Kualapu‘u Public Conversion School
Ke Kula Kaiapuni o Kualapu`u

260 Farrington Highway Kualapu`u, Hawaii 96757
www.kualapuucharterschool.org
Phone: 808-567-6900 Fax: 808-567-6906

6th Grade Promotion Ceremony, June 2020

Student--Parent Handbook
2020--2021 School Year

(Puke Haumana—Makua 2020--2021)

Main School Contacts

Principal	**Lydia Trinidad**
Vice Principal	**Loretta Sherwood**
School Administrative Assistant	**Rochelle Borden**
Registrar	**Carmen Augustiro**
Bus and Meal Clerk	**Fiona Benjamin**

This Student-Parent Handbook and Student Agenda has been prepared to provide essential information for the families who attend Kualapu’u School. It serves two functions:

- **To assist students in setting weekly academic and behavioral goals, and**
- **To inform families about basic school policies and procedures**

Contents contained in this handbook is SUBJECT to CHANGE without notice.
Current and updated information due to Covid-19 Pandemic also available at
www.kualapuuschoolcharter.org under SCHOOL COVID-19 Communication

School Calendar—visit www.kualapuucharterschool.org for updates

KUALAPUU PUBLIC CONVERSION CHARTER SCHOOL
2020-2021 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 20, 2020 - January 3, 2021; 2nd Semester: January 4, 2021 - June 3, 2021
Students' Work Year - 1st Semester: July 30, 2020 - December 18, 2020; 2nd Semester: January 5, 2021 - July 2, 2021

Week	Student Days	Teacher Days		Su	M	T	W	Th	F	Sa	SPECIAL NOTE: CALENDAR MAY BE MODIFIED DUE TO COVID SITUATIONS
											Early Release Days, 12:30pm
1	0	5	***July 2020***	19	20	21	22	23	24	25	**1st SEMESTER - 86 Student Days (Ends December 18)**
2	2	10		26	27	28	29	30	31	1	July 20: Teachers' First Day
3	7	15	***August***	2	3	4	5	6	7	8	July 20-29: Teacher Work Days (no students)
4	12	20		9	10	11	**12**	13	14	15	July 30 -Aug 11: Student Orientation Days (Covid)
5	16	24		16	17	18	19	20	**21**	22	Aug 12: Student First Day
6	21	29		23	24	25	26	27	28	29	August 21: Statehood Day
7	26	34		30	31	1	2	3	4	5	
8	30	38	***September***	6	**7**	8	9	10	11	12	September 7: Labor Day
9	35	43		13	14	15	16	17	18	19	
10	40	48		20	21	22	23	24	25	26	
11				27	28	29	30	1	2	3	Seot 28-Oct 2: Intersession
12			***October***	4	5	6	7	8	9	10	October 5-9: Fall Break***
13	45	53		11	12	13	14	15	16	17	
14	50	58		18	19	20	21	22	23	24	
15	55	63		25	26	27	28	29	30	31	
16	59	67	***November***	1	2	**3**	4	5	6	7	November 3: Election Day
17	63	71		8	9	10	**11**	12	13	14	November 11: Veterans Day
18	68	76		15	16	17	18	19	20	21	November 26: Thanksgiving
19	71	79		22	23	24	25	**26**	**27**	28	November 27: School Holiday
20	76	84		29	30	1	2	3	4	5	
21	81	89	***December***	6	7	8	9	10	11	12	
22	86	94		13	14	15	16	17	18	19	December 21-January 1: Winter Break***
23				20	21	22	23	24	**25**	26	December 25: Christmas
24				27	28	29	30	31	**1**	2	January 1: New Year's Day
25	90	99	***January 2021***	3	4	5	6	7	8	9	**2nd SEMESTER - 92 Student Days (Ends May 28)**
26	95	104		10	11	12	13	14	15	16	January 4: Teacher Workday (no students)*
27	99	108		17	**18**	19	20	21	22	23	January 18: Dr. Martin Luther King Jr. Day
28	104	113		24	25	26	27	28	29	30	
29	109	118	***February***	31	1	2	3	4	5	6	
30	113	123		7	*8*	***9***	*10*	*11*	*12*	13	*Feb 9: Institute Day (No Students)*
31	117	127		14	**15**	16	17	18	19	20	*Date for each island TBD.)*
32	122	132		21	22	23	24	25	26	27	February 15: Presidents' Day
33	127	137	***March***	28	1	2	3	4	5	6	
34	132	142		7	8	9	10	11	12	13	
35				14	15	16	17	18	19	20	March 15-19: Spring Break***
36				21	22	23	24	25	**26**	27	Intersession & Kuhio Day Mar 22-26
37	136	146		28	29	30	31	1	**2**	3	April 2: Good Friday
38	141	151	***April***	4	5	6	7	8	9	10	
39	146	156		11	12	13	14	15	16	17	
40	151	161		18	19	20	21	22	23	24	
41	156	166		25	26	27	28	29	30	1	
42	161	171	***May***	2	3	4	5	6	7	8	
43	166	176		9	10	11	12	13	14	15	
44	171	181		16	17	18	19	20	21	22	
45	176	186		23	24	25	26	27	28	29	May 31: Memorial Day
46	178	189	***June***	30	**31**	1	2	3	4	5	June 2: Last Day for Students
	-2^	+1^^									June 3: Last Day for Teachers
	176	190									

Q1 40 days Ends Sept. 25th

Q2 46 days Ends Dec. 18

Q3 46 days Ends Mar. 12

Q4 46 days Ends June 2

^2 Instructional days shall be converted to a non-student day for school planning and collaboration.

^^The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.

OFFICIAL STATE HOLIDAYS: 2020-21 SCHOOL YEAR

Statehood Day:	August 21, 2020	New Year's Day:	January 1, 2021
Labor Day:	September 7, 2020	Dr. Martin Luther King Jr. Day:	January 18, 2021
Election Day:	November 3, 2020	Presidents' Day:	February 15, 2021
Veterans Day:	November 11, 2020	Prince Jonah Kuhio Kalanianaole Day:	March 26, 2021
Thanksgiving Day:	November 26, 2020	Good Friday:	April 2, 2021
Christmas Day:	December 25, 2020	Memorial Day:	May 31, 2021

*Teacher work day between semesters: January 4 **Commencement exercises: No sooner than May 21, 2021
***For 10-month teachers - Intersession: Oct. 5-9; Recesses: Dec. 21-Jan. 1 & March 15-19
Educational Officer & Teacher Institute Days: TBD (one day per island)

OUR SCHOOL MISSION

Kualapu'u School's mission is to build a strong foundation for life long learning so with proper nurturing our keiki will be able to discover and grow, develop skills and confidence and like the ʻuala, withstand adversity and thrive in an ever-changing world.

OUR DUAL VISIONS

English Speaking Program	Hawaiian Language Immersion Program
Students from Kualapu`u School will: • Demonstrate mastery of the Common Core State Standards • Learn in a safe and positive environment that promotes Hawaiian and other cultural values; and • Be instructed using research and standards-based curriculum	Students from Kula Kaiapuni o Kualapu`u will: • Demonstrate mastery of the Common Core State Standards • Learn in a safe and positive environment embedded in Hawaiian cultural values, protocols, and language; and • Be proficient in the Hawaiian language through culturally appropriate and research--based instructional practices

Starting in 2017-2018 School Year, students will be greeting each day with the morning *piko* which includes a Hawaiian chant and Hawaii Pono'I (state anthem) at the opening of the school day. The student– Oli Kahea will be taught to all students.

