

Ka'ōhao Public Charter School

2018-2019

A Path to Excellence in Learning and in Life

A K-6 Public Charter School

140 Alala Road, Kailua, HI 96734

Office Phone: 808-266-7844

www.kaohaoschool.org

School Year Hours: M-F, 7:30am-4pm

Summer/Break Hours: M-F, 8am-3pm

GENERAL INFORMATION

DAILY SCHEDULE

7:30 am	Campus Open to Students, School Office Opens
7:50 am	Warning Bell Rings
7:55 am	School Starts (Morning Assembly)
9:35-9:55 am	Morning Recess
11:30-11:52 am	K-3 rd Grade Lunch/4 th -6 th Grade Recess
11:53 am-12:15 pm	K-3 rd Grade Recess/4 th -6 th Grade Lunch
1:10 pm	All-Grade Dismissal (Wednesday Only)
1:30 pm	Campus Closed to Students (Wednesday Only)
2:10 pm	All-Grade Dismissal (M, T, Th, F)
2:30 pm	Campus Closed to Students (M, T, Th, F)
4:00 pm	School Office Closes

SUPERVISION & LIABILITY

Ka'ōhāo Public Charter School provides supervision of students between 7:30am and 2:30pm (1:30pm on Wednesdays). Children who do not have organized after-school activities ***MUST BE OFF CAMPUS BY 2:30pm (1:30pm on Wednesdays).***

OFFICE HOURS

The office is open Monday through Friday from 7:30am-4:00pm. During Summer, Fall, Winter, and Spring Breaks the office is generally open from 8am-3pm, but please call to confirm hours or make an appointment. It is closed on weekends, state, and federal holidays. Office hours are subject to change.

CONTACT INFORMATION

Changes in phone numbers, mailing address, email address, and/or physical address must be updated with the front office within 24 hours.

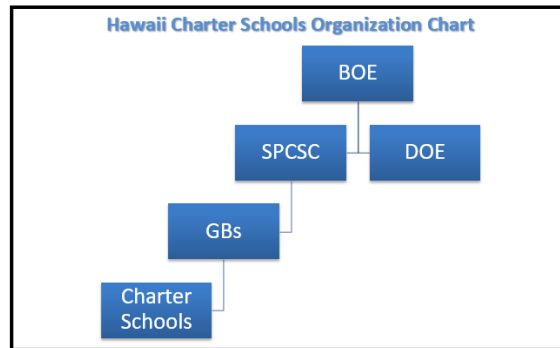
VOLUNTEER INFORMATION

Ka'ōhāo Public Charter School expects parents, guardians, 'ohana, and other members of the community to share their time, knowledge, and abilities with our students. Community volunteers in our school enrich the total educational program and strengthen our school's relationships with neighbors, businesses, public agencies and private institutions.

As part of the process of applying to be a volunteer, we may require that you authorize us to perform reference, credential, and background checks. Please complete and return the Volunteer Survey included in this handbook. Volunteer registration forms and expectations are available in the front office.

GOVERNING BOARD OF DIRECTORS

As a Public Charter School, Ka'ōhāo Public Charter School is governed by a volunteer local school board. Board contact information, meeting agenda/minutes, policies, and bylaws are all available to the public both in the school's main office and on the school's website.



SCHOOL MISSION

The **Ka'ōhāo Public Charter School Mission**, through combined efforts of staff, parents, students, and community, is:

To **focus** on the whole child by offering an integrated and challenging curriculum that reaches across the disciplines, which includes Physical Wellness, Technology, and an emphasis on The Arts

To **empower** students to meet academic challenges with enthusiasm and a willingness to solve real-world problems.

To **create** an atmosphere of cooperation, with respect for individual differences, the community, and cultural values.

To **develop** children who are confident and creative builders of their future.

To meet these goals, Ka'ōhāo Public Charter School offers its students the following:

AN **ENVIRONMENT** that is secure and welcoming and that engages children's interest and celebrates their accomplishments.

A **CORE CURRICULUM** that exceeds state and national standards, is differentiated according to student abilities and interests, is aligned between grade levels and subject areas, and is inclusive of arts, technology, and physical development.

CLASSROOM INSTRUCTION that is student-centered and responsive to each child's needs, and that fosters inquiry, exploration, independent thinking, collaborative effort, and productive reflection on one's own work.

A **COMMUNITY** in which all participants—children, teachers, staff, parents, and board—are both teachers and learners and are mutually supportive.

TEACHERS, ADMINISTRATORS, AND STAFF who are creative, knowledgeable, focused on the welfare of each child, and appropriately certified.

FACILITIES AND RESOURCES that meet the needs of all students.

