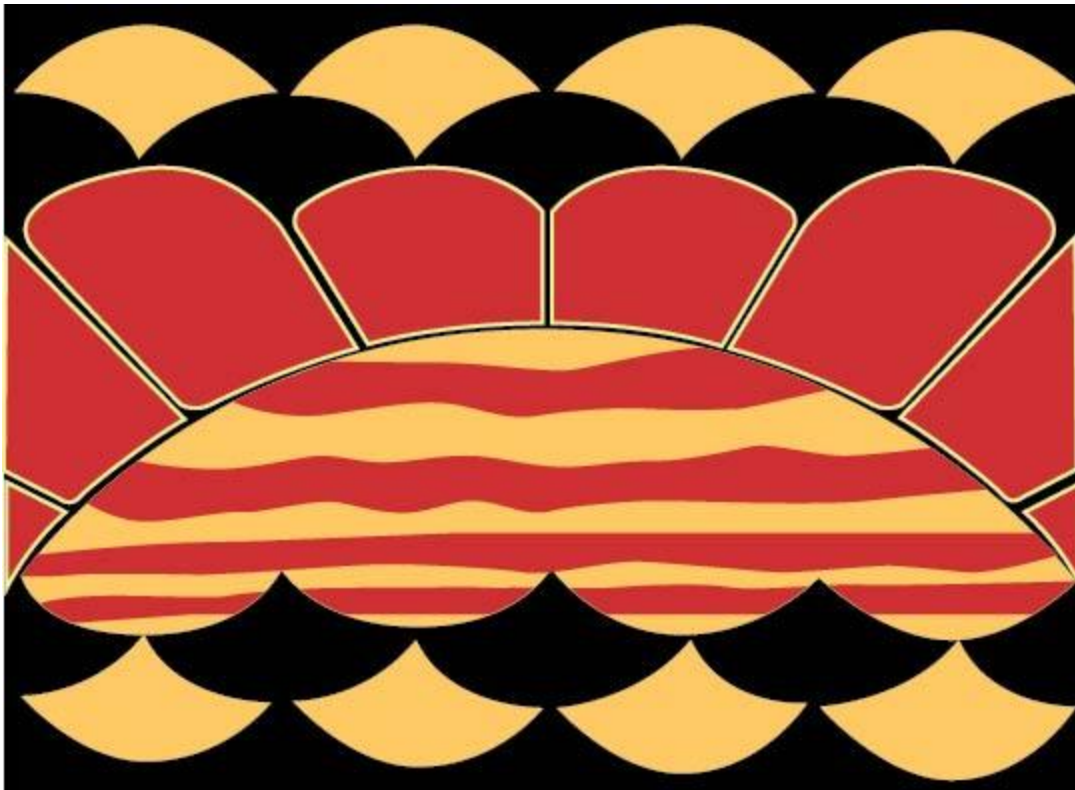


Kua O Ka Lā
Student and Parent
Handbook
SY 2023-2024



345 Makalika Street
Hilo, Hawai'i 96720
Office: (808) 981-5866
Fax: (808) 981-5860
Website: www.kuaokala.org

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School Information

Main Office: Ka Hikina

Campus Office: Komohana

345 Makalika Street

Hilo, HI 96720

Office: (808) 981-5866

Fax: (808) 981-5860

Email Address: info@kuaokala.org

Website: <http://www.kuaokala.org>

Office Hours: Monday - Friday - 7:30 am to 3:30 pm

School Day Hours: Mon, Tue, Thu, Fri: 7:45 a.m. – 2:00 p.m.

Wed - Early Release: 7:45 a.m. – 1:00 p.m.

Mission

Provide Hawaiian culturally-driven, including values-based, and place-based educational experiences through pilina ‘āina, pilina kānaka, and pilina ‘uhane.

Vision

Help students to thrive on **Ke Ala Pono** - the right path.

The Right Path - to describe our goal of nurturing and developing our youth. We believe that every individual has a unique potential and that it is our responsibility to help our students learn to work together within the local community to create a future that is pono - right.