Mele Kāhea (Students)

Kū ana mākou ma Puʻu ʻEleuē
Hoʻopulu ʻia e ka ua Hehi-ka-ʻuala
Aia i hea ka ʻuala Lanikeha e wili ai ka lei kālina?

Aia i hea ke kaupoku o ʻAikaʻao e hoʻomalu ai nā kupa?
Aia i hea ka moena pāwehe Wai-pili-hoa o ʻĪloli, i ʻulana hemolele ai?
He leo, he kānaenae e hōkiokio nei ka makani Keahakeʻe
E ō mai, e ō mai, e.

Here we stand at Puʻu ʻEleu (Hill)
Soaked by the Hehi-ka-ʻuala rains
Where are the sweet potato vines of Lanikeha fashioned into lei?
Where is the covering of ʻAikaʻao that offers shade and protection to the people?
Where are the fine Wai-pili-hoa patterned mats of ʻĪloli, woven to perfection?
It is a voice, a prayer like the Keahakeʻe windʻs whistling entreaty
Look to us, hear what we say

Mele Komo (Staff)

Mōhala ka pua nāʻū o Mahana
E wili ai i lei no Hāʻā
Kāhelahela nā māla ʻuala o Pākaʻa
O nā mala ʻuala e ʻohi ʻia ana e Kuapākaʻa
Nuʻa moena ʻaʻala i ka lauaʻe no Nēnēhānaupō mai
E moani ke ʻala o ka makani Puluʻea
Hāmama ka ʻīpuka o Haʻehaʻekū
Ke poʻo kūnou ʻole ke maʻalo

Komo mai, Komo mai i loko o Hālaulani
Komo mai e hoʻomaha e

The nāʻū ʻuala flower of Mahana blooms
to fashion a garland for Haʻā
The ʻuala fields of Pākaʻa are flourishing
Those harvested, indeed, by Kuapākaʻa
Stacks of lauaʻe scented mats from Nēnēhānaupō

The fragance of the gentle Puluʻea winds waft by
Haʻehaʻekūʻs gateway stands open
Even for those with heads held up as they pass.
Enter, enter into the sacred learning place
Enter in and rest.

<u>Hawai‘i Pono‘i</u> - Words by King David Kalākaua, Music by Henri Berge

Hawai‘i pono‘ī
Nānā i kou mō‘ī
Ka lani ali‘i,
Ke ali‘i

Hawai‘i pono‘ī
Nānā i nā ali‘i
Nā pua muli kou
Nā pōki‘i

Hawai‘i pono‘ī
E ka lāhui e
‘O kāu hana nui
E u‘iē

Hui:
Makua lani ē,
Kamehameha ē,
Na kaua e pale,
Me ka ihe

Hawai‘i's own true sons
Be loyal to your chief
Your country's liege and lord
The chief

Hawai‘i`s own true sons
Look to your chief
Those chiefs of younger birth
Younger descent

Hawai‘i`s own true sons
People of loyal heart
The only duty lies
List and abide

Chorus:
Royal father
Kamehameha
Shall defend in war
With spears

Kualapuu School Curriculum and Instructional Strategies for both English and Hawaiian Immersion Program (LORETTA Updated: July 9, 2019)

English Language Arts

Reading:

PreK & Kinder

- Success for All, full day, thematic unit implementation

1st Grade -

- Success For All - Leveled groups, Walk to read model (daily 90 min lessons)
- Readers Workshop for advanced readers

Grade 2, 3, 4, 5, 6

- Readers' Workshop, Units of Study
  - Daily lessons (45-60 mins)
  - Mini Lessons
  - Student conferring and small groups
  - Student independent choice reading
- Word Work
  - Fundations - Orton Gillingham approach (Grades 2-3)

Hawaiian Language Arts (Makau`olelo)

Reading:

- K-6: Foundations and Framework, Readers Workshop 3-6 (Mini-Lessons, Student Conferring and small groups, Student independent reading), Hawaiian grammar

(New for 2019-2020) HALI'A -- Hawaiian Arts Literacy Integration Approach

- Using Hawaiian arts to encourage and support literacy instruction.

Social Emotional Learning (SEL):

PreK - 6: Success For All, Getting Along Together

- PreK - K: full day integration throughout SFA curriculum
- Grades 1-6
  - 2 week kick start
  - Weekly lessons (30-45 mins)
  - Weekly Class Council (30-45 mins)
  - Problem Solving Strategies
- Trauma Informed Initiatives (New for 2019-2020, 2nd year, full-implementation)

Other Whole School Curriculum Initiatives:

- Ike Hawaii cultural education for all students— see page 12)
- Daily Physical Education/Ho`oikaika Kino for K-6; Project Puolo also involves measuring students Total Fat % and Body Mass Index at the beginning of the year and end of the school year.
- Visual Art and Library classes for all students
- Science -
  - FOSS Science (1-2 lessons weekly)
  - Next Generation Science Standards
  - teachers are using Digital Bus and integrating place-based science (Science/`Epekema)

Math/Pili Helu(English & Hawaiian Programs)

PreK - 6: Everyday Math

- Spiraled Curriculum
- Gradual release of responsibility
- CCSS Aligned
- Tactile/hands on learning
- Daily lessons (45-75 mins)

Writing (English and Hawaiian Programs)

PreK - 6: Writers' Workshop, Units of Study

- Daily lessons (45-60 mins)
- Mini Lessons
- Student conferring & small groups
- Student independent writing

SUPPORTING YOUR CHILD AT HOME

Parent academic support is highly encouraged at home. At Kualapuu School, there is no such thing as "I don't have homework." Specific homework expectations vary from class to class however, the following is highly encouraged for all families and students:

- 20 minutes of reading daily (books are available in classroom libraries and school library)
- Online learning: Achieve3000, Read Live and Study Island
- Visit our Parent section for ideas on learning ideas at home https://www.kualapuucharterschool.org/the-parent-institute/

So, if your child says he/she does not have homework, you can do these ideas.

See you child's teacher or the Vice Principal if you require more information on homework or home learning ideas.

METHODS OF COMMUNICATION TO HOME

- SchoolMessenger—Automated phone messages and email for reminders as well as emergencies. Please keep your phone contacts updated.
- SchoolMessenger Text Messaging— Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.* You can participate in this free service* just by sending a text message of "Y" or "Yes" to our school's short code number, 67587. You can also opt out of these messages at any time by simply replying to one of our messages with "Stop".
- Facebook—Please "like" Kualapu'u Public Conversion Charter School Page
- Website—www.kualapuucharterschool.org
- Road Sign—Drive by to see our big sign of important dates of the week.
- Community Outreach Newsletters – Newsletter will also be available on school website.
- The School and Homerooms will send home flyers as needed. Some teachers may have their own private group and/or webpages.