State of Hawaii – Ka'ōhāo Public Charter School 2018-2019 OFFICIAL SCHOOL CALENDAR

	Su	M	T	W	Th	F	Sa	
July 2018	22	23	24	25	26	27	28	July 30: Teachers' First Day
	29	30	31	1	2	3	4	July 30-Aug 2: Teacher Work Days (no students)
August	5	6	7	8	9	10	11	August 3: Students' First Day
	12	13	14	15	16	17	18	August 17: Statehood Day
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	Aug 31: PD Day #1
September	2	3	4	5	6	7	8	September 3 - Labor Day
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	Sept 27&28: PT Conferences
October	30	1	2	3	4	5	6	
	7	8	9	10	11	12	13	October 8-12: Fall Break***
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
November	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	November 6: Election Day
	11	12	13	14	15	16	17	November 12: Veterans' Day
	18	19	20	21	22	23	24	November 22&23: Thanksgiving
December	25	26	27	28	29	30	1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	December 21-January 4: Winter Break***
	16	17	18	19	20	21	22	December 24&25: Christmas
January 2019	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	Dec 31&Jan 1: New Year's Day
	6	7	8	9	10	11	12	January 4: Teacher Workday (no students)*
	13	14	15	16	17	18	19	
February	20	21	22	23	24	25	26	January 21: Dr. Martin Luther King Jr Day
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	February 11: Institute Day
March	17	18	19	20	21	22	23	February 18: Presidents' Day
	24	25	26	27	28	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
April	17	18	19	20	21	22	23	March 18-22: Spring Break***
	24	25	26	27	28	29	30	March 25: PD Day #2
	31	1	2	3	4	5	6	March 26: Kuhio Day
	7	8	9	10	11	12	13	
May	14	15	16	17	18	19	20	April 19: Good Friday
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
June	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	May 27: Memorial Day
	26	27	28	29	30	31	1	May 30: Last Day for Students
	2	3	4	5	6	7	8	May 31: Last Day for Teachers

T1
36 days
Ends
Nov 2

T2
38 days
Ends

T3
64 days
Ends

SCHOOL ATTENDANCE & ABSENCES

Regular and prompt attendance is essential for successful academic achievement. The Department of Education (DOE) and Ka'ōhāo Public Charter School are required by law to enforce compulsory attendance by monitoring all absences and tardies.

If a child will be absent, a parent/guardian must call the school attendance line (266-7844) by 8:30am on the day of the absence. If leaving a message, please include the child's name, teacher's name, and reason for the absence. Absences that are not excused will contribute to a student's record of truancy.

Students who are not in line at assembly by 7:55am are tardy. The JPO team will send all tardy students to the office for a pass. Students who arrive after or leave before 11:30am will be marked absent. To achieve perfect attendance for a given trimester, a student must not have any absences or tardies.

EXCUSED & UNEXCUSED ABSENCES

Absences will be excused only for the following reasons:

- 1) Personal illness or enforced quarantine (illnesses that last 3+ days require physician's note).
- 2) Necessary emergency medical, dental, or optometric appointments that could not be scheduled at a non-school time with a doctor/dentist note submitted to the office on the next school day.
- 3) Serious family emergency.
- 4) Observation of a holiday or ceremony of the family's religion.
- 5) Absences that have been approved on a case-by-case basis by the School Director.

Any absence from school will be counted as an absence in all school records and when awards are given for perfect attendance. Teachers do not have the authority to excuse a student's absence from school.

PLANNED EXTENDED ABSENCES

We ask that families please make every effort to take family vacations during school vacation time. There are approximately 180 school days a year, and at Ka'ōhāo Public Charter School we value that time to work with your child. This time is a necessary component of educational progress. If you plan to take your child out of school for 5 or more days, parents/guardians are **required** to take the following steps:

- 1) Obtain a copy of the Student Planned Absence Notification form from the school office or online. The form must be completed **before** the planned absence.
- 2) Meet with the teacher(s) so that you understand the academic work that will be required during the absence.
- 3) Turn in the Student Planned Absence Notification form to the school office. A school administrator will review the form.

HOMEWORK REQUESTS

If your child is out and you would like to pick up homework, all requests must be called in to the office before 9:30am. Homework will be ready after the dismissal bell, and it must be picked up in the office. We cannot deliver homework to siblings.

OFF CAMPUS/EARLY RELEASE PASS

Only parents/guardians or persons listed on the emergency card on file are authorized to pick up a child during school. To obtain an Off Campus/Early Release pass, parent(s) should write a note or call the office **one day** in advance. Please provide the child's name, date, leaving time, reason, and person who will be picking up the student. Parents must also notify the teacher via phone call or note. The teacher will send the student to the office at the requested time. The parent/guardian/designated person **MUST SIGN** the school log before taking the child. Please be prepared to show a picture ID.

