



**Kula Aupuni Niihau A Kahelelani Aloha (KANAKA)  
A New Century Public Charter School (PCS)**

**Pute Lawe Lima Ohana  
Ohana Handbook  
Revision 12/14/2018**



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## KANAKA Administration Office Hours and Contact Information

*School Physical Address:*

*8315 Kekaha Road, Suite L  
Kekaha, Hawaii 96752*

*Mailing Address:*

*KANAKA Public Charter School  
P.O. Box 610  
Kekaha, Hawaii 96752*

*Office phone: (808) 337-2022*

*Fax: (808) 337-2033*

*Office Hours:*

*Monday -Friday 7:30am-4:30pm except holidays as indicated on school calendar*

*School Hours:*

*Monday-Thursday 7:30-2:55pm Instruction begins promptly at 8:15am.*

*Fridays 7:30am-1:15pm*

*Except holidays and modified school days as indicated on monthly calendar*

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## Hooko

### *Collective Values and Actions*

O matou ta Ohana hoonaaauao o KANAKA, to matou hoomapopo ana i ta ite ame ta mana, no ta hoomanao ana i ta nohona waiwai Ohana, ma ta tahua noho like hoonaaauao, hootoana ame ta holomua. *As members of KANAKA's learning ohana, we recognize as essential the following values, traits, and actions for building and maintaining a thriving, family-oriented, community-based place of learning, achievement, and success.*

I tou hoomapopo ana i ta kuleana no ta hele ana i KANAKA, ame tou hoomau ana noho ana a hoomau i tou Hooto.

*I understand that it is a privilege to attend KANAKA, and that my continued enrollment is contingent upon upholding this "Hooko."*

**Like me haumana o KANAKA, Wau E:**

***As a student of KANAKA, i shall:***

- ☀ **Mahi te aloha ame ta hoomapopo a hoonaaauao ohana**  
*Cultivate aloha and the sense of a learning ohana*
- ☀ **Hoomanao mau i tou kuleana ame ta pauole ta malama i na mea apau**  
*Maintain my own personal kuleana and always malama i na mea apau*
- ☀ **Hoomau iau me ta hoohanohano i na Manawa pau**  
*Carry myself with dignetiy at all times*
- ☀ **Noho paa a hoomau i ta hoonaaauao nohona Hawaii ana Hamau ka leo, nana ka maka, hana me ka lima**  
*Remain committed to learning and perpetuating the Hawaiian culture, its values, and traditions*
- ☀ **Hoihoi tau haawina mamua o ta manawa**  
*Turn my assignments in on time*
- ☀ **Hoike maikai iloko o tau mau hana mao ta hoitaita mau ana**  
*Demonstrate pride in my work by putting forth my best effort*
- ☀ **Hoomau ita manaopaa.**  
*Be steadfast in my conviction.*

**Kule Aupuni Hoamana O KANAKA**



## **KANAKA Public Charter School**

### **Hale kula ae like Home-School Compact**

Ta Papa Hoonaaauao a hoomapopo i ta hoonaaauao ana o na kamalii ame ta kuleana i taana mawaena o na kula me na Ohana a hiti aku i ta pau ana o ka tau kula o na keiti. No ta tatoo ana i ta puhuhopu o ta papa hoonaaauao a hooto no ta hoonaaauao ana i na kamalii apau,na kula a me na matua e hana like i akamai ai na hoahana. A hiti aku i ta hopena, O KANAKA ua paahana i teia olelo ae like a pulima i na palapala.

