



*6<sup>th</sup> Grade Promotion May 2024*

## **Kualapuʻu Public Conversion School Ke Kula Kaiapuni o Kualapuʻu**

**260 Farrington Highway, #260,  
Kualapuʻu, Hawaii 96757  
[www.kualapuucharterschool.org](http://www.kualapuucharterschool.org)  
Phone: 808-567-6900**



### **Student--Parent Handbook 2024-2025 School**

**(Puke Haumana—Makua)**

#### **Main School Contacts**

**Principal  
Vice Principals  
School Administrative Assistant  
Registrar  
Bus and Meal Clerk  
School Counselor**

**Lydia Trinidad  
Micael Haskins, Kaʻala Fay Camara  
Rochelle Borden  
Carmen Augustiro  
Fiona Benjamin  
Rodlyn Muro**

**This Student-Parent Handbook and Student Agenda has been prepared to provide essential information for the families who attend Kualapuʻu 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**

Kualapuu Public Charter School FINAL											
2024-2025 SCHOOL CALENDAR											
Teachers' Work Year - 1st Semester: July 23, 2024 - January 6, 2025; 2nd Semester: January 7, 2025 - June 2, 2025											
Students' Work Year - 1st Semester: August 5, 2024 - December 20, 2024; 2nd Semester: January 7, 2025 - May 30, 2025											
Week	Student Days	Teacher Days		Su	M	T	W	Th	F	Sa	
	0	0	July 2024	21	22	23	24	25	26	27	1st SEMESTER - 87 Student Days (Ends December 20)
1	0	9	August	28	29	30	31	1	2	3	July 23: Teachers' First Day
2	5	14		4	5	6	7	8	9	10	July 23 - 31: Admin & Teacher Work Days (no students)
3	9	18		11	12	13	14	15	16	17	August 1-2: Beginning of Year Parent Conf
4	14	23		18	19	20	21	22	23	24	August 5: Students' First Day
5	19	28		25	26	27	28	29	30	31	August 16: Statehood Day
6	23	32	September	1	2	3	4	5	6	7	September 2: Labor Day
7	28	37		8	9	10	11	12	13	14	
8	33	42		15	16	17	18	19	20	21	
9	38	47		22	23	24	25	26	27	28	
10	41	52	October	29	30	1	2	3	4	5	Parent Conferences
11	41	52		6	7	8	9	10	11	12	October 7-11: Fall Break***
12	46	57		13	14	15	16	17	18	19	
13	51	62	November	20	21	22	23	24	25	26	
14	56	67		27	28	29	30	31	1	2	
15	60	71		3	4	5	6	7	8	9	November 5: Election Day
16	64	75		10	11	12	13	14	15	16	November 11: Veterans' Day
17	69	80		17	18	19	20	21	22	23	November 28: Thanksgiving
18	72	83		24	25	26	27	28	29	30	November 29: School Holiday
19	77	88	December	1	2	3	4	5	6	7	
20	82	93		8	9	10	11	12	13	14	
21	87	98		15	16	17	18	19	20	21	December 23-January 6: Winter Break***/*
22	87	98		22	23	24	25	26	27	28	2nd SEMESTER - 84 Student Days (Ends May 30)
23	87	98	January 2025	29	30	31	1	2	3	4	December 25: Christmas
24	88	103		5	6	7	8	9	10	11	January 1: New Year's Day
25	94	108		12	13	14	15	16	17	18	January 6: Teacher Workday (no students)*
26	98	112		19	20	21	22	23	24	25	January 7-8 Staff Training (no students)*
27	103	117	February	26	27	28	29	30	31	1	January 20: Dr. Martin Luther King Jr Day
28	108	122		2	3	4	5	6	7	8	
29	112	127		9	10	11	12	13	14	15	February 10: institute Day (no students)
30	116	131		16	17	18	19	20	21	22	
31	121	136	March	23	24	25	26	27	28	1	February 17: Presidents' Day
32	124	141		2	3	4	5	6	7	8	
33	124	141		9	10	11	12	13	14	15	March 10-14: Spring Intersession
34	124	141		16	17	18	19	20	21	22	March 17 - 21: Spring Break***
35	128	145		23	24	25	26	27	28	29	March 26: Kuhio Day
36	133	150	April	30	31	1	2	3	4	5	
37	138	155		6	7	8	9	10	11	12	
38	142	159		13	14	15	16	17	18	19	April 18: Good Friday
39	147	164		20	21	22	23	24	25	26	
40	152	169	May	27	28	29	30	1	2	3	
41	157	174		4	5	6	7	8	9	10	
42	162	179		11	12	13	14	15	16	17	
43	167	184		18	19	20	21	22	23	24	May 26: Memorial Day
44	171	188		25	26	27	28	29	30	31	May 30: Last Day for Students & Second Semester Ends**
45	171	188	June	1	2	3	4	5	6	7	June 2: Last Day for Teachers
	171	188		8	9	10	11	12	13	14	Parent Conferences
		189**									Early Release Days
*Teacher workday between semesters: Jan. 6 **Commencement exercises: No sooner than May 23, 2025											
***For 10-month teachers - Intersession: Oct. 7-11; Recesses: Dec. 23-Jan. 3 and March 19-21											
****For 12-month teachers - Paid break days include the day after Thanksgiving: Nov. 29, and Winter Break: Dec. 23-Jan. 3											
Educational Officer & Teacher Institute Days: February 10-14 (one day per island)											
A2 Instructional days shall be converted to a non-student day for school planning and collaboration.											
A3The work year for teachers consists of 188 days. Teachers report to campus for 188 days and 4 additional days, converted to 27 hours, shall be scheduled contiguous to the teacher's work day. 21 hours are used for job-embedded professional development and 6 hours for training, planning and assessment, or teacher evaluation meetings.											
STATE HOLIDAYS: 2024-2025 SCHOOL YEAR											
Statehood Day: August 16, 2024											
Labor Day: September 2, 2024											
Election Day: November 5, 2024											
Veterans' Day: November 11, 2024											
Thanksgiving Day: November 28, 2024											
Christmas Day: December 25, 2024											
New Year's Day: January 1, 2025											
Dr. Martin Luther King Jr. Day: January 20, 2025											
Presidents' Day: February 17, 2025											
Prince Jonah Kūhio Kalanianaʻōle Day: March 26, 2025											
Good Friday: April 18, 2025											
Memorial Day: May 26, 2025											