TRUANCY

Families will be notified by mail of excessive absences and tardies. Students with persistent attendance problems will go through the process below. If the student was enrolled as a Geographic Exception (GE), excessive absences or tardies may result in revocation of the GE enrollment. ***If a child is persistently absent from school, "the student, father or mother, guardian, or person having charge of the child may be referred and summoned to court."***

# of Unexcused* Absences	Action to be Taken
5 th	Attendance notice #1 sent home.
10 th	Attendance notice #2 is sent home with a request for a conference. Parent/guardian is required to attend a conference with administration.
15 th	Attendance notice #3 is sent home with a request for a 2 nd conference. Parents/guardians are required to attend a conference with administration.
20 th +	Attendance is closely monitored. If no improvement is noted, a Family Court Referral will be done and Geographic Exception status will be revoked.

*An unexcused absence is any absence that is not excused with written documentation (healthcare provider note, legal paperwork, or other official documentation). This includes trips, personal days, and absences without special approval from the School Director.

*An excused absence is any absence including short-term illness (4 or more consecutive days requires a doctor's note), appointments with written documentation, and absences with special approval from the School Director.

# of Unexcused Tardies**	Action to be Taken
5 th	Tardy notice #1 sent home.
10 th	Tardy notice #2 is sent home with a request for a conference. Parent/guardian is required to attend a conference with administration.
15 th	Tardy notice #3 is sent home with a request for a 2 nd conference. Parents/guardians are required to attend a conference with administration.
20 th +	Tardiness is closely monitored. If no improvement is noted Geographic Exception status will be revoked.

**Tardies can only be considered excused with written documentation (healthcare provider note, legal paperwork, or other official documentation).

COMMUNICATION & VISITATION

Only emergency messages will be taken for students. Please remind your child **before** school for all other matters (i.e. appointments, transportation after school, etc.).

SCHOOL/HOME COMMUNICATION

Teachers will schedule Parent/Teacher conferences soon after the end of the first trimester for all children. Both parents and teachers are encouraged to initiate other personal conferences throughout the year. To meet with a teacher, please contact the teacher directly. Teachers will not conduct any conference during the school day in the classroom. If you would like to schedule a meeting with the School Director, please contact the school office. ***Appointments are required.***

WEBSITE & NEWSLETTER

It is the responsibility of the parent to check the website (www.kaohaoschool.org) and newsletter for important announcements, time-sensitive information, and emergency communication. Please subscribe to receive updates with the school office. If you do not wish to subscribe, the school newsletter is posted regularly on the school website.

BACKPACKS & PLANNERS

Please make sure to check your child's backpack daily. Important school notices may be sent home at any time. Each student in grades 2-6 has a planner with space for assignments and notes. Parents should regularly check the planners to keep up with assignments, test dates, etc.

CLASSROOM VISITS

Parents and visitors may not make uninvited or unexpected visits to classrooms. In the case of an emergency, please come to the office and staff will locate the child. If an item needs to be delivered, please come to the office and the staff will assist. ***All volunteers and visitors on campus during school hours MUST STOP AND SIGN IN at the school office to obtain a visitor pass.***

SERVICES

COUNSELOR

Ka'ōhao Public Charter School has a full-time counselor to work with students, teachers, and parents on a regular basis to support individual or group needs. If you need to contact the counselor, please call 266-7844.

STUDENT SUPPORT SERVICES

The Student Support Services program responds to the broad range of student needs by providing comprehensive, coordinated, integrated, and customized services that are accessible, timely, and strength-based. The point of entry for any student is a recommendation from a teacher or parent/guardian to the Student Services Coordinator (SSC). You can reach the SSC at 266-7844.

SPECIAL EDUCATION (SPED)

Special needs may range from mild learning disabilities to severe multiple handicapping conditions. For each child identified with special needs, we develop an Individual Educational Plan (IEP) or a 504 Action Plan.

SPEECH PATHOLOGY

Ka'ōhao Public Charter School is assigned a State-licensed speech pathologist who provides support to students with communication disorders that are documented in an IEP or Modification Plan.

A+ PROGRAM

YMCA provides A+ after-school care with both academic and extracurricular activities. If you have any questions or would like to enroll, please visit the enrichment page on the school website or call the YMCA office at 261-0808. Their contact number on campus is 492-6768.

HEALTH AIDE

A full-time health aide is assigned to the school to take care of injuries and illnesses that happen during school hours. First aid is administered and parents will be notified when necessary. Students with fever, diarrhea, vomiting, or serious injuries will be sent home. The health aide is not responsible for taking care of any condition that originated when the child was not at school. The health room hours are M, T, Th, F from 7:30am-2:30pm, and W from 7:30am-1:30pm. If you need to reach the health aide, please call 266-7844.

Do not send sick or contagious children to school. ***Children must be fever-free for 24 hours WITHOUT fever-reducing medicine before returning to school.***

MEDICATIONS – Students may not bring over-the-counter medications to school. If a child requires prescription medication, parents must contact the health aide to obtain forms to be filled out by the physician.

UKUS (HEAD LICE) – Ukus are very common in Hawaii. The health aide may conduct an uku check of all students if ukus are suspected. Do not send a student to school if ukus or nits (eggs) are present. Ka'ōhāo is an uku and nit free school, and any student found to have them will be sent home immediately. This policy is approved by the State Department of Health. When they return to school, children who have been absent with ukus must report to the health aide for a follow-up check BEFORE going to class.