‘Aelike - Mutual Agreement School-Wide Behavior Expectations

The purpose of the School-wide Behavior Expectations at Kua O Ka Lā (KOKL) is to provide a safe, positive, and orderly environment conducive to academic, social, and character development for all participants. To accomplish this, all parties are expected to:

- *Aloha kekahi i kekahi, Have love for one another*
 - Show respect for yourselves, each other, and all property. Solve conflicts and problems in a constructive manner.
- *Mālama i kou kuleana, Take care of your responsibilities*
 - Be responsible for your behavior, attend school every day, bring all needed materials, remain on school grounds at all times, and be actively involved and committed to learning.
- *Kōkua aku Kōkua mai, Give help, receive help*
 - Cooperate with others, put forth your best effort, care for each other, help without being asked, help others succeed, and support each other.
- *Mahalo i ka mea loa‘a, Be thankful for what we have*
 - Don’t waste materials, food, or time. Care for all equipment and materials.
- *Kūlia i ka Nu`u - Strive to reach your highest potential*
 - Always do your best no matter what you are doing; that is part of your kuleana.

American with Disabilities Act (ADA)

It is our school policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the school programs and services, in compliance with state law and the federal Americans with Disabilities Act.

Attendance Policy

Hawai'i State Compulsory School Attendance Law

The Hawai'i Revised Statutes (H.R.S. 302A-1132) states that all school-age children must attend either a public or private school unless exempted. School-age children are children who will be at least five (5) years old on July 31 and who will not be eighteen years old by January 1 of any school year. This section states that any parent or guardian having the responsibility for the care of the child must ensure that the child attend school unless exempted by law. Furthermore, H.R.S. 302A-1135 provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine up to \$1,000 (H.R.S. 706-640) or jail time up to thirty (30) days (H.R.S. 706-663). Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy, if the child is not attending school or is not receiving the educational services required by law.

Excused Absences

KOKL will only excuse absences when written documentation (note or email) is submitted within three (3) days upon the student's return to school (refer to the list below for approved reasons for excused absences). Otherwise, absences will be unexcused. Parents are also asked to call the school before 8:30am on the day of each absence with the information below (#2-5). Calling the office before 8:30am to report the absence prevents our school's automated calling system from calling home to inform parents that their child is absent.

The note must include the following information:

1. Date the note was written
2. Child's legal first and last name
3. Grade level
4. Date(s) of absence
5. Reason for absence
6. Parent/Guardian phone number(s)
7. Parent/legal guardian's name and signature

Approved Reasons for Excused Absences:

In order for the absence to be excused, the reason given on the note must be one of the following:

1. Illness or injury (chicken pox, measles, etc. verifiable by a doctor's note) A doctor's note is required for three (3) or more consecutive days of absence. A doctor's note is not necessary for one (1) or two (2) consecutive days due to illness or injury. However, a parent/guardian must provide the school with written documentation for either 1 or 2 days of absence
2. Quarantine (COVID-19)
3. Doctor/Dental appointment verifiable by a doctor's note
4. Vaccination appointments and/or after effects or reaction to the vaccine
5. Sent home by the office for illness or injury

6. Death in the family/Funeral
7. Court attendance or approval
8. Other activities/special circumstances approved by the Principal. These activities must be approved prior to the absence. Each situation will be considered on a case by case basis
9. Suspension: Any student who is suspended remains active on the school attendance roster and is marked "Absent-Excused" with a reason of "Suspended"

Unexcused Absences

1. Absences that are not accompanied by a note
2. Babysitting for siblings or other children
3. Caring for the elderly or family member
4. Entertaining visitors/guests
5. Parent request without explanation
6. Personal business
7. *Youth Camp
8. *Sports competition event
9. *Family vacations and trips both on and off island

*NOTE: Parents must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events are made by the parents. The school administration has the discretion to determine if the absences will be excused or unexcused. Parents/Guardians should meet with school administration to discuss educational arrangements.

