2:45	Wā Ho'omākaukau Kumu <i>Kumu Prep</i>

Po'akolu

(Wednesday)

7:45	Ho'omaka ke kula <i>School begins</i>
7:45-7:55	Wā Ho'omākaukau Haumāna <i>Student Prep / Homeroom</i>
8:05-8:20	Piko
8:30-9:30	Wā A'o 1 <i>Block 1</i>
9:30-10:30	Wā A'o 2 <i>Block 2</i>
10:30-11:30	Wā A'o 3 <i>Block 3</i>
11:30-12:00	Wā 'Ai / Wā Pā'ani <i>Lunch / Recess</i>

12:00-1:00	Wā A‘o 4 Block 4
1:00	Pau ke kula <i>Dismissal</i>
1:00-1:45	Wā Ho‘omākaukau Kumu <i>Kumu Prep</i>
1:45-2:45	Hālāwai Kumu <i>Faculty Meeting</i>

Students are expected to be on campus during the entire school day: 7:45a - 2:00p (Monday, Tuesday, Thursday, and Friday) and 7:45a - 1:00p on Wednesday (*early release day*). The daily class schedule includes a homeroom period beginning at 7:45 a.m. and class periods until the end of the school day. Students are expected to attend homeroom period, class meetings, group guidance, and special event rehearsals.

The daily schedule may be modified to accommodate special school events. Additional afterschool study help may be recommended and/or provided by the teacher.

Campus hours are from 7:00 a.m. till 4:30 p.m. Please provide child-care before and after campus hours, there will be no supervision available.

Language of Instruction: At Kawaikini, we believe that bilingual education is cognitively advantageous. *Despite the ongoing political controversy surrounding bilingual education, research continues to demonstrate the positive cognitive gains associated with bilingualism. Academic growth in a student's first language is linked to second-language academic success. Given this connection, and the cognitive advantages of balanced bilingualism, including increased metalinguistic awareness, it is clear that the knowledge of two languages has the potential to be much greater than the sum of its parts, (Chipongian, L., The Cognitive Advantages of Balanced Bilingualism).*

Therefore, the focus of language in the secondary program is to maintain a high level of proficiency in the Hawaiian language while also preparing students with the skills and knowledge necessary for academic and career success. At the Secondary level, teachers will maintain the school’s mission, instructing solely in Hawaiian (Hawaiian language class) and utilizing a combination of Hawaiian and English, as appropriate, in other classes (math, science, social studies, electives).

Kawaikini NCPCS Middle School Requirements

Students must successfully pass the following to move on to the high school program.

Required Courses for Grades 7 & 8
Hawaiian Language Arts
English Language Arts
Math
Social Studies
Science
Elective

Kawaikini NCPCS High School Graduation Requirements

Students at the high school level are held to a high standard of academic achievement, the required credits maintain our commitment to the school’s mission and the Expected School-wide Learning Results (ESLRs).

Course Requirements	Credits
Hawaiian Language Arts	4
English Language Arts	4
Math	4
Science	3
Social Studies	4
Physical Education	1
Health	0.5
Personal Transition Plan	0.5
Other select courses	2
Senior Project	1
TOTAL *As made available in course scheduling	24 Credits

English shall include English Language Arts 1 (1 credit), English Language Arts 2 (1 credit) and Expository Writing (0.5 credit)

Social Studies shall include Modern History of Hawaii (0.5 credit) and Participation in a Democracy (0.5 credit).

Math shall include Algebra 1 (1.0 credit), Geometry (1.0 credit) or e.g. two-year integrated Common Core course sequence.

*Science shall include Biology (1.0 credit) and *Laboratory Science Electives (2.0 credits).*

Physical Education shall include Physical Education Lifetime Fitness (0.5 credit) and Basic Physical Education Elective (0.5 credit).

Online coursework: Kawaikini may provide a course of study through online learning, partnering with Kamehameha Schools, ESchool, and OdysseyWare. See the Academic Director or Student Services Coordinator regarding online classes.

Additional Requirements: Through experiential and project-based learning, students are expected to participate in a variety of activities geared to introduce and master the cultural arts and practices of the indigenous people.

Senior Project (Kūlia i ka Nu‘u): Kawaikini’s Kūlia i ka Nu‘u senior project requires students to produce an English thesis paper or project and an oral presentation done in Hawaiian.

Secondary Grading Scale: Teachers’ individual grading practices are outlined in their Course Syllabus. Course grades, which determine student GPA are indicated below:

Letter Grade	Regular Course
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Grades and Final Examinations: Grades reflect quality of work for both quarters of the semester as well as the final examination given at the end of the semester. In year-long courses, each semester is treated independently in grading.