STUDENT SUPERVISION

Because of the lack of campus supervision before and after school, students should not be on campus **earlier than 7:00 a.m.** in the morning and they should report to our after--school programs or leave the school grounds immediately after school is over.

BELL SCHEDULE

7:00- 7:35am Breakfast Service
7:40 am Student Warning Bell
7:45 a.m School begins; Morning Piko in front courtyard
Morning Break 10:00--10:15am
Lunch
11:00--11:30am Lunch for K--2
11:30--12:00pm HLIP K-2
11:45:-12:15pm 3rd & HLIP 3-6
12:00--12:30pm Lunch for 4-6

Afternoon Break
1:00--1:15 pm Afternoon Break **Student Dismissal –Regular School Day**
2:45 pm Student Dismissal Bell
2:50 pm Bus Release Warning
Bell 2:51 pm Bus Release

Student Dismissal – Early Release Days

(One Wednesday Per Month – see calendar)
12:30 pm Student Dismissal Bell
12:35 pm Bus Release Warning
Bell 12:36 pm Bus Release

(MODIFIED for COVID-19)

ATTENDANCE POLICY

The school attendance law requires (Hawaii Revised Statutes 302A--1132) children who are six years of age and not yet eighteen on or before January 1, of any school year to attend either a public or private school unless properly excused from school. Parents or guardians having responsibility for the care of a child must send the child to school unless exempted by law. Parents or guardians who do not enforce the child's regular attendance may be guilty of a petty misdemeanor, punishable by a fine or jail time (HRS 302A--1135). In addition to police officers, the law places the responsibility for enforcing compulsory attendance with the Department of Education (HRS 302A--1136). Toward this end, agreements have been developed with all police departments within the state regarding truant students. DOE may refer students who are chronic absentees to Family Court.

MOLOKAI ATTENDANCE PROGRAM

Molokai Attendance Program (MAP) is an early intervention program developed to support families in developing positive attendance habits in order to maximize student instruction, learning and achievement for all students K--6th grade. The DOE accountability and improvement system (Strive HI) looks at a student's total attendance. Whether excused or not, an absence is counted as an absence. Chronic Absenteeism is defined as being absent 15 days or more within the 180 day school year. Ten or less total absences (excused or unexcused) is the ideal. We continue to encourage students to come to school "on time, everyday," and we appreciate your help in consistently getting your children to school.

MAP PROCESS

1. After <u>four (4)</u> missed days (either excused or unexcused) or unexcused tardies, parents receive a notification letter with an Attendance Summary.
2. After <u>six (6)</u> missed days (either excused or unexcused) or unexcused tardies – A parent conference will be called to discuss the attendance concerns and explain MAP.
3. After <u>nine (9)</u> missed days (either excused or unexcused) or unexcused tardies – <u>Level 1:</u> Parents will attend a 4--hour Parenting Support Session conducted by the Complex Area Support Team. No children are allowed.
4. Upon 10 or more unexcused absence/tardy after the Parent Support Session, or if parents don't attend the Parent Support Session – <u>Level 2</u>: Parents may be required to attend a two hour Police Class conducted by a Police Officer.
5. Upon the next unexcused absence or tardy after the Police Class, or if parents don't attend the Police Class – <u>Level 3</u>: A referral to Family Court may be made.

Note: The school may process a Family Court Petition on Educational Neglect at any time.

A doctor (dentist) note or a copy of funeral documentation will be considered an excused absence/tardy. Up to three (3) excused absences will be given for in state, and five (5) absences for out--of--state funerals.

BUS TRANSPORTATION

Student transportation is available for students living at least one mile away from their "home" school as designated by the Department of Education or for students island--wide who are enrolled in the Hawaiian Language Immersion Program. All student bus riders must apply for a bus pass every school year. The application is ONLY available from the school office. Only original application forms are accepted. Copies of the application are not accepted. Parents MUST read the DOE Transportation Handbook and submit a completed bus application to the school.

The safety of our children involves parents knowing the State's safety rules and discussing them with their children so that they understand how to ride our school buses safely. Your child may be suspended from bus transportation if safety rules are not followed. Maui Economic Opportunity, Inc. (MEO) also provides free bus service to students. Please call or visit the MEO office to get information on bus routes, schedules, and bus pass application. Phone number for MEO is 553-3216.

SCHOOL MEAL INFORMATION

Breakfast is served from 7:00 am to 7:35 am. Lunch service begins at 11:00 am - - 12:15 pm.

- All adult lunches must be pre- - ordered or called in before 9:00 am on a daily basis.
- All meals are to be consumed on campus.
- Meals or leftovers are NOT to be taken home for consumption.

The Annual Income Eligibility Parent Survey (AIEPS) replaces the Free and Reduced Price School Meals Family Applications, which is sent home on the first day of school with each student or may be picked up at our administration office. Please submit ONE survey per household. ALL STUDENTS ARE GIVEN ONE FREE BREAKFAST AND LUNCH PER DAY for this school year through the Community Eligibility Program (CEP). Eligibility Status remains the same as the previous school year for the first 30 days of the new school year. If the school does not receive a new AIEPS Form, your child will be changed to regular paying status for meals and the bus effective on the 31st day of the new school year.

School Meal Prices as of July 1, 2018:
Regular Student Breakfast = $2.75
Regular Student Lunch = $5.75
Adult Lunch = $5.75
Adult Breakfast = $2.75
Adult Salad = $3.00

Our school meals program is based on an automated debit system. **Advanced payments for the cost of breakfast and lunch are required for all meals. No loans will be given for school meals.** Meal account "low--balance" statements will be sent home at least once a week or a courtesy phone call will be made to the parent or guardian of the student.

Prices are subject to change. No loans will be given for meals.

ILLNESS AND INJURY

If your child becomes ill at school, office personnel will notify you by telephone. Since the school is not equipped to care for sick children at school, parents must come for the child. In the event of an injury, office personnel will notify you by telephone. If the injury is serious and we are unable to contact the parent or any of the people listed on the emergency card, we will call the ambulance.

MEDICATIONS IN SCHOOL

The School may be authorized to administer medications in school. **If you have certain medications that must be administered during school hours, please see the school health aide or the Department of Health Public Health Nurse to request for any medication to be administered to children during school hours.** There is a process and forms to complete for schools to administer any medication. The school WILL NOT accept any medication to dispense to children unless there is approval.

UKU POLICY (head lice)

Parents are responsible for screening their own children regularly for nits and “ukus”. Please inform the school of any infestation so our Health Aide can take preventative action for other students. If a student has *ukus*, the child is sent home with Form SHS--35A after contacting parents. Children are expected back to school on the same day once they are treated properly. If students do not return to

school, this will be considered an unexcused absence. Form SHS--35A recommends treatment with over--the--counter pediculosis shampoos. Brochures and fliers, covering instructions relating to all family members and how to care for the home, are available in the school health room or the Department of Health.

EMERGENCY PROCEDURES

Parents/guardians are responsible for annually updating their child's emergency contact information and as changes occur.