# MISSION / VISION STATEMENTS

Kualapu'u School has both the English speaking program and the Hawaiian Immersion language program, and both programs have complimented and supported each other's instructional vision. However, through discussion in May & June 2024, and as an outcome of the school's accreditation action plan, the school staff recently reviewed our shared mission and vision for our school and our work with the community. Here is our affirmation of our school's mission and vision statements.



## Our Shared Mission

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

## Our Shared Vision Statements

### **Strong Foundation & Life Long Learning**

***"He kama a Hina,  
Kū i ka lepo 'ula o Moloka'i."***

*Said of the children of Moloka'i, rooted in the strong foundation and rich traditions of its community.*

We are rooted in our **connection** to our **'āina**, our **'ohana**, and our **rich history of traditional wisdom**, we value **life long learning**, the path to cultivate **innovative problem solvers** and **service-minded leaders** to make a positive impact at Kualapu'u and in greater global communities.

### **Thrive**

***"Māhuahua ka 'uala,  
He 'ai kamaha'o o Kualapu'u."***

*In the story of the giant, Ha'eha'ekū, the sweet potato thrived on Moloka'i, through his agricultural innovations, so much so that harvests were so abundant and mounds of the fruit created an enormous hill, Kualapu'u. Said of a community that thrives from the bounty of its collective work, innovation, and leadership.*

We value traditional knowledge and are committed to **adaptability and curiosity**, by **applying** our learning and **engaging** with real-world issues through **cultural practices, standards based curriculum, project & community service learning**, to continuously **grow and thrive** as **'ōiwi learners and leaders**, uplifting our communities into the future.

### **Proper Nurturing**

***"Ka hā'upu'upu  
o ka pu'e 'uala ka'a."***

*Said of a sweet potato shoot (child) that thrives as a result of the healthy mound that surrounds and nurtures it.*

Through **proper nurturing** and a cultural value-based approach, we provide a **safe and growth-minded learning environment** of aloha and mālama, where **rigorous instruction** meets **cultural relevance** and **high behavioral standards**.

### **Withstand Adversity**

***"He 'uala Lanikeha,  
ulu i ka makani pūhiohio."***

*Said of the favored Lanikeha sweet potato that could withstand the tornado-like Pūhiohio winds of the goddess Ha'ā, who moved rich dirt onto the pu'e 'uala mounds on the plains of Ho'olehua, Moloka'i.*

We are committed to **navigating change with resilience**, fostering connections with **positive mentors**, and embracing **kuleana to learn, contribute, and communicate** effectively, understanding the lessons in each challenge and accomplishment.