At Kawaikini NCPCS, academic progress reports and grade reports are the primary methods used to report student achievement. Teachers may provide additional information through direct

contact with parents and comments on learning behavior on the progress and grade reports. Parents are encouraged to be a part of their child's learning process through direct communication with the Kumu Alaka'i, daily check of your child's school planner, or by volunteering in class and program activities.

Progress Reports and Grade Reports are sent home with the student, the school will notify parents when these reports are distributed. Fourth quarter report cards will be mailed home. Teachers assign letter grades for each course to indicate the student's progress. There are occasions when other marks are used to clarify a student's status in a course. These include:

- **"I" Grade:** An "incomplete" or "I" grade may be given to a student who has not completed all assignments in a class. The student then has the first two weeks of the new quarter to complete all necessary work. Any further extension of time must be agreed upon by the teacher and the Academic Director. Incomplete grades are not given for the last grading period of the school year.
- **"F" Grades:** A student who receives a grade of "F" may be required to make up a course in summer school in order to move to the next grade level.
- **Pass / Fail:** Given to non-credit courses required for graduation under Additional Requirements. These courses will be posted on the student's final transcript.

Grade Point Average (GPA): A student's GPA indicates his or her overall academic progress. The semester GPA is used to determine the **Kawaikini** Achievement Award (Principal's List) and the **Wai'ale'ale** Recognition Award (Honor Roll). The cumulative GPA is used to determine class rank and is based on Final grades only. Summer school grades from accredited high schools are included in the cumulative GPA.

Promotion / Retention Guidelines: Many factors are reviewed when considering a student for promotion or retention, including (but not limited to) academic progress and attendance. The decision to promote or retain a student is taken very seriously with the utmost reason being, the overall best interest of the student.

Course of Study & Course Registration: *See Academic Director*

Academic Probation: To identify students in academic difficulty for special attention, students receiving an "F" grade or two or more "D" grades or a GPA below 2.0 (2.5 for Kawaikini KIF participation) for a grading period will be placed on academic probation for the next quarter. The following policies are in place for students on academic probation.

- Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. For example, teachers will be asked to comment on the student's participation in study help and completion of assignments.
- Students who have one "F" grade or two or more "D" **grades may not represent the school in athletic events or co-curricular activities or attend off-island, school-related functions;** students with "I" or "F" grades may also be ineligible for non-academic activities.

Summer School: Secondary students who fail a course required for graduation are required to attend summer school for credit recovery. All Summer School grades must be reported to the Academic Director for credit check and transcript purposes.

NĀ HANA KŪPONO (Schoolwide Expectations)

Expected Student Behavior

It is important that all students know, understand and practice the cultural values that the Kawaikini school community believes should guide conduct and support learning. These cultural values are:

'Ōlelo

Ma ka 'ōlelo ke ola, ma ka 'ōlelo ka make. (Language can heal, language can destroy)

It is our kuleana as a part of Kawaikini to keep the Hawaiian language alive by using it all day, every day.

Aloha

Aloha kekahi i kekahi (Love one another)

Everything you do should be done with aloha; whether it's how you interact with another person, with your environment, or when you're alone.

Kūlia i ka Nu'u

Always do your best. Never give up trying. Your efforts will pay off.

Kōkua

'Ike aku, 'ike mai, kokua aku, kokua mai; pela ihola ka nohona 'ohana (Recognize and be recognized; help and be helped – such is the way of a family)

Kawaikini functions as an 'ohana, therefore whether you're at home or in school, practice being a good family member and working together. Family life requires an exchange of mutual help and recognition.

Mālama

Mālama kekahi i kekahi (care for one another)

Nurturing: understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well-being of others.

Hō'ihī

Hō'ihī aku hō'ihī mai (give and receive respect)

Showing regard for the worth of self, other people, property and the environment/'āina. To be humble and considerate towards others.

Kuleana

No'u iho ke kuleana (the responsibility is mine)

The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community.

Pono

'Imi na'au pono (to seek what is right, true and good)

Courage to stand up for what is right, true and good; doing what you say you will do.

'Oia'i'o

(truthful in what you say; truthful in what you do)

Our expectations for student behavior in classrooms, on campus, at school-sponsored events and in the community are high. To further assist students in making responsible choices, the school administration has outlined the disciplinary interventions that will take place if these expectations are not met. This information is provided in the discipline framework on the following pages and serves as a guide. The type of disciplinary action taken will depend upon the facts and circumstances of each case.