CLOSING OF SCHOOL

- Before school opens, listen to news media (radio, television, school website & Facebook)

  website: www.kualapuucharterschool.org
  Facebook: Kualapu'u Public Conversion Charter School

- If school is in session and school must be closed, the following will occur:
  - School /DOE will notify news media to announce closure.
  - Parents and/or designee listed on emergency contact card will be contacted to pick up students at school. (There will be NO bus delivery.)

EVACUATION OF SCHOOL

In the event that the campus must be immediately cleared, the following will occur:

School/DOE will notify emergency personnel (Fire, police, DOH, etc.)

Primary evacuation upper field campus--- far fence line. (Secondary Site is Kualapu'u Recreation Center.)

A sign will be posted at the front of the school of evacuation site.

Parents and/or designee listed on emergency contact card will be contacted to pick up students at school. News media will also be notified. There will be NO bus delivery.

Please note that Kualapuu School is NOT a designated Civil Defense Emergency Shelter. The designated Shelter is Molokai High School.

TSUNAMI WARNING

Please be aware of the following:
Kualapuu School is NOT in a Tsunami Evacuation Zone.

- In the event of a tsunami watch or warning, the school will be preparing to remain open beyond the school day, if needed.
- Parents are advised NOT to attempt to pick up children. Failure to heed this direction will cause confusion, major traffic congestion, prevent emergency vehicles from reaching their desitination, and expose people to unnecessary danger.

CONTACTING YOUR CHILD AT SCHOOL

If you wish to leave a message for your child, please call the office. If there is a change of transportation for your child from their normal routine (for instance, to take another bus home, or that a relative is picking up your child), **please call the school by 10:00 am. Early planning and notifying the office will ensure** that messages will be delivered. If you call after 1:00pm, there may be a chance your child and your child's teacher may not get the message.

SCHOOL COUNSELOR SUPPORT

The purpose of the school counseling program is to provide proactive and preventative learning opportunities to support school success for all students. Services include academic, career and personal/social development activities that may include individual or group counseling, classroom guidance, team building and parent conferences. The school counselor also coordinates the HAPI

program described below. Please contact the school counselor if you have questions about our school counseling program or would like to make an appointment.

POSITIVE BEHAVIOR SUPPORT (PBS) STUDENT INCENTIVES

- **"Caught Being Good" (CBG)** awards students with coupons for good behavior. These can be turned in to redeem for various awards and prizes.
- **95% Attendance**------Our goal is for all students to come to school 95% (or more) of the school days. 95% students receive (CBGs) at the end of the quarter. 95% Homerooms also receive a prize at the end of the quarter.
- **Other** — Incentives can also be earned as determined by the child's teacher or the curriculum coordinator.

HOMEWORK POLICY-- H.A.P.I. (Homework and Parent Involvement)

The Board of Education states that it is the students' responsibility to be prepared for and participate in each class by completing class work and homework accurately and on time. It is up to parents to ensure that their child's homework is completed and all materials returned to school in a timely manner. Homework help or tutorial assistance at school does not replace parental involvement. (See also section on **Supporting Your Child at Home.)**

The HAPI program was created to support student achievement. Parent involvement and monitoring of homework assignments are key factors in school success. Inconsistent completion of assignments and lack of parent participation may contribute to delays in the learning process.

- After 3 missed, unsigned, or incomplete homework assignments, a written notice will be sent home.
- On the 5th missed, unsigned, or incomplete homework assignment, a parent conference will be schedule.

PARENT INITIATED CLASS ACTIVITIES

Parents often want to celebrate their child's birthday in school by bringing in treats on the special day. If you are considering this for your child, please help with the following:

- Please contact your child's teacher at least one week in advance so the birthday activity can be appropriately planned for the day and not interfere with instruction.
- Some children might have food allergies or dietary restrictions. Please consider bringing alternative snacks that do not have nuts, are low sugar and low salt, for example.
- Parents are highly encouraged to bring fruits, vegetables or books in lieu of cookies, chips and candies etc.

If you are unsure about what might be appropriate for your child's class, please contact your child's teacher.

BOOKS AND SUPPLIES

Students are responsible for the textbooks, library books and other school supplies, such as calculators and templates that they use and borrow. Proper care should be used at all times. Students will be charged a fine or replacement cost for lost or damaged books and supplies.

PERSONAL ITEMS BROUGHT TO SCHOOL

Personal items of significant value should not be brought to school. The school will not be responsible for recovering lost or stolen items that should not have been brought to school. Personal items may be brought to school if a student's teacher allows him/her to do so for instructional purposes. It is **HIGHLY RECOMMENDED THAT ALL PERSONAL ITEMS BE LABELED WITH YOUR**

CHILD'S NAME IN PERMANENT INK, including shoes, hats and caps, jackets, slippers, water bottles and flasks, backpacks, etc.

STUDENT USE OF TECHNOLOGY

The school provides laptops, tables, and other devices for children to access during school instruction. It is not mandatory for students to bring a device. However, the school does allow students to bring their own technology devices (laptops, netbooks, smart phones, eReaders, iPads, etc.) to use at specified times during the school day, as directed or allowed by the teacher or administrator.

Technology continued: The school expects students not to be accessing inappropriate material; however, it is not possible
to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Parents who allow their children to have personal technology must hold their children responsible for appropriate and safe usage. Administrators and faculty may review messages and content to maintain system integrity and ensure that users are acting responsibly, especially during the school day and during school activities. Students who bring personal technology to school do so at their own risk. If the personal technology is lost, stolen, broken, or misplaced, the school will not be responsible for any replacement. Like any other personal item of value, bringing these items is at your own risk.

VOLUNTEERS AND VISITORS

Parents and others are invited and encouraged to volunteer their services to the school. In order to maintain a safe, secure, and orderly environment, please follow these procedures:

- Wear the visitor/volunteer tag while on campus. Be sure to sign out at the office when you leave.
- Sign in at the office stating the purpose, time, person, and destination of visit.
- As a courtesy, please call your child's teacher before you visit or volunteer. This will help the teacher make your stay more meaningful.
- All volunteers working with students for more than 10 days must have documented current "negative" TB clearance.

PAYMENTS TO SCHOOL

The school can receive cash, check, and credit card payments for various activities (meals, shirts, yearbooks, fundraisers, bookfair, donations, etc.) Payments/Checks are to be made to Kualapu`u School. The office staff will write a receipt for any payments received. **Please ask for a receipt for any payments made to the school.** For cash payments, the school would appreciate that exact cash be given as the school has a limited petty cash fund.

SCHOOL FUNDRAISING, DONATIONS, AND ENDOWMENT

Kualapu`u School engages in many fundraisers to support our school mission and vision. ***Fundraisers*** may fall into 4 general categories:

1. **School activities** which involve individual students, classes, grade levels, and individual school programs. Examples of these are:
    - East Coast Trips
    - Primary School Adjustment Program
    - Robotics
    - Other school events

    These fundraisers MUST be approved by the school administrator and are for specific events and specific students only. Funds from these approved fundraisers are subject to the procurement processes of the school, and all funds for expenditures are approved by the school principal. It is highly recommended that checks be used to pay for school fundraisers.

2. **Parent Groups**, such as PSO and Hui Makua, are recognized parent organizations with the school, but the funds for these fundraisers are not under the purview or supervision of the school. PSO and Hui Makua have their own financial systems.