# Ua Ao Hawai'i, Kukui Mālamalama

*"Enlightened is Hawaii – our path illuminated by the light of education."*

A Cultural Framework For Indigenous Education



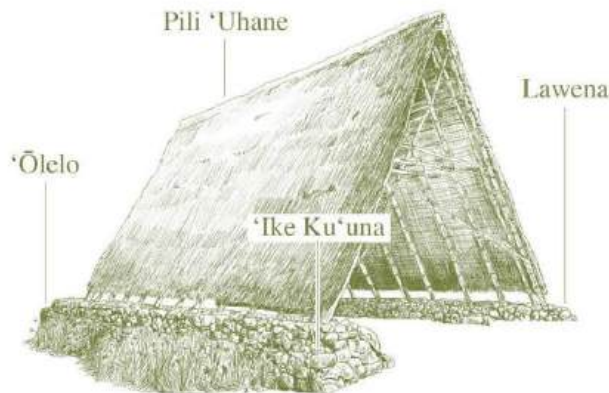
*Mauli, described by Pukui<sup>1</sup> as the seat of life, can be likened to a life-giving flame—the fire we feel within us. Mauli names one's heart, one's spirit, one's very essence.*

***This cultural framework uses the Kumu Honua Mauli Ola<sup>2</sup> educational philosophy to assist schools in determining the maui, or the essence of their school. It guides schools to identify culturally relevant systems within their educational structure to develop processes that foster the maui of their school and the communities, families, and students they serve.***



<sup>1</sup> Pukui, Mary Kawena, Elbert, Samuel H. (1965). *Hawaiian Dictionary*. Honolulu: University Press of Hawaii.

<sup>2</sup> 'Aha Pūnana Leo, Inc. & Ka Haka 'Ula o Ke'elikōlani, Ke Kulanui o Hawai'i ma Hilo. (2009). *Kumu Honua Mauli Ola, He Kālaimana'o Ho'ona'auao 'Ōiwi Hawai'i*. Hilo, Hawai'i.



## **Nā 'Ao'ao o ka Maui - The Pillars of Education**

***Pili 'Uhane - School Mission, Vision, Spirit***

***'Ōlelo - Communication, Transmission of Knowledge***

***Lawena - Processes & Procedures, How we conduct school operations***

***'Ike Ku'una - Curricula, Teaching Strategies, Pedagogy, Authentic Practice of Teaching & Learning***

## **Nā Honua- Educational Environments**

***Honua 'Iewe - Students' Family & Home***

***Honua Kīpuka - School Environment***

***Honua Ao Holo'oko'a - Greater Community, Broadened Global Worldview***



## **Nā Piko- Educational Connections**

***Piko Manawa - Connection to a purpose & vision, educational philosophies***

***Piko Ēwe - Connection to school leadership, teachers, & previous educators***

***Piko Ma'i - Connection to the students we serve, what we create as educators***

***Piko Wāwae<sup>4</sup> - Connection to the land the school resides on & to the place & community the school serves***

<sup>3</sup> Piko Wāwae - added as a fourth piko to the three referenced in Kumu Honua Maui Ola.

<sup>4</sup> "Mai ka piko o ke po'o a ka poli o ka wāwae, la'a ma nā kihi 'ehā o ke kino," #2066-refers to the four sacred corners of the body. Pukui, M. (Ed.). (1983). 'Ōlelo No'eau: Hawaiian proverbs & poetical sayings. Bishop Museum Press.

Doctoral work submitted by Ka'ala Fay Camara with the use of the Kumu Honua Maui Ola, He Kālaimana'o Ho'ona'auao 'Ōiwi Hawai'i, June 2024.



**Students greet each day with the morning *piko* which includes a Hawaiian chant and Hawaii PonoʻI (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 hoʻomalū 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 wind's  
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 Hāʻā  
The ʻuala fields of Pākaʻa are flourishing  
Those harvested, indeed, by Kuapākaʻa  
Stacks of lauaʻe scented mats from Nēnēhānaupō  
  
The fragrance of the gentle Puluʻea winds waft by  
Haʻehaʻekū's gateway stands open  
Even for those with heads held up as they pass.  
Enter, enter into the sacred learning place  
Enter in and rest.