Chapter 19

When a student behaves inappropriately, discipline must often accompany counseling to help the student to learn from the mistake made. *Chapter 19: Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence* shall be the guiding document for Class A, B, C and D offenses.

<p>(1) Class A offenses:</p> <ul style="list-style-type: none"> (A) Assault; (B) Burglary; (C) Dangerous instrument, or substance; possession or use of; (D) Dangerous weapons; possession or use of; (E) Drug paraphernalia; possession, use, or sale of; (F) Extortion; (G) Fighting; (H) Firearms; possession or use of; (I) Homicide; (J) Illicit drugs; possession, use, or sale of; (K) Intoxicating substances; possession, use, or sale of; (L) Property damage or vandalism; (M) Robbery; (N) Sexual offenses; or (O) Terroristic threatening 	<p>(2) Class B offenses:</p> <ul style="list-style-type: none"> (A) Bullying; (B) Cyberbullying; (C) Disorderly conduct; (D) False alarm; (E) Forgery; (F) Gambling; (G) Harassment; (H) Hazing; (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both; (J) Theft; or (K) Trespassing
<p>(3) Class C offenses:</p> <ul style="list-style-type: none"> (A) Abusive language; (B) Class cutting; (C) Insubordination; (D) Laser pen/laser pointer; possession or use of; (E) Leaving campus without consent; (F) Smoking or use of tobacco substances; or (G) Truancy 	<p>(4) Class D offenses:</p> <ul style="list-style-type: none"> (A) Contraband; possession or use of; (B) Minor problem behaviors; or (C) Other school rules

Disciplinary Interventions

Several factors must be considered in determining appropriate disciplinary action for students. These include the age of the student, the specific offense and its severity and repetition of the offense. Counseling and parent notification and/or conferences shall be conducted as appropriate. Follow-up action may also include mediation, conflict resolution through the student’s Individual Learning Plan (ILP) and/or a referral to outside agencies. ‘Ohana members are encouraged to work with their children on appropriate behavior.

To provide for a productive learning environment, Kawaikini is committed to the cultural learning values and Chapter 19. In order to provide an environment conducive to teaching and learning, teachers, students, and parents must work together in a positive and supportive atmosphere.

This atmosphere cannot exist without a safe and orderly campus. The **Lead Teacher** is the first level of intervention in the classroom and other site locations at Kawaikini. Behaviors are

addressed between teacher and student(s), with an appropriate consequence and some form of notification to the family. **Referral to the Academic Director** is the next level of intervention, often including a session with the student(s), an appropriate consequence, and notification to the family. **In severe or chronic cases**, a home visit or Student Services Team meeting will be scheduled with the family by the Academic and/or the Executive Director.

Consequences may include but are not limited to: Note, email, phone call home; service to school (cleaning, serving, etc.), assigned seating, loss of field trip(s) and/or extra-curricular activity, apology at Wā Piko, loss of recess, after-school detention (family to provide transportation home), daily progress report, parent shadowing.

Ho'oponopono

In lieu of, or in conjunction with, the disciplinary procedures outlined in Chapter 19, a ho'oponopono process may be used as a method of conflict resolution. The process can be initiated at any time by mutual consent of all parties involved. Please consult with the Academic Director.

Dress Code Guidelines

The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Students must follow the regulations of Kawaikini NCPCS's dress code from arrival on campus to departure.

School Attire: School sanctioned school wear must be worn at all times, Monday - Thursday and at all school-related field trips and events. The Kawaikini school shirt must be clean and in good repair. There are no variations to the school shirt; **no alterations are allowed to the school T-shirt** (cut necks, modified sleeves, hem, etc.).

Only Fridays are designated as free-dress days. Students are expected to be modestly and appropriately dressed, clothing must fit with no visible under garments. On field trips and/or outdoor activities, students are to leave and return wearing their school attire on (no beach wear).

- Slippers / shoes must be worn throughout the school day and at school functions as deemed appropriate.
- Headgear and sunglasses may be worn but must be removed when in classrooms, indoor areas, and at Piko.
- Hair should not appear ragged or unkempt.
- No visible jewelry in the nose, tongue, or eyebrow.
- No attire with advertising, messages or caricatures in poor taste (including clothing with pictures of marijuana plants or clothing that promotes or advertises drugs, alcohol, tobacco or sexual or violent nature) will be allowed during the school day / week and school-related functions outside of the school day.

See the Academic Director for further clarification.