Tardies

Excessive tardiness disrupts your child's education. Important transition times are missed when a student is tardy. **Students who arrive after 8:00 a.m. are considered tardy and will need to report to the Komohana Office, which is located at the main campus. Please enter through the door next to the fire exit located at the left end of the building (when facing the building). If your child orders school lunch, call the main office before 8:30 a.m. to order lunch. *Note: There is no guarantee there will be a lunch for your child if we do not receive a call or if your child comes in after 8:30 a.m.**

Excused Tardies

The school will only excuse tardies for one of the following reasons:

- Medical/dental appointment with note
- Delayed school bus
- Unusual circumstances (approved by administration)
- All excused absence reasons apply

Unexcused Tardies

- Overslept/ late start
- Chronic car trouble
- Missed the bus
- Baby-sitting

- Personal business
- Traffic

Attendance Interventions

Unexcused absences/tardies will affect a student's academic performance and are subject to the following consequences:

- Teacher contact
- Administration contact
- Letters sent home by administration*
 - a. Notice of 10 Days Absent/Tardy
 - b. Notice of Excessive Absences/Tardies, more than 10

*Copies of letters sent will be kept in student's file

- Parent conferences with teacher, counselor/admin
- A petition may be submitted to Family Court for unexcused absences in excess of 20

Chapter 12 §8-12-17 Educational Neglect

If a student is absent for several days due to illness or a family emergency, parents/guardians should call the main office to request make-up work and provide a doctor's note. Please allow 24 hours for teachers to prepare make-up work.

Early Release/Pick Up

If you plan to pick up your child(ren) before the end of the school day, please notify the office in advance. Students leaving before or arriving after 11:00 am (M, T, Th, F) or 10:30 am (W) will be marked absent for the day. Please contact our school office with your request to receive an early release pass for your child(ren). Students will be brought to the Komohana office for pick-up. **Students can only be picked up by a person listed on their Emergency Card.**

No Show

Students who do not report to school within the first 10 student days of the school year will be withdrawn with a "No Show" status from school and must go through the Lottery Process if they wish to reenroll at a later date.

Consequences and Disciplinary Actions

Disciplinary action for students in grades K-8 includes counseling, behavioral contract, warning, reprimand, parent contact, loss of privilege, loss of extracurricular activities, confiscation of contraband, office referral, detention, restitution, varying periods of suspension from school, disciplinary transfer to another school, and dismissal from school. Department of Education, Chapter 19 regarding School Discipline is available online or at the school office.

Chapter 19 (Student Misconduct, Discipline, and Reporting Offenses Handbook)

Class A Offenses	Class B Offenses	Class C Offenses	Class D Offenses
Assault	Bullying/Cyberbullying	Abusive Language	Disrespectful behavior
Burglary	Disorderly conduct	Class Cutting	Minor Insubordination
Possession or use of dangerous weapons	False Alarm	Leaving Campus (w/o permission)	Minor Vandalism
Extortion	Forgery	Insubordination - Major	Dress code violation
Fighting	Gambling	Possession or use of laser pen/laser pointer	Possession or use of contraband
Property Damage	Harassment	Smoking, vaping, or use of tobacco substances	
Robbery	Hazing	Truancy	
Sexual Offenses	Trespassing		
Terroristic Threatening	Theft		
Possession or use of illicit substance	Fighting		
	Retaliation		
	Inappropriate use of technology		

Student Acts Requiring Disciplinary Consequences

Should a student display inappropriate behavior, a variety of consequences may be selected which include, but are not limited to; correction, counseling, conference with student, detention, crisis removal, loss of privileges, parent conference, time in office, suspension of 1 or more days, etc.

Infractions

School infractions, whether intentional or negligent are categorized as either unlawful conduct, department-prohibited conduct and/or school-prohibited conduct. Within each category, a progressive procedure ranging from reprimand and warning to long-term suspension and/or dismissal will be implemented. It is critically important that all students understand that they are ultimately responsible for and will be held accountable for inappropriate conduct.