**Hawai'i Pono'i - Words by King David Kalākaua, Music by Henri Berge**

Hawai'i pono'i  
Nānā i kou mō'i  
Ka lani ali'i,  
Ke ali'i

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

Hawai'i pono'i  
Nānā i nā ali'i  
Nā pua muli kou  
Nā pōki'i

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

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

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

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

Chorus:  
Royal father  
Kamehameha  
Shall defend in war  
With spears

# KUALAPU‘U SCHOOL CURRICULUM AND INSTRUCTIONAL STRATEGIES FOR BOTH ENGLISH AND HAWAIIAN IMMERSION PROGRAMS

<p><b>English Language Arts (English Program)</b></p> <p><b>Reading:</b></p> <p>PreK &amp; Kinder</p> <ul style="list-style-type: none"> <li>• Success for All, full day, thematic unit implementation</li> </ul> <p>Grade 1, 2, 3, 4, 5, 6</p> <ul style="list-style-type: none"> <li>• Readers' Workshop, Units of Study <ul style="list-style-type: none"> <li>○ Daily lessons (45-60 mins)</li> <li>○ Mini Lessons</li> <li>○ Student conferring and small groups</li> <li>○ Student independent choice reading</li> </ul> </li> <li>• English Phonics/Word Work (Grades K-3) <ul style="list-style-type: none"> <li>○ Bridge to Reading by Heggerty</li> </ul> </li> </ul> <p><b>Writing:</b></p> <p>PreK – Success For All Writing, embedded in thematic lessons</p> <p>K - 6: Writers' Workshop, Units of Study</p> <ul style="list-style-type: none"> <li>• Daily lessons (45-60 mins)</li> <li>• Mini Lessons</li> <li>• Student conferring &amp; small groups</li> <li>• Student independent writing</li> </ul> <p><b>HALI'A -- Hawaiian Arts Literacy Integration Approach</b></p> <ul style="list-style-type: none"> <li>• Using Hawaiian arts to encourage and support literacy instruction.</li> </ul>	<p><b>Social Emotional Learning (SEL):</b></p> <p>PreK - 6: Success For All, Getting Along Together</p> <ul style="list-style-type: none"> <li>• PreK - K: full day integration throughout SFA curriculum</li> <li>• Grades 1-6 <ul style="list-style-type: none"> <li>○ 2 week kick start</li> <li>○ Weekly lessons (30-45 mins)</li> <li>○ Weekly Class Council (30-45 mins)</li> <li>○ Problem Solving Strategies</li> </ul> </li> <li>• Trauma Informed Initiatives</li> </ul> <p><b>Other Whole School Curriculum Initiatives:</b></p> <ul style="list-style-type: none"> <li>• Ike Hawaii cultural education for all students</li> <li>• Daily Physical Education/Ho' oikaika Kino for K-6;</li> <li>• Visual &amp; Performing Arts classes for all students</li> <li>• Science - <ul style="list-style-type: none"> <li>○ FOSS Science programs</li> <li>○ Next Generation Science Standards</li> <li>○ teachers are using Digital Bus and integrating place-based science (Science/'Epekema)</li> <li>○ Hawaiian Science standards using 'Ōhi'a Project grades K-6</li> </ul> </li> </ul>
<p><b>Math/Pili Helu(English &amp; Hawaiian Programs)</b></p> <p>PreK - 6: Everyday Math</p> <ul style="list-style-type: none"> <li>• Spiraled Curriculum</li> <li>• Gradual release of responsibility</li> <li>• CCSS Aligned</li> <li>• Tactile/hands on learning</li> <li>• Daily lessons (45-75 mins)</li> </ul>	<p><b>Hawaiian Language Arts (Mākau'Ōlelo)</b></p> <ul style="list-style-type: none"> <li>• K-6: Foundations and Framework, (Mini-Lessons, Student Conferring and small groups, Student independent reading),</li> <li>• Pilina 'Ōlelo -- Hawaiian grammar</li> <li>• K-6: Hawaiian Standards Based Writing, AOL</li> </ul>