In some situations, students may be loaned a school shirt for one day. The shirt must be returned at the end of the school day. Students who fail to return shirts will be billed accordingly and the charges will be added to the student’s financial obligations.

Student insubordination regarding student attire will be treated as a Class C offense and students will be disciplined according to the Chapter 19 and School Disciplinary Guidelines. Parents will be notified of disciplinary consequences.

Electronic Equipment / Cellular Telephones

Cellular phones, digital cameras, iPods, iPads, and other electronic books, laptops, and devices are **not to be used during school hours to include the Ho‘opakela Afterschool Program**. Students are to turn in their electronic device to their Kumu Alaka‘i during their homeroom period (7:45am) and retrieve their own item at the end of the school day. If not, the device will be confiscated and returned to the student’s parent by the Academic Director. A behavioral referral will be processed should the school hear about student usage of electronic device during the school day (see Contraband). When a student chooses to bring any of these items to school they assume all risk and liability.

Non-compliance will be considered a Class C Insubordination and students will be disciplined according to the Chapter 19 and School Disciplinary Guidelines. Parents will be notified of disciplinary consequences.

Snack / Lunch Guidelines

The overall well-being of each student is a focus at Kawaikini. Daily physical exercise, healthy nutrition and Hawaiian wellness practices are incorporated into the lifestyle at Kawaikini. The following are guidelines recognized at all times and at school-related events.

Snacks: fresh fruits and vegetables, P&J sandwich, bag of homemade granola or pretzels are just a few ideas as acceptable snacks here at Kawaikini. Packaged snacks and sweets often times do not prepare your child with the energy needed for the school day and after-school activities.

KŪPONO <i>examples of GREAT snacks</i>	‘ANO KŪPONO <i>examples of OKAY Snacks</i>	KŪPONO ‘OLE <i>examples of NO-WAY Snacks</i>
kalo / poi ulu / ‘uala fresh fruit / dried fruit nuts trail mix (no chocolate) vegetable sticks (no sugar) applesauce (low sugar) cereal pretzels / crackers plain popcorn yogurt cheese (original) baked chips 100% fruit juice	granola bars (w/ some chocolate) flavored baked chips Veggie-Straws Goldfish crackers canned fruits trail mix (some chocolate) Gogurt fruit juice fruit muffins (w/out frosting)	<i>[anything with hydrogenated oils, high-fructose corn syrup]</i> candy; gum; soda raw saimin fried chips Fruit Roll-Ups Rice Krispie treats arare cookies Gatorade pudding Monster/Bob Marley drinks

School Provided Lunches: School lunches may be provided under the National School Lunch Program and/or a private vendor. If your child has food allergies, you **must provide a doctor's note to the front office at the start of the school year.**

Payments for lunch accounts must be pre-paid, if not, (1) a note will be sent home with your child, (2) a courtesy phone call from the office staff to discuss lunch payment options.

Home-Lunch Thursdays and Fridays & Field Trips: get creative with sandwiches, add chopped fruits or vegetables in your tuna salad, chicken pasta, or last night's home-made leftovers. Snacks, lunches high in sugar, salt, and fats will be discouraged by faculty and staff.

“Keiki o ka ‘āina” Healthy lunches include foods that are close to the source, such as:

- Fresh, seasonal, locally grown fruit and veggies
- Dried fruits and nuts
- Whole foods in their own packaging (an apple or banana comes in its own wrapper!)
- Whole grains: brown rice, whole multi-grain breads and pasta
- Filtered, tap water or low-fat white milk

Please pack your child's lunch accordingly, students will not be allowed to use the microwave or refrigerator on-campus. If a **student does not have a lunch** parent(s) will be contacted and required to bring a nutritious lunch for their child before their lunch period.

Water is readily available, consider sending a water bottle with your child with for daily usage.

Birthdays/Holidays: The entire school acknowledges birthdays on a quarterly basis therefore sugary treats* for individual birthday parties are not allowed. Kawaikini asks for the same consideration during the holiday season.

**See your child's teachers or the Academic director for healthier and proactive alternatives.*

Student Fundraising: All student fundraising must be approved ahead of time by the Academic Director. Any fundraising endeavor must be in alignment with Kawaikini vision and mission. If approved, Kawaikini will not be responsible for lost monies, tickets, or items.