FIELD TRIPS

Please turn in permission slips and money to your child's teacher. If these are not turned in, the child cannot participate in the field trip. The school will provide on-campus supervision of students who do not have permission to attend. The school is not responsible for providing transportation for any child who is late. Students must wear closed-toe shoes and the turquoise Ka'ōhāo Public Charter School Field Trip T-shirt on all field trips. Other school logowear is not allowed without prior permission from the teacher. Refunds are not available for students who are absent.

Teachers may withhold field trip privileges based on academic or other criteria. Parents will have advance notice.

Ka'ōhāo Public Charter School Field Trip T-shirts are available for purchase from the office for \$10.

NUTRITION & WELLNESS

KA'ŌHAO PUBLIC CHARTER SCHOOL CELEBRATIONS

As a member of the Alliance for a Healthier Generation Healthy Schools Program, Ka'ōhāo Public Charter School strives to help our students make healthy lifestyle choices. Currently, approximately 30% of children in the United States are overweight or obese. Simple steps now can help children continue making healthier choices as adults.

In addition to healthier lunch choices and increased physical activity during our day, Ka'ōhāo Public Charter School is continuing a healthier celebration initiative. In accordance with federal guidelines and

the board's Health and Safety Policies, we ask that parents do not bring products high in sugar and/or fat content. Instead of snacks like cupcakes, we are offering students an opportunity to choose an item listed below as their special celebration treat:

Activities – Dance Party, Extra Recess, Game Time, Guest Read Aloud, Indoor Free Time, Lunch with the Teacher, Painting, Show-and-Tell, Special Craft, Teacher Helper

Healthy Snacks – Fruit Kabobs, Fruit Pizza, Popcorn Party, Cheese and Crackers

If there is something your child would like to do that is not listed here, please contact the teacher. Most activities that can be completed within a 15-minute timeframe are fine! Please submit your choice of celebration to the teacher no later than three days before your child's birthday. We encourage you to plan celebrations on the last Friday of each month.

Teachers or staff of Ka'ōhāo Public Charter School will not receive or distribute celebration food items that do not meet our nutritional guidelines. Teachers and staff will be instructed to send home the items not meeting our guidelines. Thank you for supporting the health and wellness of our students.

LUNCH & SNACKS

Students may bring lunch from home or order lunch prepared by the school's outside vendor. You may order milk without lunch. Lunch and milk orders must be placed for each month and for each child. Payment is due by 8:30am on the first school day of the month. If you wish to stop ordering lunch, please notify the office before the start of the month.

Snacks are not provided by the school and should be brought from home. Snacks are eaten during first recess.

If your child is bringing a home lunch and snack, please be aware that **heating/refrigeration is NOT available**. Please mark lunch containers with your child's name and homeroom. Trading food items is not allowed. In accordance with the federal Health and Safety Policy IV.5, please "provide snacks and homemade lunches that include nutritious servings of fruits, vegetables, sandwiches, etc, that the child likes and will eat, but that will not contain candies, cookies, sodas, etc, with high sugar content that may negatively affect the child's capacity to learn or participate in school or classroom activities in the after lunch hours."

Candy, chewing gum, sodas, and dry saimin are prohibited food items and will be confiscated.

Sometimes children forget to bring their lunch to school. Please make sure that your child knows how to notify you as soon as possible if that happens. Tell your children that if you ever have to bring a lunch to school, they should pick it up in the office at lunchtime if it has not already been delivered to the classroom by the office staff. If a student does not have a lunch by lunchtime, the school will provide a lunch to the child and the parents will be billed for the cost (usually about \$6.00).

Eligible Ka'ōhāo Public Charter School students may be enrolled in the Federal Free & Reduced Price meal program. Applications must be submitted by parents/guardians each year. Applications can be picked up and submitted to the office. Children will not receive the free/reduced price until the application has been approved and the parents/guardians have been notified by the office.

REUSABLE WATER BOTTLES

Every student is required to bring a labeled reusable bottle of water to school every day.

SUN PROTECTION

Parents are encouraged to have students apply sun block (SPF 30 or higher) each morning at home. Living in Hawaii, sun exposure is a serious issue and not to be taken lightly. As part of our sun protection initiative we are allowing all students to bring sunscreen to school and apply as necessary with the following requirements:

1. Sunscreen MUST be labeled with student name. No sharing will be allowed.
2. Students MUST be trained how to properly apply sunscreen. Staff will NOT apply sunscreen for students.

In addition, we are encouraging ALL students, staff, and families to take preventative measures when exposed to the sun. Whether at school, home, or vacation, we recommend the following:

1. Hat (wide brimmed, SPF rated recommended, hats cannot be worn indoors)
2. Sunscreen
3. Long clothing (long sleeve and pants)
4. Sunglasses

We will also provide classroom instruction on sun protection, encourage sun coverage and shade options, and communicate with families.