## Curriculum / Content Area Guidelines 24-25

Content Area / Curriculum	K	1	2	3	4	5	6
<b>Writing Workshop</b>	35-45 minutes  + 10 mins for Interactive Writing/ Shared Writing	35-45 minutes  + 10 mins for Interactive Writing/ Shared Writing	35-45 minutes  + 10 mins for Interactive Writing/ Shared Writing	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes
<b>Reading Workshop</b>	SFA Early reading	30-35 minutes	35-45 minutes	35-45 minutes	45-60 minutes	45-60 minutes	45-60 minutes
<b>Read Aloud</b>	daily	daily	daily	daily	daily	daily	daily
<b>Word Work</b>	In SFA	30 minutes Bridge to Reading - Heggerty	30 minutes Bridge to Reading - Heggerty	30 minutes Bridge to Reading - Heggerty			
<b>Math (EDM)</b>	60-75 minutes						
<b>GAT</b>	Weekly lesson + weekly class council (plus first 2 weeks of the year daily lessons)						
<b>Science</b>	Daily Foss Unit integrated with Hawaiian Culture/History. At least 2 units per quarter.						
<b>Ike Hawaii/ Hawaiian Focus Framework</b>	Daily review of Olelo No'eau in homeroom, student and staff hula at May Day hoike, integration of Hawaiian framework in classroom expectations & behavior, rigorous teacher & curriculum deliverables for quality student outcomes.						

## 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
- 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

- ParentSquare – We encourage all parents to download the ParentSquare App.
- SchoolMessenger—Automated phone messages and email for attendance.  
Facebook—Please “like” Kualapu’u Public Conversion Charter School Page
- Website—[www.kualapuucharterschool.org](http://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.

- **Download the ParentSquare mobile app**

Send and receive school communications on the go



## 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 (Bell Schedule may be modified for Covid or medical emergencies)**

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** Varying times

**Lunch Blocks (Varying times; 30 minute blocks)**

- 11:00--1:00pm

**Afternoon Break Varying times**

**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

## 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 & achievement for all students K--12th 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 throughout the school year. 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 Notification PROCESS

- Four absences: Parents receive a notification letter with an Attendance
- Six absences: Parents and students may be required to attend a Parent Conference with the Principal/VP and/or Counselor.\*
- Nine absences: Social Worker may visit families to check on students and remind families that they are close to receiving a Truancy Petition.
- Twelve absences: SRO/Administrator may complete a home visit.
- Fifteen + absences: ▪ A referral to Family Court may be made.

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. Bus route information may be viewed here. Please visit the link.-> <https://www.infofinder.com/>

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 - 1:00 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.
- Meal Modifications may be accommodated for medical reasons.

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 child/student. ALL STUDENTS ARE GIVEN ONE FREE BREAKFAST AND LUNCH PER DAY for this school year through the Community Eligibility Program (CEP).

### Adult School Meal Prices as of July 1, 2024, Prices subject to change without notice:

Adult Lunch = \$6.00

Adult Breakfast = \$4.00

Adult Salad = \$5.00

If a student wants a 2<sup>nd</sup> meal, prices are the adult prices.

**Advanced payments for the cost of breakfast and lunch are required for all meals. No loans will be given for school meals. Please pay for meals at the school office.**

## 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.

Please be aware that the school will rely heavily on social media platforms, and mass email to communicate any emergency information or procedures. You may NOT receive a personal communication from the school unless necessary.

## CLOSING OF SCHOOL

- Before school opens, listen to news media (radio, television, school website & Facebook)  
website: [www.kualapuucharterschool.org](http://www.kualapuucharterschool.org)  
Facebook: Kualapu'u Public Charter School  
Mass Email Platform: Parent Square & SchoolMessenger (primarily for attendance)
- If school is in session and school must be closed, the following will occur:
  - School /DOE will notify news media to announce closure;
  - We will use various Social Media, Email;
  - Students who are remaining at school after social media, email notices, will have their parents and/or designee listed on emergency contact card contacted to pick up students at school,
  - Bus Service will be use only if students are on the regular schedule. Otherwise, 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 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 destination, 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 (PBIS) STUDENT INCENTIVES**

- **Kala HA Dollars** – these “dollars” reward students with for positive 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 staff

## **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 5<sup>th</sup> 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, templates, and computers 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**

### **(including the use of cell phones in school)**

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. 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 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.

The school may ban the use or possession of personal cell or smart phone or other devices for unsafe behavior. Including if the devices are the sources of or being used

- to bully or promote bullying,
- to promote drugs/alcohol,
- to record fights & other illegal activities,
- to promote unsafe behavior in school or out of school.

Parents and Police may be notified as appropriate.

## **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 the 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 eventsThese 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.

0. **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.

0. **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.