Hale 'Aina Guidelines

- Students are expected to act responsibly and politely while in the Hale 'Aina. Kawaikini asks that all students practice good table manners (inside voices, appropriate conversation, no boisterous or rowdy behavior) at all times.
- Students are expected to take responsibility for disposing of their lunch and drink and maintaining the cleanliness of Hale 'Aina during meal periods. Accidents may happen, but for reasons of safety and sanitation, spills should be cleaned up immediately and in an orderly fashion. Please ask for assistance in locating the proper cleaning equipment.
- Students are not permitted to take food from the Hale 'Aina unless the area is designated as a student area or student(s) is given permission from a teacher or staff member, in which case the student is responsible to return the tray and dispose of lunch appropriately.
- Students may be assigned kuleana throughout the year in the set-up, break-down, and clean-up of the Hale 'Aina.

Contraband

The following items are considered contraband at Kawaikini NCPCS and will be confiscated: laser lights and laser key chains, gum, pins, matches, lighters, firecrackers, poppers, and other items that may lead to injury. Skateboards, skates, electronic games, CD players, cellular phones or other communication devices (see Electronic Usage), silly-bands, magic cards, playing cards, sport cards, water pistols, water balloons, sprays of any kind, permanent marker, liquid whiteout and other **items that may disrupt classes/campus**. Confiscated items will be returned to parents after the student does detention. Spray paint and permanent markers, which are illegal for students to possess, will not be returned. *Note: If the need arises, the administration reserves the right to designate additional items as contraband.*

Right to Search

Kawaikini, as an educational institution responsible for the safety of all students, reserves the right to search student bags, lockers, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may result in the seizure of contraband items that may injure students or others. Kawaikini strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to their circumstances.

School Field Trips

All school field trips are planned to extend classroom instruction and are thereby included in student's grades.

Guidelines for field trips are listed below:

- Students must have a completed and signed field trip / excursion permission form.
- Students are responsible for promptly making up all work missed in other classes.
- School attire and footwear must be worn during field trips unless special permission has been granted to the group. Although casual attire may be permitted for the field trip, students must change into regular school attire when they return to campus.
- Students are not allowed to drive other students at any time during school field trips. Students may not drive their own vehicle to and from field trip without specific approval from the Academic Director and signed permission form.

Transportation of Students

Kawaikini NCPCS provides bus transportation to all students. See the office for bus application form and the office staff for bus payments.

Kawaikini NCPCS complies with the State of Hawaii administrative rules and regulations governing student transportation. Seating may be assigned for daily routes. Emergency procedures will be addressed on a semi-annual basis. While riding the bus and/or vehicles, students are under the direct supervision of the driver. The driver shall be responsible for enforcing and reporting any infractions to the Academic Director. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

School Bus Passenger Code

At the start of each school year, students and parents utilizing the bus service are asked to review and sign the Kawaikini Bus Rules; it is a synopsis of the following passenger code. All students and passengers riding school buses, including faculty, staff and guests, shall abide by the school bus passenger code noted below:

1. Before boarding the bus students shall:

- a. Use the restroom. The bus will not make restroom stops enroute.
- b. Be on time at the designated school bus stop to help keep the bus on schedule.
- c. While waiting for the bus, refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others. Students shall stay off the road while waiting for the bus.
- d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in an orderly, single-file manner and not rush to board the bus.
- e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- f. Use the handrail and watch their step when boarding the bus.

2. While on the bus students shall:

- a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
- b. Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in a serious accident.
- c. Treat bus fixtures on the bus with care. Vandalism to seats, windows, etc. **SHALL BE PAID FOR BY THE OFFENDER.**
- d. Not tamper with the bus or any of the equipment.
- e. Keep all books, packages, coats and other objects out of the aisles.
- f. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- g. Not throw ANYTHING out of the bus window.
- h. Remain properly seated while the bus is in motion. **NO STANDING OR SITTING ON THE BUS FLOOR.**
- i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others.
- j. **NOT EAT OR DRINK** on the bus.
- k. Obey all instructions from the bus driver.

3. After leaving the bus students shall:

- a. Cross at nearby crosswalks or intersections. **DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS.** If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
- b. Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
 - Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.

- IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street. Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless proper authorization has been given in advance by school officials.
4. Bus route assignment.
 - a. Students will be assigned to ride designated bus at specified times and locations.
 - b. Students may not bring GUESTS OR FRIENDS on the bus unless prior approval is granted by the Director or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation.
 5. Any lost and found items will be turned in to the office. The student should report lost or found items to the driver. Unclaimed items will be taken to the thrift shop or discarded. Kawaikini is not responsible for any lost or damaged items.
 6. **Corrective action:** Kawaikini NCPCS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges.
 7. **In case of emergency:** In the event of an emergency, the driver shall stop at the nearest safe location to make reasonable efforts for self-protection and protection of passengers.