3. **Annual Fundraisers and Donations**: These fundraisers and donation are organized by the school and/or its non-profit organization, Ho'okako'o Corporation. The funds from these events are to support school programs such as PreK, PE, Art Classes. Examples of school approved fundraisers are:
    - Ohana Fun Fair
    - Half-Marathon
    - Molokai Metric 100K Bike Ride

The school also conducts an annual giving drive and solicitations via mailings and newsletters.

4. **Endowment**: More recently, the school has started an Endowment Fund in which funds raised from direct donations and fundraisers will be put into an endowment. The funds from the Endowment, established through our non-profit 501(c)(3) Ho'okako'o Corporation, will be used to fund school programs and help our school build an additional and sustainable funding source.

Tax deductible donations. Donors may provide monetary gifts and donations for general school programs or operations, or these gifts may be directed by the donor. These gifts to Kualapuu School or to Hookakoo may be tax deductible as allowable by law. **If you wish for your donation to be tax deductible, the donor must make their donation directly to Kualapuu School or Ho'okako'o Corporation**.

Personal fundraisers. Please be aware that individual parents and individual organizations may at times have personal fundraisers for their child or groups of children for school-based activities. These fundraisers may be food plate sales, web-based crowd-funding platforms (such as **GoFundMe**), and other services. Please be aware that these fundraisers may NOT be official and may NOT be approved fundraisers of the school. We caution that if you participate in these individual sales, that you know and trust your vendor and seller. The school does not manage the funds of these individual fundraisers. If you are not sure, you may also call the school about the legitimacy of these fundraisers.

HO'OKAKO'O CORPORATION & LOCAL ADVISORY PANEL (LAP)

As a Public Conversion Charter School, Kualapu'u School is a state, public school following all state and federal regulations. Our State School Board is the State Board of Education. Our local School Board is the Ho'okako'o Board of Directors. This is a non-- profit organization made up of business, community and educational members. On the school level, we have the **Kualapu'u School Local Advisory Panel.** The LAP's role is to advise Ho'okako'o and the school principal on school policy and issues. The LAP is made of representatives from parents, community teachers, support staff, student council and administration.

If you have a complaint or concern regarding Kualapu'u School, you may contact Ho'okako'o Corporation.

Ho'okako'o Corporation Contact Information:
David Gibson, Executive Director
Ho'okako'o Corporation
PO BOX 11685 Honolulu, HI 96828
808--983--3830
http://www.hookakoo.org

For more information about charter schools you may contact the State Public Charter School Commission.

State Public Charter School Commission:

1111 Bishop Street, Suite 516 Honolulu, HI 96813
info@spcsc.hawaii.gov Tel: 808--586--3775
Fax: 808--586--3776
www.chartercommission.hawaii.gov

TITLE I --KUALAPU'U SCHOOL COMPACT

Parent/Guardian

As the "ohana" I will do my best to:

- Attend school events and parent teacher conferences
- See that my keiki attends school regularly and on time
- Support the school in its discipline plan
- Establish a schedule and provide a quiet place for my keiki to study
- Monitor my keiki's progress and supervise completion of his/her homework.

School

As a school, we will do our best to:

- Provide timely reports on student progress
- Assign meaningful homework with clear directions
- Provide a positive classroom and school environment
- Use appropriate teaching strategies and materials for different learning styles
- Communicate with parents as needed
- Provide a safe environment for everyone to work, learn and play

Student

As a student, I will do my best to:

- Attend school on time with a positive attitude about learning
- Be alert and ready to work and learn
- Complete daily homework
- Return all assignments on time
- Follow classroom and school rules
- Read at home 20 minutes a day

Hawaii Qualified Teacher--Parent's Right to Request Teacher Qualifications School Year 2019-2020

The Every Student Succeeds Act (ESSA) provides parent(s)/guardian(s) of a HIDOE student, the right to know the professional qualifications of the classroom teacher(s) and if the child is provided services by paraprofessionals and, if so their qualifications. Federal law allows you to ask for certain information about your child's classroom teacher(s) and paraprofessional(s) and requires us to give you this information in a timely manner upon request. You have the right to ask for the following information about each of your child's classroom teacher(s).

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which he/she provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of their teacher certification.
4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school principal.

School Uniform and General Appearance Policy

Goal and Purpose:

It is our belief that at Kualapu`u School/Ke Kula Kaiapuni ʻo Kualapuʻu we are one ʻohana represented by our students, families, staff, and the community. As one ohana, we diligently strive to uphold high standards in the academic, social, and behavioral domains that will prepare our students to be productive and achieving members of our school and society. Our School Uniform and General Appearance Policy reflects the message of those standards by encouraging the positive appearance, conduct, and efforts of our students. The purpose of our uniform policy is to create a climate focused on student learning, improve student behavior, support campus safety, reduce dress competitiveness, and improve the sense of ʻohana, unity, school spirit and pride. Also, as part of the `ohana, all adults are encouraged to support the School Uniform and General Appearance Policy on our Kualapu`u School campus.

School Uniform Policy:

Kualapuʻu School students are required to wear the designated Kualapuʻu School uniform supplied by the designated vendor on Mondays, Tuesdays, Thursdays and Fridays beginning the first day of school. Wednesdays will be free choice days. The General Appearance Policy will still apply on Wednesdays, or other pre--approved school--wide waiver activities, such as spirit week or Halloween. Students must wear a uniform shirt at all times on campus, field trips, or other school sponsored activities.

Waiver Process:
Parents/Guardians and students requesting to be exempt from the Uniform Policy for constitutional or health reasons must:

1) Complete, sign and return the Uniform Waiver Application forms to the school office within the first two weeks of school (or enrollment if transferred.)
2) Schedule a meeting with the principal/vice principal to discuss the uniform policy and exemptions request.
3) If approved, abide by the General Appearance Policy.

The Principal and/or designated school committee will screen applications for approval. Waivers are good for the current school year only and must be resubmitted each school year. Approved waivers may be revoked if the student does not comply with the General Appearance Policy.

General Appearance Policy:

All school wear must be appropriate to support the high standards we want to promote at Kualapu`u School. The General Appearance Policy will apply to all school-sponsored activities and events.

- All clothing and jewelry must be free of praphics/messages relating to gangs, drugs, alcohol, or illegal substances;
- No baseball caps, visors, beanies, sweatbands, or headgear to be used in classes and during instructional time (except during PE, outdoor activities, and/or for health and safety reasons).
- Undergarments should be kept covered.
- School uniform must be worn as purchased and may not be defaced or altered.
- Tops: Should cover the torso with no bare midriff, should not be tube tops, see-through or have straps less than 1 inch wide.
- Bottoms: Shorts must have an inseam of at least 4 inches, even if worn over tights; skirts should not be shorter than fingertips when arms held at side.
- Footwear is required on campus. Athletic shoes must be worn on the basketball court and for PE. Wheelie shoes are not allowed on campus.

Discipline

All Students, in uniform, uniform waiver or on optional dress days, must comply with the General Appearance Policy. Consequences for students who do not follow the Uniform and General Appearance Policy will be dealt with according to Chapter 19 (state discipline procedures).