Bullying/Harassment

Kua O Ka Lā has implemented a **zero-tolerance** policy towards bullying and harassment. [Education Rule 8-19-6](#) (2009) prohibits bullying and harassment by any student in the public school system during school hours, on school premises, or during department-supervised activities on or off school property. Violation of this policy constitutes a Class B offense. Bullying will not be tolerated and will receive appropriate consequences based on Chapter 19 definitions of prohibited student conduct and class offenses.

Hawai'i State Statutes Definition: "Bullying means any written, verbal, graphic, or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental

or physical harm to other student(s); and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for other student(s).”

Contraband

The following items are considered contraband, ***cannot be used*** during school hours or on school premises, or at school functions. ***Items will be confiscated if found. If lost or stolen on campus, KOKL will not be responsible for any investigation or recovery of these items.***

- Weapons (real or fake), including pocket knives, guns, drugs - Class A offense
- Combustibles (matches, lighters, pistol caps, firecrackers)
- Audio/video/electronic games, laser pointers
- Valuables, cash
- Toys such as (toy guns, water guns, slingshots, rubberband guns, handcuffs)
- Chewing gum, caffeinated beverages, soda, candy - selling of these items is prohibited on campus

The school is not liable for **damaged or stolen phones**, therefore we discourage students from bringing phones to school. In the event that a student brings a phone to school, it should not be used on campus or in transit on the bus to and from school. We understand that emergencies may arise and parents may elect to have their child bring a cell phone for communication purposes. Usage of phones can be granted, but in general should NOT be visible.

Dress Code Policy

Monday, Tuesday, Wednesday, and Thursday (Uniform Days)

Friday (Non-uniform Days)

- Uniform shirts should be clean and should not be cut or altered in any way
- School is a place for learning and students are expected to dress in good taste at all school functions
- Halter tops, tube tops, cut shirts, crop tops, spaghetti straps, clothing that is see-through, revealing underwear, is body-hugging, or bares the midriff are all unacceptable. If warranted, parents will be called to bring a change of clothing
- **Shorts must be the length of the middle finger on the side of leg when shoulders are relaxed**
- Pants and shorts must fit at the waist. Students may wear baseball caps with visor facing front or back
- Clothing or accessories with negative messages that promote alcohol, drugs, tobacco, promiscuity or violence, vulgar or inappropriate language, or offensive pictures are not acceptable as school wear or for any school event
- Students warned with inappropriate attire will be referred for disciplinary action
- RED Kua O Ka Lā t-shirts must be worn for special school functions and field trips
- No bare feet. Slippers, sandals, or covered shoes are required
- Covered shoes may be required for certain activities

Drug-Free Workplace/No Smoking

Smoking and other use of tobacco products are prohibited at all times on public school campuses, in school vehicles, and off campus sites such as bus stops and field trip locations.

Emergency Contact

The school office must maintain accurate and up-to-date records of student emergency contact information. **Parents must provide the most current and working emergency contact phone numbers and the numbers of two reliable adults who can be reached during school hours.**

Contacts must have access to transportation in order to pick up your child when the school calls. Please take the time to discuss with your child who will be listed on their emergency card. Parents and emergency contacts may be asked to provide a photo ID prior to picking up the child. Please note that students will only be released to those who are listed on their emergency cards.

Please notify the office immediately for any changes in:

- Physical Address / Mailing Address
- Bus Pick-up and Drop-Off
- Telephone numbers (home, business, cell phone)
- Emergency contact persons
- Doctor
- Health conditions
- Who is authorized to pick up your child

Emergency Evacuation

In the event of an emergency in which students need to be evacuated from the school, please **DO NOT** come to campus to pick up your child. If an evacuation has to occur, a school message will be sent out to notify parents of the pickup location.

Equal Education Opportunity- Nondiscrimination Policy

Kua O Ka Lā does not discriminate on the basis of a person's race, color, national origin, English Language proficiency/ELL status, disability, sex, religion, or age in any educational program or activity conducted by the department, including vocational education. Inquiries regarding the school's nondiscrimination policy, the filing of discrimination complaints, or to request a copy of the school's complaint procedures, contact the Office Manager at (808)825-8820.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Fees

School fees: \$30.00 - Waived for this school year

Transportation fees: Waived for this school year

Uniforms: All students will receive 1 free red shirt each school year. Additional Uniform Shirts can be purchased. Call Jannette at (808)825-8810 to place an order. Order forms are also available in the Ka Hikina and Komohana Office.