Off-limit Areas

The following areas are off-limits during school hours (*unless directly supervised by Kawaikini personnel*):

- Classroom lānai areas except for "passing" time between classes
- Behind school buildings, locked classrooms.
- Outside of school-fenced areas
- Punana Leo, KCC and its adjoining properties and programs, Island School
- Parking lots, parked cars, student cars

The following areas are "off limits" to students during non-instructional times:

- No "hanging out" at RDP, KCC, Island School premises
- Behind school buildings
- The reservoir area

The following areas are off limits at all times:

- Forest areas / Graveyard
- Reservoir
- Any area where construction or renovation is in progress
- Access roads

Technology Use Guidelines

Kawaikini allows students the use of its Internet, Intranet and e-mail systems to support education-related communication and research. The use of the system and its support facilities **is a privilege not a right** and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege. Students and other learners, including parents or guardians, must abide by the school guidelines when using school equipment.

Prior to using school technology, students and parents will be required to sign an Acceptable User Guidelines contract with child's teacher.

Student Parking on Campus

Available parking on campus is very limited. Driving and parking on campus is a privilege for students, it is not a right to which students are entitled. Please see **Academic Director** for student parking guidelines.

Appealing a Disciplinary Action

A disciplinary decision that has been made will usually be communicated to the parent first verbally and then with a written, follow-up letter. Appeals must be based on one or more of the following specific factors:

- The presentation of new information regarding the situation that was not previously available during the original investigation.
- A lapse or error in applying the school's procedures applicable to the situation based upon the school's discipline procedures. Once the written appeal has been received, the Governing Board (GB) will review the information gathered. If the GB determines that there are sufficient grounds for the appeal, a time will be scheduled for the GB President to meet with parent(s), student, and if determined necessary by the GB President, with the Director. If there are insufficient grounds for the appeal, the GB will notify the parent(s) in writing. After the scheduled meeting, the GB will render a final decision of the appeal in writing to the family and Director as soon as practical. The decision by the GB is final and not reviewable.

Student or Parent Grievance Process

1. Complaints related to internal administrative practice or educational issues

- A. Overview: The philosophy of Kawaikini New Century Public Charter School is to resolve grievances with dialogue. The purpose of this policy is to establish a process for resolving complaints when earnest dialogue alone is insufficient. This policy is not intended to replace informal discussion and resolution of grievances. This policy applies to parents and other interested parties only; faculty and staff of Kawaikini NCPCS should adhere to the Grievance Solving Procedure set forth in the employee handbook.
- B. Definition: A "Grievance" shall mean a complaint that has been filed by a student or by a student's parents or guardians on his/her behalf. This student grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Governing Board of Kawaikini is without authority to act. Normal channels of communication shall be used whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.
- C. Purpose: The primary purpose of the procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
- D. The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on

or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

- E. **Level One: Present Orally:** A student/parent with a complaint shall first present it orally and informally to his/her teacher.
- F. **Level Two: Present In Writing:** If the complaint is not satisfactorily resolved at Level One, the complainant may present a formal claim in writing (including all supporting statements and evidence) to the School's Director. Within ten (10) school days after receiving the written complaint the Director shall state his/her decision in writing, with all supporting reasons and evidence.
- G. **Level Three: Appeal:** Within ten (10) school days after receiving the decision at Level Two, the complainant may appeal the decision to the Resolution Committee (of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Resolution Committee shall evaluate the evidence and render a decision within five (5) school days that either (a) Affirms the decision reached at Level Two; or (b) Refers the matter to the Governing Board for Level Four consideration.
- H. **Level Four: File With School Board:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level 3, he/she may within ten (10) school days file his/her complaint with the Governing Board by submitting to the Board President or Secretary the original complaint and copies of all previous supporting statements, evidence, and decisions. If the complainant or Board wants their attorney present they must notify the other party at least 5 days before the meeting.
- I. **Placed on Agenda:** Upon receiving the complaint, the matter shall be placed upon the agenda of the Governing Board for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty (30) calendar days from said meeting.
- J. **Withdrawal:** A complaint may be withdrawn by the complainant at any level without prejudice or record.
- K. **Hearing and Decisions:** At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of Interest.
- L. **Reprisals:** No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
- M. **Preservation of Records:** All proceedings external to the decisions of the Governing Board shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.
- N. **Disclaimer:** In the adoption and implementation of this grievance procedure, it shall be understood that the Governing Board is not a court of law and that rules of jurisprudence shall not apply.