Being a healthy school means addressing all areas of health and wellness. For more information, visit www.skincancer.org.

PLASTIC FREE SCHOOLS INITIATIVE

Plastic Free Hawai'i provides resources, tools, and trainings to educate schools about the environmental and health benefits of going plastic free in order to minimize single-use plastics in our islands. You will find more information at www.kokuahawaiifoundation.org/pfh. We encourage families to replace single-use plastic products with reusable products (i.e. water bottles, food containers, utensils, etc.).

ZERO WASTE INITIATIVE

We are PROUDLY a Zero Waste School, one of the first in Hawaii and the nation! All school food waste, whether from home or at school, is sorted, collected, and then made in to nutrient-rich soil through a variety of composting systems (vermicompost, hot compost, and bokashi). Each grade level takes part in this incredible endeavor and aligns with our garden program and healthy lifestyle initiatives. We ask all families to make conscious decisions about disposable items. For more information, visit www.wastefreelunches.org.

SAFETY & SECURITY

With increasing needs for safety and to provide an environment conducive to learning, we expect everyone's cooperation in complying with school policies. Our federal and state laws support our school campuses as safe environments for students and staff. Please read the information below, regarding our

Tobacco-Free and Drug-Free School's Policy, Gun Free Schools Act 90 and Notice of Non-Discrimination Rights.

EMERGENCY CARDS

All families must file an Emergency Card for **EACH** child enrolled. This must be done each year before school starts. Please notify the office/health room immediately of any changes (i.e. contact names, information, phone numbers, addresses).

NOTIFICATION OF PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under

FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice) or visit <http://bit.ly/FERPAHI>. Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520.

VISITOR PASSES

All visitors (including parents) who are on campus are **required to report to the office, sign in, and receive a visitor pass** which must be returned when signing out. The only exceptions are dropping children off or picking them up at the beginning or end of the school day. All visitors will leave a driver license or official ID at the office which will be returned upon sign-out. This additional procedure is to ensure the identity of our visitors to our campus as well as to secure the return of our visitor pass. Staff will direct all people without proper visitor passes back to the office.

PARKING LOT PROCEDURES

Please follow all painted traffic directional arrows and traffic rules in the parking lot. Observe a 5 MPH speed limit on campus. Follow all state traffic laws pertaining to seat belts, child restraints, and cell phones. Please use crosswalks. If visiting, please use marked "VISITOR" parking stalls.

A crossing guard and JPOs are on duty at the main gate before and after school. Please follow all directions given by the crossing guard and JPOs.

Ka'ōhāo Public Charter School and Hawaii State Law prohibit driving while using a cell phone. Remember, keiki first and we must model safety. ***Please do not text or use your phone while operating a vehicle!***

Students are not permitted on campus before 7:30am unless they have special arrangements with a teacher. It is best to drop off children between 7:30am and 7:45am. Children may exit cars to the right along the sidewalks. JPOs will help younger children get to their class assembly area. Students in grades 4, 5, and 6 may be dropped off at the school's back gate at the end of Alala Road. All students must be in their class assembly line by 7:55am.

All children must be picked up by 2:30pm (1:30pm on Wednesdays) unless they are enrolled in after-school activities. Students in grades 4, 5, and 6 may be picked up at the school's back gate at the end of Alala Road. Excessive late pickups may lead to a conference with the School Director, Family Court Referral, and/or GE revocation.

OTHER SAFETY POLICIES

BIKES, SKATEBOARDS & SKATES – ***Helmets are required*** for all children who ride bikes, skateboards, or skates. All riders must walk while on campus and remain on the sidewalks at all times.

SHOES – Children must wear footwear outside the classroom at all times. Closed-toe athletic shoes are required for PE class and field trips. Students without appropriate footwear will not be able to participate in PE class or field trips.

PE SAFETY – In addition to wearing closed-toe athletic shoes, each child is required to bring a bottle of water marked with his/her name. Helmets are required for certain activities. We highly recommend that

students wear a hat and sunscreen (SPF 30 or higher) on PE days. Please send a note to the child's classroom teacher if he/she needs to be excused or restricted from PE activities.

ANIMALS ON CAMPUS – *Animals (excluding service animals) are not allowed on campus without prior approval* from teachers or administration. Any dogs brought on campus after approval must be caged, on a leash no longer than 6 feet, or hand carried (per Honolulu City & County ordinance). The school reserves the right to refuse entry to any animal at any time.

PHONE USAGE – Students will be permitted to use the telephone only when the school staff deems it necessary. Telephoning home for forgotten items will be permitted at the teacher's discretion. Cell phone usage by students is not permitted during school hours. Cell phones may be used outside of school hours in designated zones (inside or directly outside of the school office).