*A \$25.00 bounced check fee will be assessed for returned checks. If you are charged with a bounced check fee, we will only accept cash, money order, or cashier's check for future payments. A receipt will be sent home as proof of payment when students bring in payments. If you have not received a receipt, please call the office. **No refunds will be made for any fees.**

Health Room

Due to a lack of facilities and funding, we do not have a Health Room/Aide. If a student becomes ill during the school day, a parent will be called to pick up the student immediately. If a parent is not reachable, the emergency contacts listed for the student will be called to pick up the student. **Students should be symptom-free for 24 hours (without the use of medication) before returning to school.**

Field trips/Huaka'i

Field Trips are considered "educational excursions" that are planned to provide students with a connection to the school's vision and mission. A student's parent or guardian must sign all field trip permission forms for a student to be allowed to go on the trip. Students are to bring a home lunch on the day of their field trip, unless otherwise indicated, and must wear a red school shirt. Any entrance fees for field trips will be charged to families (ex: entrance fee to museums). A limited number of parent chaperones may be asked to accompany the class on the trip. Parent chaperones must remain drug free. No alcohol or tobacco will be permitted during field trips (includes off island travel). Chaperones should follow all teacher procedures and school rules, including dress code. **Chaperones are not to bring other children on the huaka'i unless approved by administration.** Students are expected to show excellent behavior and follow all school rules. Teachers reserve the right to hold a student back from a huaka'i if he/she exhibits behavioral or safety problems at anytime leading up to the time of departure.

Medical insurance coverage is mandatory for field trip participation.

Mandatory Reporting

Kua O Ka Lā complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. In compliance with the Child Abuse Law, Kua O Ka Lā's 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 Child Welfare Services (CWS). Staff are 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, CWS or the police can interview the child without parental consent or presence.

McKinney-Vento Act

McKinney-Vento homeless Education Assistance Improvements Act of 2001. If you are living with friends or family because you cannot afford rent; living on the beach, at a campground, in a park or in a hotel; living in a tent, car, bus, or other non-permanent structure; living in an emergency or transitional shelter, living in a domestic violence shelter. If any of these circumstances are applicable, your child may be eligible for certain educational rights under the [McKinney-Vento Act](#). Brochures containing more information are available at the main office.

Medication during School

School personnel are not authorized to administer any medication to students. Please make every effort to modify the time intervals and give your child their medication before or after school. Students are not allowed to bring any medications such as Tylenol, antibiotics, or cough syrups to school.

School Breakfast/Lunch Program

- USDA* breakfasts and lunches will be offered daily
- Home lunch is welcome
- Candy, sugary drinks, soda, or caffeinated drinks are **not allowed** on campus and will be confiscated if brought to school.
- Breakfast/lunch menus will be provided at the beginning of each month

*U.S Department of Agriculture (USDA)

School Messenger

In an effort to improve communication between parents and school, we have instituted a telephone broadcast system brought to you by School Messenger, a company specializing in school to parent communications. This will enable school personnel to notify all households and parents by phone and e-mail within minutes of an emergency or unplanned event that causes early dismissal, school cancellations, announcements, absences, or transportation concerns. The service will deliver the message to a live answer, answering machines, and e-mail. The caller ID will display our school's main number. **It is vital that we have your working, current phone contact numbers so that, in an emergency situation, you can be notified.** Please notify the office whenever your phone number changes to ensure the message system is updated.

Special Diets/Allergies to foods

On the bottom of your child's emergency card, please list any allergies.

For special dietary needs, please pick up a "Special Diet Form" at the Komohana Office and have your child's physician complete it.

Lactose Intolerance – If your child needs a substitute for milk, please bring a doctor's note to the office.