2. Complaints related to board policy and charter compliance

- A. The Governing Board will address grievances related to alleged violations of board policy or charter compliance. Aggrieved Parties may also present to the GB a grievance related to alleged violations of charter school laws and regulations, or federal and state laws and regulations.
- B. Any complaint directed to the GB must be submitted to the Board President or Secretary in writing with a detailed explanation of the problem and description of steps taken to date to resolve

the issue. Written responses from any Kawaikini staff involved in the issue also must be provided to the Board.

- C. During the next board meeting, where the problem is reported, the Aggrieved Party, if currently a parent or guardian of an enrolled student, will have the opportunity for comment and presentation of evidence. The Board may render a decision and resolution, or may choose to investigate the grievance further.
- D. If further investigation is necessary, the board will allocate reasonable time and resources to resolve the matter and send a written response to the Aggrieved Party within a reasonable time period not to exceed sixty (60) days.
- E. If the Aggrieved Party is not satisfied with the Board's resolution, the party may appeal the grievance to the Charter School Commission.

3. Complaints related to charter school laws and regulations

- A. An Aggrieved Party has the right to file a complaint directly with the Hawaii Charter School Commission if the party believes that Kawaikini has violated any provision of charter school law or regulations. As with all complaints, the Aggrieved Party should first raise the grievance directly with the Kawaikini Governing Board as indicated above.
- B. The Charter School Commission will then comply with its own policies regarding how it will respond to the complainant, and will determine internally whether it will conduct any investigation to ensure that Kawaikini is in compliance with charter school law and regulations.
- C. If the Charter School Commission fails to address the complaint to the Aggrieved Party's satisfaction, the party may submit the complaint to the Hawaii State Board of Education.

4. Complaints related to federal and state laws and regulations

- A. If the complaint involves an alleged violation of federal or state law or regulation other than charter school law and regulation, the party may file a complaint directly with the State Board of Education. In all cases, the State Board of Education's response shall constitute the final resolution of the grievance.

Adopted by LSB, 2010

NĀ KŌKUA / KĀKO‘O (Services & Resources)

Parent/Student Access to Education Records

Parents and students are allowed to:

- inspect, review and obtain copies of the student's education record.
- request that others review the student's education record (except where Kawaikini NCPCS is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Academic Director.
- obtain copies of Kawaikini's NCPCS policies and procedures concerning parent/ student access to education records. Requests should be made at the school office.

Ho'opākela – Kawaikini Afterschool Program

The after-school tutoring program, Ho'opākela, is available Monday – Friday until 4:30pm for all students of Kawaikini, M-12. Applications and guidelines can be obtained in the office or in the Ho'opākela Office (lower campus), from Jayna Shaffer, Alaka'i of Ho'opākela. All Ho'opākela students require a completed application and commitment to the guidelines. There is a \$35 monthly fee. Fees may be paid in the office with the Office Staff.

Students attending Ho'opākela will be given time to do homework, academic practice, and play. Additionally, a healthy snack is available for all haumāna of Ho'opakela each day. If your child is sick, you will be contacted to come and get your child.

Counseling Services

Counseling is available to promote student learning by helping students understand and accept themselves, make decisions, develop educational and career plans, and resolve special concerns they have as individuals. Teachers, Families and the community are integral partners in the modification of the student's Individual Learning Plan (ILP) or more intensive levels of supports and services (Behavioral Support Plan/ Action Plan). Refer to **Student Support**.

Financial Aid

Kawaikini NCPCS is able to provide federally-funded assistance to families who lack adequate resources to support their children's education and meet the eligibility requirements of the specific program. Families must reapply every year.

Expenses that may be covered by federally-funded assistance:

- School lunch program

Expenses **NOT** covered by federally-funded assistance but may be partially covered under

Kawaikini's Mahalo a Kokua Program:

- After-school tutoring
- Bus
- School uniform T-shirts

Mahalo a Kōkua Program: This program is designed to Mahalo and Kōkua your 'ohana for participating in the education of your child. This program will be applicable to school expenses

that are controlled by Kawaikini, which includes the bus service and Ho‘opākela (after school program).