UNIFORM DISTRIBUTOR

Kula Threads by New Creations
Order information on line at
www.kulathreads.com
Customer Care Phone: 808-847-6600
Colburn Street, Honolulu, HI 96819

Kualapu`u School Behavior Expectations

All students at Kualapu'u School are expected to be able to do the following:

	All Settings	Classroom	Hallways	Playground	Cafeteria	Bus	Bathroom	Assembly
Be Cooperative Loko Maika'i	• Help others • Follow directions • Work together • Be careful of others	• Observe personal space • Wait for your turn • Have patience with others and self • Participate appropriately	• Be careful of others	• Take turns playing • Be fair • Share equipment • Help others • Work together	• Wait your turn • Make room for others on the table	• Make room for other • Wait your turn	• Leave area clean and sanitary for others	• Participate if asked • Show appreciation appropriately
Be Respectful Hō'ihi	• Live aloha • Help others • Use praise and encouraging words • Use appropriate language	• Use appropriate language • Follow teacher directions • Use your inside voice • Use active listening • Raise your hand	• Make room for other • Use indoor voice	• Practice good sportsmanship • Stay in play area	• Use inside voice • Listen to adult instructions • Use kind words	• Listen to bus driver instructions • Show aloha • Use inside voice	• Respect others' privacy • Use appropriately	• Arrive on time Sit properly • Show aloha

Be Responsible Kuleana	• Be on task • Do your best • Be prepared • Clean up after yourself • Wait your turn • Be Kind • Wear your uniform	• Clean-up after self • Stay on task • Hands and feet to yourself • Actively participate	• Go directly to destination • Remind others to walk	• Leave when bell rings • Follow rules • Return equipment to correct classroom	• Practice good table manners • Keep area clean	• Bring bus pass • Be on time • Remember belonging • Follow directions	• Keep bathroom dry and clean • Throw paper towels in trash • Turn off water • Use time wisely • Flush toilet	• Respect others' feeling • Use active listening • Sit as assigned • Participate appropriately
Be Safe Mālama	• Walk • Use self control • Keep hands and feet to self • Be aware of surroundings • Practice good hygiene • Be aware of personal space	• Use materials properly • Sit properly • Remove hat, hood and sunglasses	• Walk on sidewalk with hands to yourself • Carry ropes and balls properly	• Stay and play in designated areas • Use appropriate game playing • See an adult for help • Use equipment correctly • Be careful of others	• Walk • Stand in line quietly • Eat own food • Stay in line • Wash hands before and after eating	• Line up orderly and wait quietly • Walk to and from bus • Sit when bus is movin • Hands and feet to self • Report unsafe behavior	• Keep water in sink • Use footwear • Inside voice • Keep feet on ground • Use stalls individually	• Enter and leave in an orderly manner • Hands and feet to self

Student Misconduct and Discipline - Chapter 19

The following offenses apply to school campus, school transportation or other school sponsored activities or events on or off campus. Class A and B offenses are serious offenses that will be referred directly to the office with a discipline referral form (DIR). Class C and D offenses will be dealt with in the classroom first and documented (first two incidents). The third C and D offense may be referred to the office with a DIR. Administration has discretionary power to determine consequences of a student's behavior and will consider the intention of the offender, the nature and severity of the offense, the impact of the offense on others, the age of the offender, and if the offender was a repeat offender. Consequences may include but are not limited to student and/or parent conference, loss of privileges, time in office, crisis removal, restitution, detention, suspension, and dismissal. A complete description of Chapter 19 updates and definitions of offenses may be obtained at available at
http://www.hawaiipublicschools.org/BeyondTheClassroom/SafeSchools/SafetyAtSchool/Pages/home.aspx
http://boe.hawaii.gov/policies/AdminRules/Pages/AdminRule19.aspx

Class A - Prohibited by Law **Police may be informed, parent is contacted immediately, disciplinary consequence is given.**	**Class B – Prohibited by Law** **Police may be informed, parent is contacted immediately, serious serious disciplinary consequence is given.**
Assault – intentionally causing serous bodily injury to another person with or without a dangerous instrument **Burglary** – entering or remaining on campus without school authorization with the intent to commit an offense **Dangerous instrument, or substance** – use or have a dangerous device known to cause bodily harm or death **Dangerous weapons** – use or have an instrument solely used to inflict bodily harm or death **Drug paraphernalia** - use or have any materials or equipment related to drug use or sale **Extortion** – obtains or exerts control over the property or services of another with intent to deprive person of property or service by threatening word or conduct **Fighting** – instigating or proving physical contact involving anger or hostility **Firearms** – use or have a weapon or destructive device that can expel a projectile **Homicide** – the death of another person **Ilicit drugs** – use, possession or sale of prohibited substances under HRS chapter 329 and chapter 712 part IV **Intoxicating substances** – use, have or sell any substance which causes a disruptions in normal physical or mental functions **Property damage or vandalism** – destroying, damaging or defacing the property, facilities or materials of the school or another person **Robbery** – attempt to seriously harm someone with or without a dangerous instrument in the course of committing theft **Sexual offenses** – nonconsensual sexual physical contact or indecent exposure **Terroristic threatening** – a threat by word or conduct to cause bodily harm to others or damage to property	**Bullying** – written, verbal, graphic or physical act of a student or group towards a particular student(s) that causes mental or physical harm and creates an intimidating, threatening or abusive educational environment for the other student(s). **Cyberbullying** – an electronically transmitted act (on or off-campus) of a student or group towards a particular student(s) that causes mental or physical harm and creates an intimidating, threatening or abusive educational environment for the other student(s). **Disorderly conduct** – actions or activities that cause a disruption to normal school operations **False alarm** – knowingly causing a false emergency alarm **Forgery** – student signing the name of anyone other than the student's own name or illegal reproduction of materials **Gambling** – staking or risking something of value upon the outcome of a contest of chance **Harassment** – student who is harassing, bullying, annoying or alarming another person through violent, threatening, or offensive physical contact or verbal or non-verbal expressions **Hazing** – initiating a student into an organization or activity through endangering conduct or methods **Inappropriate or questionable uses, or both of internet materials or equipment, or both** – violation of the DOE Internet Access Policy, Internet Access Regulations and Network Support Services Branch's Acceptable User Guidelines **Theft** – obtaining or exerting control over the property or services of another without permission **Trespassing** - entering or remaining on campus without school authorization after reasonable warning or request to leave by school authorities

Class C Offenses – Prohibited by DOE **Parent may be informed and disciplinary consequence**	**Class D Offenses – Prohibited by School** **Parents may be informed and disciplinary consequence given. given.**
Abusive language – inappropriate verbal messages such as swearing, profanity or name-calling **Class cutting** – unauthorized absence of a student from class **Insubordination** – disregard or refusal to obey an order which a teacher, officer, or other school employee is entitled to give **Laser pen/laser pointer** – unauthorized use or possession of a device that emits a laser light **Leaving campus without consent and Truancy** **Smoking or use of tobacco substances, including e-cigarettes**	**Contraband** – prohibited items on campus include toys, non-instructional electronic devices, matches, lighters, aerosol cans, rollerblade/shoes, skateboards and pets **Minor problem behaviors** – may include Defiance/disrespect/non-compliance; Disruption; Inappropriate language; Physical contact; Property misuse; Tardy **Other school rules** –non-compliance with behavioral expectations in the classroom, hallways, playground, cafeteria, bus, bathroom, assemblies and other school events, activities or field trips.
Note: Personal items of significant value should not be brought to school. Administration will not be responsible for recovering lost or stolen items that should not have been brought to school. Personal items may be brought to school if a student's teachr allows him/her to do so for instructional purposes.	