0. **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 the school principal, Lydia Trinidad at [Lydia.Trinidad@kualapuu.k12.hi.us](mailto:Lydia.Trinidad@kualapuu.k12.hi.us) or you can contact our local school board, 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>*

*Complaint form may also be accessed at <https://www.hookakoo.org/copy-of-contact-us>*

In the spirit of cooperation and problem solving, please refrain from posting complaints on social media, we feel issues are best resolved professionally and cooperatively, especially to preserve and respect student and family confidentiality.

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  
Tel: 808-586-3775  
[www.chartercommission.hawaii.gov](http://www.chartercommission.hawaii.gov)*



## **TITLE I --KUALAPU’U SCHOOL COMPACT**

### **TITLE I – KUALAPUU 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**

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 `o Kualapu`u we are one `ohana 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 `ohana, 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:**

Kualapu`u School students are required to wear the designated Kualapu`u 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. Waivers are available upon request from School Administrators.

### **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 graphics/messages relating to gangs, drugs, alcohol, illegal substances, and/or profanity;
- 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 uniforms 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.

School Uniforms may be purchased at the following vendor –> [bujified.com](https://www.bujified.com) (Tylor Tanaka, Bujified Hawaii LLC)

Some shirts may be purchased on campus. Please contact the school office for information.

### **School Uniform -- 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).




















Kualapu'u Elementary Public Charter School

# KA LAWENA KŪPONO O KE KULA

School-Wide Expectations & Appropriate School Behavior PBIS Matrix

*As a Kualapu'u Comet, I will do my best to meet these expectations every day:*

	 <b>PIKO</b>	 <b>HALLWAY</b>	 <b>BATHROOM</b>	 <b>CLASSROOM</b>	 <b>ACADEMICS</b>	 <b>P.E. CLASS</b>	 <b>RECESS</b>	 <b>CAFETERIA</b>	 <b>ASSEMBLY</b>	 <b>BUS RIDE</b>	 <b>ALL SETTINGS</b>
 <b>LOKO MAIKA'I</b> Be Cooperative	KINDLY remind others of order  PARTICIPATE appropriately  LISTEN to each other as we sing and chant	CAREFULLY pass others  Follow & keep up with the <b>CLASS LINE</b>	Keep bathroom <b>DRY &amp; CLEAN</b>  Use a <b>QUIET VOICE</b>	Give others <b>PERSONAL SPACE</b>  Practice <b>PATIENCE &amp; KINDNESS</b>  PARTICIPATE appropriately	Practice <b>PATIENCE &amp; KINDNESS</b>  PARTICIPATE appropriately  SHARE my thinking when explaining	WALK to and from PE in a <b>QUIET LINE</b>  KINDLY WORK TOGETHER to solve conflicts  PARTICIPATE appropriately	Play <b>FAIRLY</b>  SHARE & TAKE TURNS  HELP OTHERS  KINDLY WORK TOGETHER to solve conflicts	WAIT in line for my turn  MAKE ROOM for others at my table  Keep it <b>CLEAN</b>	PARTICIPATE appropriately  SIT QUIETLY without distracting others nearby	MAKE ROOM for others  WAIT my turn  Keep it <b>CLEAN</b>	BE HELPFUL and <b>AWARE</b> of others  WORK TOGETHER  Keep it <b>CLEAN</b>