EMERGENCY DRILLS – Emergency drills at regular intervals are required by law and are an important part of safety requirements. When emergency drills are conducted, everyone is expected to follow the appropriate emergency plan as quietly and as orderly as possible. Once in their designated area, students must form an orderly line so that attendance may be taken by teachers. Fire drills will be conducted monthly. Other drills are conducted annually during the first semester. These annual drills include: lockdown, shelter-in-place, earthquake, off-campus evacuation. If a visitor happens to be on-campus during a drill, he/she is asked to follow the procedures we've asked staff and students to follow. Your cooperation is greatly appreciated.

EMERGENCIES & NATURAL DISASTER

We will use our automated phone system and the email address that you have provided and/or updated for our mailing list to notify you of all emergency situations. You may also refer to local television and radio stations for official school news alerts. Usually, Ka'ōhāo Public Charter School will follow the lead of the DOE Windward District Office. If you have not heard an update on Ka'ōhāo Public Charter School, but Kailua Elementary and Kailua Intermediate Schools are closed or closing, you may assume that Ka'ōhāo Public Charter School will also close.

Please **do not call** or rush to the school. Phone lines and staff are needed for emergency response efforts.

EMERGENCY DISMISSAL

If school must be closed during the school day because of an emergency, we will keep all students at school until parents can arrange a pick-up. When picking up students please park and go directly to the classroom without stopping at the office for a visitor pass. When you arrive at the classroom, you must identify yourself to the teacher or assistant. If you send someone else, the person must be listed on the school's emergency card. If it is someone not listed, please call the office to give authorization.

EARTHQUAKE – In the event of an earthquake severe enough to threaten damage to structures, staff and students will gather in the on-campus rally area in the back field until authorities have assured us that buildings are safe. If an emergency dismissal is announced, please follow the instructions above.

TSUNAMI – In the event of a warning or an imminent tsunami, students and staff will immediately evacuate the campus and walk to the top of the hill across Alala Road and up Pauahilani Place, behind the school. Children who are unable to walk easily and quickly will be driven. Parents will not be permitted to drive up the hill to pick up children. We will return to campus when it is deemed safe by authorities. If buildings are not safe upon return to campus, children will wait in the back field. Parents can park in the school parking lot and follow staff directions for pick-up.

If we cannot return to campus, directions for picking up children will be announced via radio, television, phone blast, and/or email.

Alternate Rally Point: Crossing the Mid-Pacific Golf Course to Enchanted Lakes Area

This option is highly unlikely and has never been necessary. However, if we cannot safely cross the bridge, students will walk across the Mid-Pacific Country Club golf course to the Enchanted Lake side of Blue Stone for pickup. Please read directions below and keep a copy in your car.

1. Drive toward Keolu Drive in Enchanted Lakes
2. Turn on to Kamahele Street across from St. John Vianney
3. Proceed to the gate of Blue Stone Housing. Students will wait for pick-up in grade-level groups along the sidewalk.

For more detailed information about all school emergency procedures, refer to the Emergency Procedure Guide located in each room or <http://www.hawaiipublicschools.org/DOE%20Forms/Emergency%20Procedures%20Guide.pdf>.

DRESS CODE & SCHOOL RULES

DRESS CODE

To promote a positive and safe school atmosphere, students are expected to dress appropriately. The administration is the final authority in determining whether or not a student is appropriately dressed and/or groomed. Any type of clothing, accessories, hairstyles, or grooming that might prove to be embarrassing to your child or distracting to others is discouraged. The following are prohibited:

- Clothes and/or accessories depicting or encouraging use of illegal drugs, alcohol, violence, sex or gangs.
- Clothes and/or accessories bearing vulgar inappropriate or suggestive text or logos.
- Shoes with cleats or wheels.
- Baseball caps, visors, or any other hat worn indoors.
- Swimsuits (boardshorts are ok) or clothes that fail to cover underwear.

Violating the dress code will result in a call to parents or guardian to bring a change of clothes or a school t-shirt will be loaned to the student for the day. Repeated violations will result in progressive disciplinary actions. The dress code will also apply during special events, such as Halloween, Talent Show, and Spirit Week.

PLAYGROUND/RECESS RULES

- Follow all direction of supervisors
- Students are not to be in the classrooms or hallways without a teacher present or without a teacher's permission.
- Students are not to run/play in designated off-limits areas.
- Footwear must be worn on the playground.
- Toys and balls brought from home are prohibited on the playground. Designated toys and balls for PE class cannot be used on the playground without permission from the PE teacher.
- No contact sports/play is allowed.
- No running on the sidewalk/pavement area of the playground.
- No tree climbing is allowed.
- Throwing/carrying rocks, sand, dirt, or sticks is not allowed.

- When the recess bell rings, all students will freeze until a supervisor blows the whistle. When the whistle is blown, students are to walk to their designated areas.