KUALAPU'U SCHOOL TRAFFIC PROCEDURES

JUNIOR POLICE OFFICER PROGRAM

In the interest of student safety and to alleviate some of the morning parking lot congestion, we implemented a revised traffic plan and a Junior Police Officer (JPO) program. The Junior Police Officer program is designed to provide students grades five and six the opportunity for leadership and civic responsibility. Through this program, all students are exposed to safety procedures, such as using a crosswalk or following traffic signs, and helping behaviors, such as opening car doors for others and welcoming students to school. In partnership with the Maui Police Department, students and supervising staff have been trained to conduct traffic during the morning drop off.

STUDENT DROPOFF

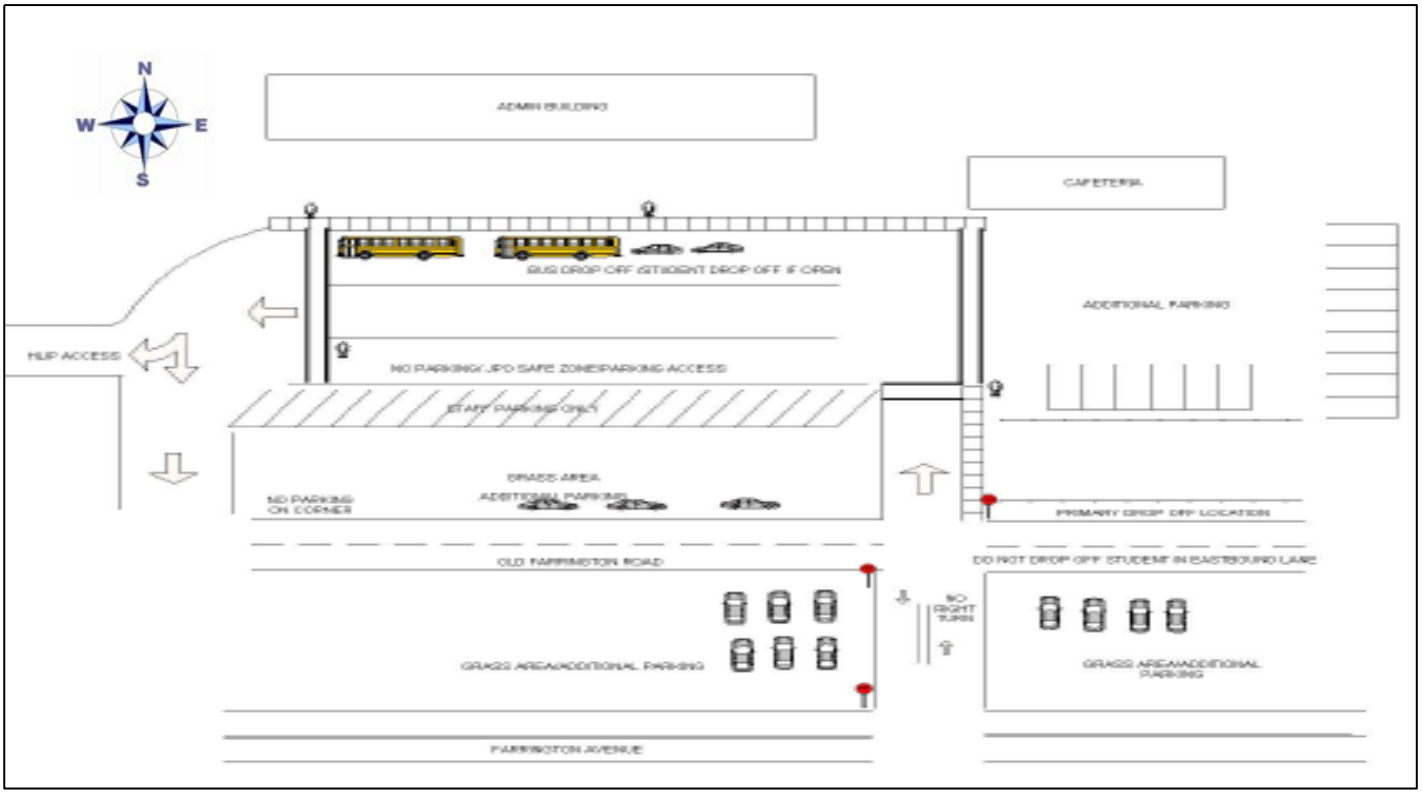
The JPO's will be on duty between 7:25am and 7:40am, however, will not be on duty during rainy days. When JPO's are not on duty, we request that you use the primary or secondary drop off zones only. Please review the traffic diagram below, so you know where and how to drop off your student.

Other major procedures are outlined below:

- Pull your vehicle all the way forward, under the direction of JPO's, in order to not block traffic flow into the parking area
- Enter the HLIP parking area through the main parking lot only (not through bottom road)
- Several buses arrive about 7:30am, so try to time your drop off prior to that time.
- Double parking is not allowed at any time in the parking lot.
- Parking is NOT allowed behind the cafeteria and within the fenced area.

STUDENT PICKUP

After school, students who are not picked up within 5 minutes of the after--school bell will be waiting in the cafeteria with adult supervisors for their private rides or bus pick up. Adult supervision ends by 3:15pm each day or by 1:00pm for Wednesday early release days. Students must be picked up by these times.



Ke Kula Kaiapuni o Kualapu'u Hawaiian Language Immersion Program

Nuʻukia-Vision

"I paʻa mau ka ʻike mauli ma o ka ʻōlelo Hawaiʻi."
"The indigenous Hawaiian culture is perpetuated through the Hawaiian language."

Ala Nuʻukia-Mission Statement

"E hoʻulu i ke kukui a paʻa ke aʻa i ka lepo ʻula."
To cultivate the kukui until its roots are firm in the red earth.
To nurture the child so that a foundation is firmly established through the cultural knowledge of teachers, parents, family, community and ancestors.

Ka ʻŌlelo Hawai'i: Phrases for helping your keiki with homework

Olelo Hawaii	English
E kōkua aku au iā ʻoe.	I will help you.
E hele mai.	Come.
E hana i ka ha'awina pilihome.	Do your homework.
E kelepona au iā Kumu.	I will call Kumu.
Ua pau kāu hana?	Are you done with your work?
ʻA'ole maopopo.	I don't know.
E heluhelu mai, ke ʻolu'olu.	Please read to me.
Hiki nō.	Can do.
E hana pū kāua.	Let's do it together.
Maika'i	Well done?
Noho i lalo.	Sit down.