How it works:

Your ‘ohana qualifies for Mahalo a Kōkua if:

1. ‘Ohana attend all of the following:
 - a. 4 Hālāwai ‘Ohana (*‘Ohana meetings – held quarterly*)
 - b. 2 Hālāwai Kumu/Makua (*Parent/Teacher Conferences*)
2. Each student has at least 90% attendance.
3. Each ‘ohana helps support the Kawaikini gardens with 4 hrs of service by the end of 4th quarter.
4. Kawaikini will review the data at the end of each quarter. A letter will be sent home with your youngest keiki at Kawaikini upon the first day of the following quarter.
5. If you choose to participate in Mahalo a Kōkua, your ‘ohana will receive discounted pricing on the following:

	Regular Price	Mahalo a Kōkua
Bussing	\$66/qtr per child	\$33/qtr per child
Ho‘opākela	\$35/mo. per child	\$22/mo. per child

NOTE: Effective SY 2017 - 2018, discounted pricing will be available on bussing OR Ho‘opākela.

Medical Services

Kawaikini NCPCS provides basic medical evaluation and first aid. First aid is defined as minor medical care given to an individual who has been injured or becomes ill.

In the event of a serious medical emergency (Urgent/emergent care is medical care of a more serious nature such as a fracture, laceration, severe wheezing, etc.) an emergency ambulance will be called to transport the student to the nearest emergency medical facility and parent/legal guardian called.

Kawaikini NCPCS provides these medical services to students, but parent(s)/legal guardian(s) are ultimately responsible for the health of their children. Kawaikini NCPCS does not assume responsibility for treating students who appear to be under the influence of drugs, chemicals, alcohol, or any other intoxicating or mood-altering substance. However, it reserves the right to administer emergency treatment in connection with physical disabilities or accidents resulting from the above listed influences.

Health Area: Students who become ill or are injured during the school day will be sent to the office (with their health room card) to rest until they are able to return to class or are picked up by a parent/legal guardian or other designated adult.

Medication administration: All students requiring medication to be administered during the school day must present a current form SH36 (obtained from a physician); the note must be approved by the Director and School Aide. All medications should be in their original pharmacy

container with the necessary information – student name, medication name, physician's name, plus dosage and frequency. Kawaikini NCPCS is not responsible for reminding children to take or report for their medication.

Students will be sent home from school if they have any of the following:

- A temperature of 100.5°F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea
- Infectious disease (chicken pox, pink eye, influenza, etc.)

IMPORTANT: *Please notify the school office immediately of a change of address or phone number. Parents are required to arrange pick-up for their child.*

Head Lice ('Uku) Policy & Procedures: Head lice is a fairly common occurrence and the infestation is very contagious. The lice can be identified in the following manner:

1. Brownish-gray (lice) 1/18 inch long, they move very quickly and are difficult to see.
2. Nits (white eggs) firmly attached to the hair shaft.
3. Nits are commonly found on the back of the neck area or above the ears.
4. The scalp itches and may or may not have a rash.

Kawaikini NCPCS believes that all children should attend school on a daily basis. We understand that head lice can be difficult to treat and we will work with our community, parents and students to help to control the problem.

PROCEDURES:

1st and 2nd occurrence:

- Students found with one or more live bugs (not eggs) will be sent home. Parents will be contacted by phone and asked to pick up their child (children with lice may not ride the school bus).
- Parents will be advised to clean their child's head and asked to clean the home and surroundings (car, bedding, etc.)
- Children may return to school after the School Health Aide determines no live lice remain.
- If there is a sign of infestation, students may be sent home or an alternate learning setting be provided. Determination of "infestation" will be made by SHA with approval by Academic Director.

3rd occurrence:

- Academic Director will contact parents/'ohana.

Director will consult with PHN (Public Health Nurse) to assist with families with chronic infestations. Whenever lice are found, a letter will be sent home to the child's classmates, alerting their parents to be watchful for lice in their child's hair. A separate letter will be sent home with keiki found with lice, with tips on cleaning and removal.

Health screening: During the school year, Kawaikini NCPCS may initiate health programs (Ho'ōla, Dept. of Health) to monitor and evaluate the health condition of our students. Signed consent of parent(s)/legal guardian(s) is required prior to screening.

Returning after illness or injury: All students returning to school after an absence of 3 or more days must readmit with a Doctor's note. Students readmitted with medical restrictions by a medical doctor, on any activity must notify the Academic Director and School Aide.

Health Records: Health records contain emergency contact, health insurance and immunization information. Please report changes in your child's health record information immediately by calling the Health Aide at 632-2032. *Please be sure all contact and medical information is current, Kawaikini will not be held responsible for inaccurate information.*

Kawaikini NCNPCS retains all student health records for a minimum of 3 years beyond majority. We also comply with the policy on medical record confidentiality and retention.