 <b>HŌ'IHI</b> Be Respectful	Remove <b>HATS, HOODS &amp; SUNGLASSES</b>  LISTEN to my alaka'i & adults  STAND QUIETLY with hands to your sides	Use my <b>QUIET VOICE &amp; QUIET FEET</b>  MAKE SPACE for others	Give others <b>PRIVACY</b>  Use facilities <b>APPROPRIATELY</b>	Speak using <b>APPROPRIATE</b> words & volume LISTEN to Kumu  RAISE my hand to share Practice <b>ACTIVE LISTENING</b>	Speak using <b>APPROPRIATE</b> words & volume  TRY MY BEST  ASK KUMU if I am unsure	LISTEN to Kumu  Be a <b>GOOD SPORT</b> and <b>STAY KIND</b>  Use equipment <b>APPROPRIATELY</b>	Be a <b>GOOD SPORT</b> and <b>STAY KIND</b>  Use equipment <b>APPROPRIATELY</b>  LISTEN to supervisors	Speak using <b>APPROPRIATE</b> words & volume  LISTEN to all adults & instructions	ARRIVE ON TIME  Practice <b>ACTIVE LISTENING</b>  Show <b>ALOHA</b> to speaker	Speak using <b>APPROPRIATE</b> words & volume  LISTEN to driver's instructions	<b>SHOW ALOHA</b>  Speak using <b>APPROPRIATE</b> words & volume
 <b>KULĒANA</b> Be Responsible	ARRIVE ON TIME  KNOW the words of Hawai'i Pono'i and the 'oli  STAND where assigned	Ask <b>PERMISSION</b> from Kumu to leave class  Walk <b>DIRECTLY</b> to destination  Use time <b>WISELY</b>	Use time <b>WISELY</b>  FLUSH toilet  WASH hands  THROW AWAY my trash	Keep my area <b>CLEAN</b>  Stay <b>ON TASK</b>  Ask "What's Next?" when I am done	Write my <b>NAME</b>  CAREFULLY READ all directions  COMPLETE each assignment as best as I can  CHARGE devices	Ask <b>PERMISSION</b> from Kumu to leave class  Use time <b>WISELY</b>  PUT AWAY all equipment	FOLLOW recess rules  PUT AWAY all equipment  CLEAN UP & LEAVE in a timely manner	Use my best <b>MANNERS</b>  CLEAN UP area: dump plate & throw away trash	FOLLOW adult instructions  SIT correctly  SIT where assigned	BRING MY <b>BUS PASS</b>  ARRIVE ON TIME  REMEMBER <b>ALL</b> belongings	Be <b>ON TASK</b>  Be <b>PREPARED</b> and <b>TRY MY BEST</b>  Wear my <b>UNIFORM</b>
 <b>MĀLAMA</b> Be Safe	Enter and leave <b>CALMLY &amp; QUIETLY</b>  Practice <b>SELF CONTROL</b>  Keep <b>HANDS, FEET &amp; OBJECTS</b> to myself	Stay on the <b>SIDEWALK</b>  HOLD all toys and equipment  BE AWARE as I walk	Use <b>FOOTWEAR</b>  ONLY ONE PERSON per stall  NO CLIMBING	Use materials <b>APPROPRIATELY</b>  WALK and use <b>INSIDE VOICE</b>  Remove <b>HATS, HOODS &amp; SUNGLASSES</b>	Ask <b>PERMISSION</b> from Kumu to leave class  Practice <b>SELF CONTROL</b>  Use <b>POSITIVE SELF-TALK</b>	Stay in the <b>P.E. AREAS</b>  Use equipment <b>CORRECTLY</b>  Do NOT HANG on the tent  REPORT unsafe behavior	Stay in the <b>RECESS AREA</b>  Use equipment <b>CORRECTLY</b>  BE AWARE of others nearby	WASH HANDS before & after eating  STAND QUIETLY as I wait in line	Enter and leave <b>CALMLY &amp; QUIETLY</b>  Keep <b>HANDS, FEET &amp; OBJECTS</b> to myself	LINE UP calmly and quietly  Use my <b>WALKING FEET</b>  Keep <b>HANDS, FEET &amp; OBJECTS</b> to myself  REPORT unsafe behavior	Practice <b>SELF CONTROL</b>  Keep <b>HANDS, FEET &amp; OBJECTS</b> to myself  TAKE CARE of myself and my body



