

KULA AUPUNI NIIHAU A KAHELELANI ALOHA (KANAKA)
CODE OF ETHICS POLICY

Introduction

As KANAKA is composed of a community of individuals, this Code of Ethics applies to all members of the school community – Board of Directors, school leaders, licensed and non-licensed staff, and volunteers.

A. Personal & Professional Integrity

KANAKA board members, staff, and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the school. KANAKA must ensure a working environment in which all individuals are treated with respect, fairness, and integrity.

B. Mission and Vision

KANAKA shall have a clear mission statement and vision for the future, approved by the Board of Directors. All programs and activities shall be designed to support that mission. Everyone who works for or on behalf of the school shall understand and be loyal to that mission with purpose. The mission shall be responsive to the needs of students, their families; and shall enhance the community, state, and nation.

C. Governance

KANAKA shall have an active Board of Directors that is responsible for setting the mission, vision, and strategic directions of the school. The Board shall provide oversight of finances, operations, and policies of the school.

The Board of Directors shall:

- 1-Ensure that the requisite skills and experiences are available for the school so that the Board can carry out the governance duties and that all members understand their governance duty to act for the benefit of the school and its public purpose;
- 2- Ensure through the conflict of interest policy that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- 3-Ensure that the school leadership and appropriate staff provide the board with timely and comprehensive information for the effective execution of its duties;
- 4-Ensure that the school conducts all transactions and dealings with integrity, honesty, and transparency;
- 5-Ensure that the school is fair and inclusive in its hiring, promotion policies and practices for all board, staff and volunteer positions;
- 6-Ensure that there is a policy stating that contracts with consultants and vendors are done in a manner that is transparent and ensures the greatest value for the benefit of the school;
- 7-Ensure that policies of the school are in writing, clearly articulated and officially adopted;
- 8-Ensure that the resources of the school are responsibly and prudently managed;
- 9-Ensure that the school has the capacity to carry out its programs effectively;
- 10-Ensure that the school has a dissolution plan in place that prioritizes student and record transitions in the case of non-renewal of the charter contract.

D. Legal Compliance

KANAKA school board members and staff shall be knowledgeable of and comply with all federal laws, state laws and regulations.

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E. Responsible Financial Stewardship

KANAKA shall manage funds responsibly and prudently in pursuance of the school mission and state law. This shall include the following considerations:

An adequate, non-excessive amount is spent on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management and compliance with the law; Staff, and others who may receive compensation, are compensated fairly and justly.

F. Openness & Disclosure

KANAKA shall:

Provide comprehensive and timely information to all stakeholders:

- Sponsor, parents, government entities, the public, and the media and respond in a timely manner to reasonable requests for information;
- Make basic informational data about the school such as reviews, compilations, and audited financial statements available to the public on the school web site or some other officially designed publication;
- Fully and honestly reflect the policies, practices, and current situation of the school in all information about the school;
- Accurately represent the school's mission, policies and practices and reflect the dignity of program beneficiaries in all recruitment and solicitation materials.
- Provide financial, organizational, student achievement, and program report data that are complete and accurate in all material respects.

G. Program Assessment and Evaluation

KANAKA shall:

- Regularly review program effectiveness;
- Conduct regular and ongoing evaluations to determine the satisfaction of parents, teachers, and other stakeholders;
- Demonstrate commitment to improving program and school effectiveness and develop mechanisms to promote learning from its activities;
- Respond to changes in the educational field and to the needs of the students, families, and communities served.

H. Inclusiveness & Diversity

KANAKA shall:

- Have a policy of nondiscrimination and inclusiveness and shall take meaningful steps to promote inclusiveness in hiring, retention, promotion, board recruitment, curriculum, school programs, and students served;
- Employ staff, board members, and volunteers that reflect the diversity of the school community in order to enrich programmatic effectiveness.