*The Board of Education recognizes that a child's education is a responsibility shared by the school and the family during the entire period the child spends in school. To support the goal of the Department of Education to educate all students effectively, schools and parents must work as knowledgeable partners. To this end, KANAKA has implemented this compact where in all parties involved sign the following agreement.*

#### **Kula Aupuni Hoamana O KANAKA Kauoha: KANAKA Public Charter School will:**

- Hoolako i na kuleana o na haawina a me na ao ana a tatoo ma ta hoonaaauao nohona maikai mao o na tumu a tatoo i na hana tupono  
*Provide high quality curriculum and instruction in a supportive and effective learning environment with highly qualified teachers and consistency and fair positive behavior support*
- Hana ana o na matua a me na tumu ma ta aha tuka ma ekolu Manawa o ta makahiti, tutatuta a hoonoho i na pahuhopu no ta hoonaaauao ana i na haumana  
*Conduct parent-teacher conferences at least three times per year, discussing and setting goals for the student's learning*
- Hooloko mau i na matua me na hoite o ta holomua o na keiti  
*Provide parents with frequent reports on their child's progress*
- Hoolako i na matua i ta ala e hiti ai mao o ta lima hana  
*Provide parents with reasonable access to staff*
- Hooloko i na matua i ta Manawa tupono e hiti ai ia lakou te kotua a nana pono i ta hana a tana keiti ma ta papa



*Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities*



## Ukupau He Matua Parent(s) Contract

Maua, \_\_\_\_\_, matua ame na haumana o KANAKA E:

We, \_\_\_\_\_, parents of a KANAKA student will:

- Hoopaa i ta hele mau o ta maua keiti i ta kula , me ta ai maitai o ta katahiaka ame ta hiamoe maitai  
*Insure that our child will come to school, having had a nutritious breakfast and a good night's sleep*
- Hoopaa i ta hele mau o ta maua keiti i ta kula mau no ta hele kula i na ole e mai  
*Insure that our child will come to school consistently when not ill*
- Hoopaa i ta papamanawa i ta hele ana ma ta kautaola ame ta kauta niho mawaho o ta la kula, ame ta hoopaa ana i Manawa hoomaha i 7ap au ana o ta kula, i ta Manawa pono  
*Insure that we will schedule doctor and dentist appointments during hours outside of the school day, and schedule vacation trips during school breaks, as possible*
- Taupalena i ta Manawa o tau keiti e noho ai mamua o ketahi pahutiionioni  
*Limit the time my child spends in front of any kind of video or TV screen*
- Tatoo i na tumu no ta hooitaita iloko o ta lumi kula a hooiaio e hoopaa na haawina hoihoi a paa pono  
*Support teacher's efforts in the classroom by making sure homework is completed*
- Hooto a hoopaa i ta'u manawa tu pono, ame ta'u mau kuleana  
*Carry through with my volunteer obligations/opportunities*



## Ukupau He Haumana Student Contract

O Wau \_\_\_\_\_, he haumana o KANAKA e:

I, \_\_\_\_\_, as a student of KANAKA will:

- Taana i ta kuleana no ta holomua iloko o ta hooto ana i ta iminaauao  
*Share the responsibility to improve my academic achievement*
- Manaolana iloko tau hana  
*Work to exceed expectations*
- Hana pono, hoopau a hoihoi i tau haawina hoihoi, noi ina wau e hiki te loa kotua  
*Consistently do, finish, and turn in my homework, and ask for help if i need to*
- Heluhelu ai iloko ota Kanakolu Minuke i na la apau i waho o ta manawa kula  
*Read at least thirty minutes every day outside of school time*
- E haawi i hoite i loa mai iau mai ta kula mai a hiti i tou mau matua ame na tahu malama  
*Give all notices and information received by me from the school to my parents and/or caregivers*

Pulima:

Signed:

\_\_\_\_\_  
Kumu (Teacher)

\_\_\_\_\_  
Manawa (Date)

\_\_\_\_\_  
Matua (Parents)

\_\_\_\_\_  
Manawa (Date)

\_\_\_\_\_  
Haumana (Student)

\_\_\_\_\_  
Manawa (Date)





## Hookomoana Hooko Admissions Policies

Aole loa o KANAKA e hootaheili i na haumana mamuli o ta Ili, lahui, Tane, Wahine, loa mai, hitiole i loko hookomoana a hoohana. Heahea no o KANAKA i na haumana likeole, aole loa no e toho aku mamuli o to lakou ike a me ta lakou hana. Toi no ta Palapala o KANAKA i ta pili mai o na matua. Pono no na matua e pili a hana oiaio.