LUNCHTIME RULES

- Students will follow the directions of adult supervisors.
- Students will line up in an orderly fashion. No pushing, shoving, or playing will be allowed.
- Students must sit at assigned tables.
- Parents are welcome to join their children for lunch after obtaining a visitor pass.
- Students must eat their own food. They may not share food from their trays or lunch bags.
- Students must use quiet voices, keep their hands and feet to themselves, not leave their tables without permission, and raise their hands for assistance.
- When the bell rings, students must clear their area, dispose of rubbish, and return lunch bags to the designated area.
- Students who are still eating when the bell rings will be given additional time finish their meals.
- When the recess bell rings, students will walk to the playground using sidewalks.

ASSEMBLY RULES

- Students are expected to be a considerate audience.
- Students must stand or sit quietly in assigned areas, facing the stage or performance area.
- No obstructing the view of others.
- Students must be attentive and politely clap for presenters.

LIBRARY & TECHNOLOGY RULES

- Keep library neat and orderly.
- Take proper care of books.
- Use shelf markers.
- Borrow and return books correctly.
- Return books on time.
- No eating or drinking in the library.
- Talk softly and push chairs under table quietly.
- Do not use a computer without permission from an adult.
- Students must have a signed Acceptable Use Policy (AUP) to use the Internet.

OTHER IMPORTANT INFORMATION

AWARDS ASSEMBLY – Teachers nominate students for Character Trait and other special awards. Students in grades 4, 5, and 6 have an opportunity to earn Honor Roll recognition based on academic merit (more than 50% Meets with Excellence (ME) or Meets Proficiency (MP) grades and no Approaches Proficiency (AP) grades in the four main content areas). In addition, Honor Roll students who have all Character Trait grades of 'Consistently' or 'Usually' may be eligible for 'Iwa Award status.

To receive a Perfect Attendance award for a given trimester, a student must not have any absences or tardies throughout the trimester.

PICTURES/YEARBOOKS – Individual and class pictures are taken during the 1st trimester. Yearbook order forms will be distributed during the 3rd trimester. Purchase of pictures and yearbook is optional.

FACILITY RENTAL – Members of the Ka'ōhāo Public Charter School family or local community may apply to use the school grounds and facilities by submitting a Use of Facilities form to the office. Fees apply.

GATE HOURS – The gate at the front of the school will be locked from 7pm-6:30am. The Alala Road gate will be open from 7:30am – 8:30am and 2pm – 3:30pm. The makai gate will remain locked indefinitely due to safety and accessibility concerns.

BOUNCED CHECKS – Per DOE policy, the school assesses a \$25 service charge for each returned check.

KA'ŌHAO PUBLIC CHARTER SCHOOL'S VISION MANAGEMENT[®] PLAN

1) CLASSROOM EXPECTATIONS – All students are expected to follow these expectations:

1. Be in your assigned seat/area, ready to work when class begins.
2. Have paper, pencils, books, and all needed supplies every day.
3. Keep hands, feet, books, and objects (HFBO) to yourself.
4. No profanity, rude gestures, teasing, bullying, or put downs.
5. Follow directions of school personnel.

2) LEARNING CHOICES – students will decide daily from where they will receive their education. If they follow basic and simple expectations, they will remain seated among their friends and classmates. If they refuse to follow directions after being asked, the following will occur:

1. PREMINDER – a prompt given to remind students of what is expected
2. CUES – signals to remind students of what is expected
3. VERBAL REDIRECT – a private, short conversation with students to ask them to refocus to follow directions
4. A VISIT TO A REFOCUS AREA – a calm place within the classroom where students can refocus and self-manage. The refocus area is not punitive and allows students to participate in the lesson or get help.
5. A VISIT TO THE BUDDY ROOM – to avoid referral to the office, students will be sent to another teacher's refocus area in order to get calm, refocus, and self-manage outside the student's classroom. If a student fails buddy room, he or she will be sent to the office for an office referral.

3) CRITICAL MISBEHAVIOR will result in an immediate office referral. Critical misbehavior is considered to be the following:

1. Fighting or threatening to fight
2. Damaging or destroying student, teacher, or school property
3. Overtly refusing to do school work when capable by throwing materials, tipping over furniture, or yelling.
4. Engaging in behavior that creates an unsafe situation, is sexually provocative, or shuts down the ability of school personnel to teach.

*For more information on our Vision Management[®] plan, please visit www.dianaday.com.

DISCIPLINE

The Department of Education's *Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence* governs Ka'ōhāo Public Charter School and its students.

Violation of rules will be handled according to progressive discipline guidelines (see Chapter 19 brochure sent home at the beginning of the year).

Consequences for student misconduct may include counseling, reprimand, detention, in-school suspension, out-of-school suspension, crisis suspension, disciplinary transfer to another school, revocation of geographic exception status, and/or dismissal.

All of the "school rules", whether they are State/Federal law, Department of Education rules, or Ka'ōhāo Public Charter School rules, are in place to provide a safe, secure environment for all students and staff.