Hui Makua is the parent organization specific to students in the Hawaiian Language Immersion program:
For more information, you may email Kualapuuhuimakua@gmail.com.
You can also visit their Facebook page at **Ke Kula Kaiapuni ʻo Kualapuu Hui Makua**

KUALAPU`U PRE-KINDERGARTEN PROGRAM

Welcome & Aloha

This Student Handbook has been prepared to provide essential information for the families who attend Kualapu'u School Pre-Kindergarten Program.

Daily SCHEDULE—M, T, Th, F

(Sample of the daily schedule)

7:40-8:00 a.m.	Student Arrival
8:05-9:10 a.m.	Curiosity Corner
9:10-9:50 a.m.	Plan and Play
9:50-10:00 a.m.	Bathroom
10:00-10:10 a.m.	Snack
10:10-10:25 a.m.	Outside Play
10:25-10:55 a.m.	Math
10:55–11:00 a.m.	Bathroom
11:00-11:30 a.m.	Lunch
11:30-11:45 a.m.	Recess
11:45-11:55 p.m.	Bathroom
11:55-12:30 p.m.	Story Time
12:30-1:00 p.m.	Reflection, Writing
1:00-2:15 p.m.	Rest/Nap Time
2:15-2:45 p.m.	Departure, Quiet Activities

WEDNESDAY SCHEDULE –Once a month

Same as above, but the dismissal time will be 12:15-12:30 p.m.

BUS TRANSPORTATION

There will not be any bus transportation provided for the Pre-Kindergarten students.

SPECIAL SERVICES

Kaunakakai School is the designated school for students identified under I.D.E.A. (Special Education).

ATTENDANCE POLICY

The Pre-Kindergarten program's goal is to develop the routine of regular and prompt attendance. It is important for the adults in the student's lives to model appropriate behavior that we wish the students to practice, such as punctuality and attending class daily.

If a student accumulates more than 10 unexcused absences, he or she may be released from the Pre-Kindergarten program.

Attendance is important, but please do not send a sick student to school. It is important to think of other students as well as the health of your own child.

Tardies: The student can be dropped off between the hours of **7:40-8:00 a.m**. If the child arrives after 8:00 a.m. it will be counted as a tardy. Five or more tardies will be brought to the parent or guardians attention. Chronic tardies may lead to being released from the program. Remember we want the students to practice and learn daily promptness.

ARRIVAL AND DISMISSAL

Student Arrival time **7:40-8:00 a.m**.

Student Dismissal time **2:15-2:30 p.m.**

The student's parent or pre-identified responsible adult must walk the child to the classroom and sign him or her in. **If the student has older siblings or cousins that attend Kualapu'u School, they may not drop off or pick up your child.** These procedures must be followed for the safety of our students.

Also, students who are being signed out early from school each day may be asked to leave the program. We expect all students to fully attend and participate in school until the end of the school day.

BEHAVIOR POLICY

The Pre-Kindergarten program encourages every student to treat everyone with respect.

The students are expected to follow the classroom rules to help foster a positive and rich learning environment where every child can be successful. The goal is to have the parents teach and reinforce responsible and safe behaviors to their child.

SCHOOL MEAL INFORMATION

Breakfast is served from 7:00 a.m. to 7:35 a.m.

A parent or guardian must accompany the Pre-Kindergarten student to breakfast and walk him/her to the classroom.

School Lunch will be served at 11:00 a.m.

Students are welcome to bring a healthy home lunch if they desire.

*All adult lunches must be pre-ordered or called in before 9:00 a.m. on a daily basis.
*All meals are to be consumed on campus.

*Meals or leftovers are **NOT** to be taken home for consumption.

PRE-KINDERGARTEN CURRICULUM—

The Kualapu'u Pre-Kindergarten program's goal is to increase and support both the student's oral language and literacy. The class will be practicing many language rich activities that are incorporated in the programs offered here at the school.

Curiosity Corner is a comprehensive early childhood program for 4 year olds. Curiousity Corner focuses on the whole child development in language skills, cognitive, social, emotional, interpersonal, creative, social studies, science, and physical development. The children are introduced to a concept or skill, sing songs or chant rhymes related to the concept, and engage in meaningful activities related to the concept throughout the school day.

The "Everyday Mathematics" math program that will be implemented incorporates mathematics into the daily routine of the classroom and builds on the mathematics that emerges naturally from children's play. The math curriculum focuses on math skills necessary for success in the early elementary grades.

Fostering a strong foundation for each child ensures future academic success and good learning habits.

SCHOOL UNIFORMS—

Pre-Kindergarten students are required to wear the school uniform Monday, Tuesday, Thursday, and Fridays. Wednesdays will be free choice days to either wear school shirts or other appropriate school attire. More information will be sent out regarding prices, sizes and colors.

Waivers for the uniform policy may be requested.

SCHOOL SUPPLIES

Please have these supplies ready by the first day of school:

2 box of tissue
1 bottle of soap with a pump
2 roll of paper towels
1 glue stick
8 pencils
1 box of colored markers (washable)
2 folders
1 crib sheet for their resting cot.
1 Primary Journal – The top half of the page is blank for the students to draw on. The bottom half of the page is lined with wide-rule for writing practice.

You do not need to label your supplies except for the scissors and Primary journals. All the consumable; supplies will be shared through out the year.

Extra Clothes

Every now and then the children will have an accident of some sort and will need an extra change of clothes.

Please bring two (2) extra sets of clothes for your child: shirt, shorts and underwear with their name written on the tags. Place all the clothing in a zip-lock bag and have it ready for the first day of school. If the extra clothes are worn at school, please remember to replace them.

REST TIME 1:00-2:15 p.m.

At this time the students will be allowed to take a nap or rest quietly. Each child needs a crib sheet, pillow and a blanket. Blankets and pillows will be sent home on Friday to be washed. Please remember to return the bedding Monday morning.

Parent Initiated Class Activities

Parents often want to celebrate their child's birthday in school by bringing in treats on the special day. If you are considering this for your child, please help with the following:

- Please contact your child's teacher at least one week in advance so the birthday activity can be appropriately planned for the day and not interfere with instruction.
- Some children might have food allergies or dietary restrictions. Please consider bringing alternative snacks that do not have nuts, are low sugar and low salt, for example.
- Parents are highly encouraged to bring fruits and vegetables in lieu of cookies, chips and candies etc.

If you are unsure about what might be appropriate for your child's class, please contact your child's teacher.

Parent Requirements

1. Parents are required to attend four classroom learning workshops during the school year.

2. Parents will be required to complete 2 home projects. More information will be provided through the school year.

3. Parents will be required to contribute some "give back" to the school.

- Organize and participate in one school service project
- Organize and participate in one fundraising event for Pre-K.

General Communication--

- Our school website: www.kualapuucharterschool.org
- Like our Facebook Page-- Kualapuu Public Conversion Charter School
- SchoolConnect email and text system (please keep your email and phone numbers current)
- Quarterly newsletters

Statement of Liability—Our school liability is under the State of Hawaii.

It is the school's 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's programs and services, in compliance with state law and the federal American with Disabilities Act.

Pre K Capacity – We are licensed by the Hawaii Department of Human Services to enroll 19 students.