Special Education

Kua O Ka Lā complies with all state and federal special education requirements and works to accomplish this in a manner that respects the integrity of our curriculum and individual student needs. The school makes accommodations for learning differences or special needs depending on their type and severity in accordance with haumāna individualized learning plans (IEP). It is important to note that Kua O Ka Lā is a full-inclusion school thus all IDEA/504 haumāna are mainstreamed into regular education classes.

Transportation

Kua O Ka Lā has qualified for Community Educational Provision (CEP). The bus fee has been waived for SY 2023-2024. Information on routes and schedules will be provided via school messenger and will also

be posted on our website. Routes and times are subject to change due to mechanical issues, driver availability, road conditions, and acts of nature. Please complete a Student Transportation Application to sign your child up to ride the bus.

Strict Designated Bus Stops

- PLEASE BE AT YOUR DESIGNATED BUS STOP 10 MINUTES PRIOR TO SCHEDULED DEPARTURE TIMES.
- We will not accommodate phone calls, written notes or any other type of notification including but not limited to sports activities, visiting `ohana or sleepover's to temporarily change your keiki's bus stop.
- Should the student's primary residence change, parents/guardians must submit a NEW Transportation Application. Due to limited seating, student(s) are not guaranteed a seat on the new route and may be waitlisted.

Bus Stop Waiting Process

- Students are expected to follow all school rules and 'aelike while waiting for the bus.
- Student safety is a priority. Students must wait until the bus comes to a complete stop. If crossing the street, cross ten feet in front of the bus and the driver will give a signal before students attempt to board the bus.

Afternoon Bus Stop Drop Off

- Kua O Ka Lā follows the DOE policy for dropping off students, K-8, after school at their designated bus stops
- It is the parent/guardian's responsibility to make arrangements to pick up their keiki at their designated bus stop.
 - IF PARENTS ARE NOT AT DROP OFF:
 - The driver will contact school administration and keep the student on the bus for the remainder of the scheduled route until parents are reached
 - If parents or emergency contacts can't be reached, our last resort will be to leave the student at the nearest Police Station to the end of the scheduled route.

Bus Detention / Suspension Guideline

If a Bus Incident Report is made on your child, an administrator will perform an investigation of the incident and notify the parent or guardian of the outcome. Students who misbehave on the bus shall be subject to disciplinary actions, which can lead to denial of transportation.

Visitor Procedures

- All visitors must report to the Ka Hikina or Komohana office to sign in and obtain visitor tag
- All visitors must wear a visitor's tag on school campus at all times
- All visitors must comply with Kua O Ka Lā's general rules while on school campus
- All visitors must sign out and return visitor tag
- Please note that we are a Drug Free Workplace, No Smoking Allowed

School-Parent Compact

Parent's/Guardian's Agreement

I want my child to achieve and I will encourage him/her by doing the following:

- See that my child attends school regularly and on time
- Communicate regularly with my child's teachers
- Attend conferences/meetings for my child
- Encourage and be aware of my child's learning
- Provide positive use of extra-curricular time
- Participate in decisions related to the education of my child

Parent's/Guardian's Signature

Date

Student's Agreement

It is important that I do my best and I will do the following:

- Attend school on time with a positive attitude about learning
- Complete daily homework during study time
- Return all assignments on time
- Follow classroom and school rules

Student's Signature

Date

Teacher's Agreement

It is important that students achieve and I will do the following:

- Provide high quality curriculum and instruction
- Provide a supportive and effective learning environment that enables students to meet the state standards
- Use appropriate teaching strategies and materials for different learning styles
- Provide a positive classroom environment
- Provide frequent reports to parents on their child's progress
- Ensure regular two-way, meaningful communication with family members
- Provide an effective and supportive learning environment.

Teacher's Signature

Date

Principal's Agreement

I support This School's Compact and I will do the following:

- Provide a supportive environment that allows for communications between student, parent, and teacher
- Ensure teachers have high quality curriculum that meets the needs of all students
- Provide a plan for Schoolwide Parent-teacher conferences
- Ensure that parents have reasonable access to staff with opportunities to

Principal's Signature

Date