The following actions are prohibited:

- Using profane language.
- Running on lanais or sidewalks.
- Littering school grounds.
- Climbing or sitting on 2nd floor railings.
- Standing on and/or jumping from benches.
- Climbing and/or swinging on poles.
- Riding bikes, skateboards, roller blades, heeies, scooters, or any other wheeled vehicle on school property during school, non-school hours, holidays and weekends.
- Walking through areas that are designated off limits (students are to stay on walkways).
- Picking flowers or leaves from plants on campus.
- Playing or loitering in, or defacing restrooms.
- Possession of contraband.
- Insubordination to faculty or staff members.
- Bullying other students.
- Fighting.

CONTRABAND: Contraband is any item found to be disruptive, harmful, unsafe, or likely to be stolen.

Contraband includes but is not limited to:

- Guns/Knives/Pepper Spray
- Illicit Drugs/Alcohol
- Dangerous Instruments like Slingshots, Matches, and Fireworks
- Toy Weapons
- Toys from Home that may be considered Valuable
- Marbles, Trading Cards, or other Current Fad Toys
- Electronic Games or Devices (Gameboys, iPods, etc.)
- Cell Phones
- Gum, Dry Saimin Noodles, Sunflower Seeds, Chinese Seeds, Lollipops
- Edible Dry Powders (Pixie Sticks, Kool-Aid, Chocolate Mixes, etc.)

Students may pick up confiscated contraband at the end of the day unless the item is considered dangerous. Parents/Guardians are to pick up contraband that is considered dangerous (unless confiscated by HPD) and contraband that has been confiscated 2 or more times.

Gun Free School Act (1984) and (1995) State Act 148: “Any student who is found to be in possession of a firearm, air gun or crossbow while attending school shall be excluded from attending school for not less than one (1) year.”

1990 State Act 90: “Any student found to be in possession of a dangerous weapon, switchblade, knife, intoxicating liquor or illicit drugs while attending school may be excluded from attending school for up to ninety-two school days, as determined by Administration and approved by the Complex Area Superintendent. The exclusion of a student found to be in possession of a firearm might be modified by the State Superintendent on a case-by-case basis. Substitute educational activities or other appropriate assistance shall be provided to the excluded student.”

Pepper Spray (Honolulu City Ordinance No. 95-49): “It is unlawful for a minor to purchase possess or use any pepper spray in the city.”

*****PARENTS AND STUDENTS MUST SIGN AND RETURN THIS PAGE*****

Parents or Guardians:

I have read and discussed the handbook, which describes the rules, policies, and behavioral expectations with my child. I will help to support and reinforce the school's policy throughout the year.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student:

I have read and understood the handbook, which describes the rules, policies, and behavioral expectations for our school. I will do my personal best to follow the rules and make our school a safe and happy place for everyone.

Student Name: _____

Student's Signature: _____ Date: _____

Please remove this page and return it to your student's teacher. Thank you.

**→ PARENTS, PLEASE COMPLETE THE VOLUNTEER SURVEY ON THE →
→ REVERSE SIDE →**

Get Involved! Ka'ōhāo Public Charter School Volunteer Survey

Dear Parent or Guardian:

Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. Moreover, most experts agree that parental involvement should go beyond attendance at teacher conferences and open house. We realize, however, that each of our families is unique – with its own priorities, needs, talents, and time constraints -- and so we try to provide as many different kinds of opportunities for parental involvement as possible. Please review the volunteer opportunities suggested below, and check any you are interested in -- or tell us what specific talents you would like to share.

- Help the Ka'ōhāo School 'Ohana with fundraising events.
- Help with Kokua Hawai'i Foundation programs ('Aina, Recycling, Plastic Free Hawai'i).
- Help in your child's classroom.
- Help the Art, Computer, Library, Papa Ike, Music, and/or PE teachers.
- Organize or participate in a special event (Love of Reading, Harvest Moon Fest, Jump Rope for Heart, Holiday Program, Wellness Fair, STEM Night, Career Day, Talent Show, May Day, 6th Grade Promotion).
- Chess Club (no experience necessary).
- Arrange for curriculum related speakers, exhibits, demonstrations.
- Share a talent, interest, or hobby.
- Tutor individuals or small groups of students.
- Assist with school construction projects (contractor, engineer, architect, labor, etc.).
- Publish a school or classroom newsletter.
- Manage a classroom project (e.g. Auction class projects).
- Chaperone a field trip or event.
- Start and/or lead a school club.
- Provide childcare for other parents on conference days and/or during school events.
- Offer to donate books, art materials, musical instruments, games.... the list is endless.
- Bring in healthy refreshments for special events.
- Join a school committee (Health & Safety, Technology, Development, Capital Planning).
- Assist with a Kupuna event.
- Sew for school or class projects.
- Water the garden during school breaks.
- Other _____

Please fill out the information below so that we may contact you to help with the areas that you have marked.

Name: _____ Phone: _____

Email: _____

Student Name(s): _____

Grade(s) & Teacher(s): _____