## 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 <https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/SafetySecurityEmergency/SafetyAtSchool/Pages/home.aspx> ; <https://www.hawaiipublicschools.org/DOE%20Forms/Chapter%2019/Chapter%2019-2020.pdf>

### Class A - Prohibited by Law

Police may be informed, parent is contacted immediately, disciplinary consequence is given.

- Assault** – intentionally causing serious 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
- Illicit 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

### Class B – Prohibited by Law

Police may be informed, parent is contacted immediately, serious disciplinary consequence is given.

- 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

**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**

**Class D Offenses – Prohibited by School**

Parents may be informed and disciplinary consequence given. given.

**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 teacher allows him/her to do so for instructional purposes.**

## KUALAPU'U SCHOOL TRAFFIC PROCEDURES

### STUDENT DROPOFF

Please review the traffic diagram below, so you know where and how to drop off your child.

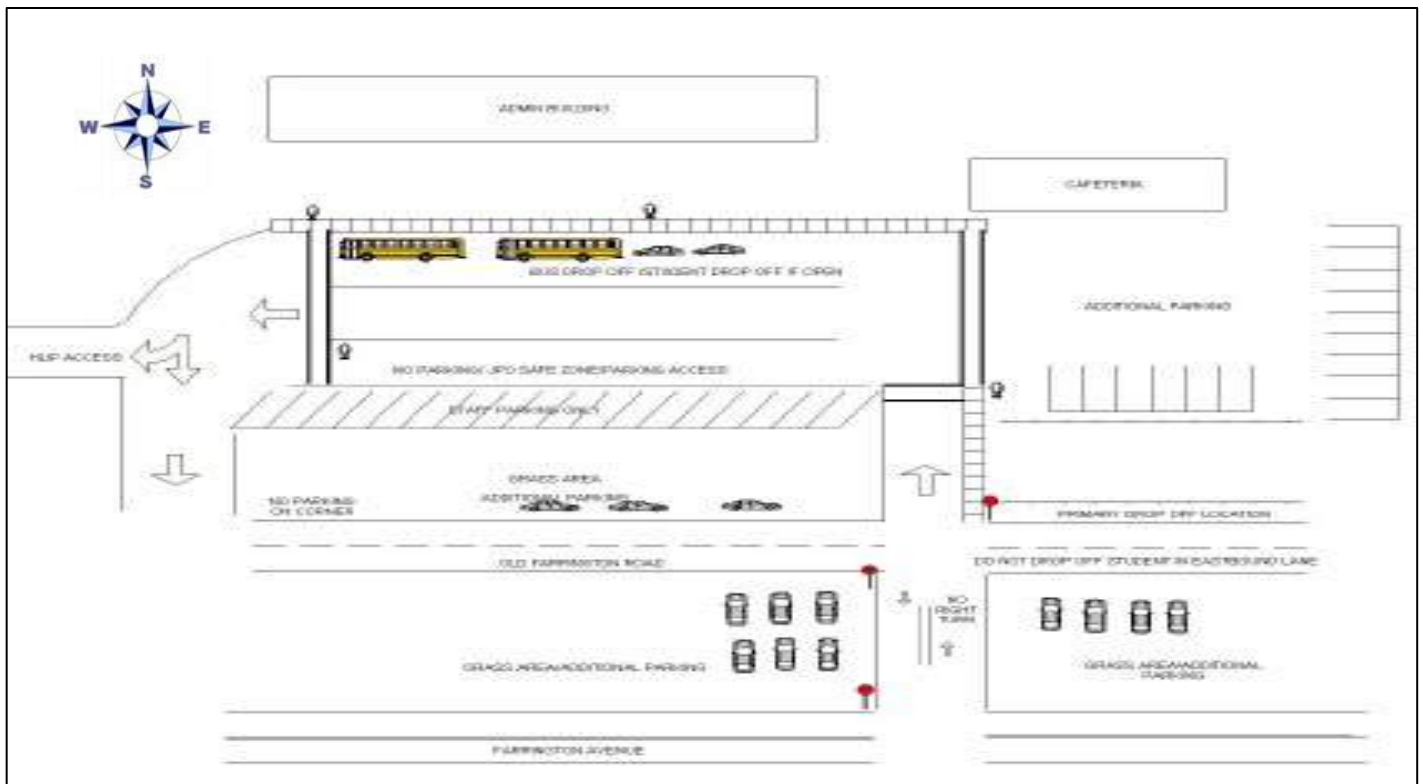
Other major procedures are outlined below:

- Pull your vehicle all the way forward, under the direction of JPO's or school staff, 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  
Nu'ukia-Vision**

***"I pa'a mau ka 'ike mauli ma o ka 'ōlelo Hawai'i."***

**"The indigenous Hawaiian culture is perpetuated through the Hawaiian language."**

**Ala Nu'ukia-Mission Statement**

***"E ho'ulu i ke kukui a pa'a ke a'a i ka lepo 'ula."***

**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 'Ōlelo Hawai'i: Phrases for helping your keiki with homework**

Olelo Hawaii	English
E kōkua aku au iā 'oe.	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?
'A'ole maopopo.	I don't know.
E heluhelu mai, ke 'olu'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 [Kualapuuhimakua@gmail.com](mailto:Kualapuuhimakua@gmail.com).

You can also visit their Facebook page at **Ke Kula Kaiapuni 'o 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)

7:30–8:00 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
2:20–2:30 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 **7:30–8:00 a.m.**

Student Dismissal time **2:20–2:30 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. Curiosity 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 throughout 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](http://www.kualapuucharterschool.org)
- Like our Facebook Page-- Kualapuu Public Conversion Charter School
- SchoolMessenger & Parent Square email and text system (please keep your email and phone numbers current)
- **Download the ParentSquare mobile app**

Send and receive school communications on the go



**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.