*KANAKA will **not** discriminate against any student based on race, ethnicity, national origin, sex, sexual orientation, income, or disability in its admissions process. KANAKA welcomes students of diverse ethnicities, and does not select students based on their academic performance or prior labels in regard to academics or behavior. KANAKA **does require** parental/family involvement. **Parental involvement is mandatory.***

Ma ta toho ana ia KANAKA, apono na matua i na kuleana no ta hoonaaauao ana i tau mau keiti. Na haumana apau e hoihoi ana i ta papa K-12 ua hea ia a paipai e tau i ta manao, hooloko maoli hoopaa a hooto:

*By choosing to apply to KANAKA, parents accept co-responsibilities for their children's education. All interested students grades K-12 are welcomed and encouraged to apply, provided they insure genuine interest in, and commitment to:*

1. Eleu, ike loa, a haawi i ta lala o to katou ohana hoonaaauao  
*Be an active, positive, contributing member of our learning ohana*
2. Hoite a hoomapopo i ta tumu hana o to matou huatai waiwai, a hoite i tou iini ame tou hoitaita a hoopaa like mao o teia manao  
*Demonstrate basic understanding of our mission and values, and demonstrate a desire and commitment to strive together toward these ideals*
3. Hoomau i ta ike Hawaii, oia waiwai a me na hana tahito  
*Perpetuate the Hawaiian culture, its values and traditions*



Mamuli o taleo tou hoopaa ana, haumana, matua, a me na lima hana te ae pono nei e hooto mamua ae o ta hoomata ana o ta makahiti kula , oia no ta hui kamailio ana. Ua hemo o KANAKA i ta haumana e hoihoi mai ta papa K-12. Te noi nei ta ohana e hoopihapiha i ta pepa hoopaa inoa, a hoolako mai i tou hoite maitai, a ma ta tamailio. Teia no ta Manawa tu pono no ta matua e noi ai a ninau ai i na manao a me na hana maitai o KANAKA. Ua hooto ia a hoomaamaama, a like me ta olelo ae like, a me ta hana manaolana, a na ta ohana no e toho i to lakou tatoo ana ia KANAKA. Na ta komike Hootomoana e ae like no hootahi tumu, tootoo a me ta tahu hooponopono.

*As an expression of this commitment, students, parents, and staff all agree to our Hooko prior to the start of each school year, usually during the orientation process. KANAKA is open to all interested students in grades K through 12. The family is asked to fill out an enrollment form, and participate in an orientation. This is also an opportunity for parents to ask questions and get a better idea of how KANAKA works. The Hooko is reviewed, along with the School-Home Compact, and the Behavior Expectations Matrix, and the family decides if they are able to support KANAKA's efforts. The admissions committee will be comprised of one teacher, the staff and an administrator.*

Lawelawe ia ta Palapala hiti mua. A lawelawe ia ana na palapala apau i ta Manawa hootahi, a hahai a hoopaa i ta tamailio ana. Ina loa ketahi hemo, e lawelawe ia ana na palapala lohi. Ina nui loa ta palapala mao aku o ta hamama, na KANAKA no e hahai i papahelu mamua ae:

*Applications are accepted on a first come, first served basis. All applications will be reviewed at that time, and follow-up meetings will be arranged if necessary. Should openings remain; late applications will then be reviewed.*

**Haumana me ta pono Tuitawa**



## Special Needs Students

Na ta DOE's no tela kuleana e hoolako manuahi a haawi mai i ta hoonaauao i ta lehulehu (FAPE) i na haumana apau maloko te aupuni o Hawaii. Ma ta halawai o IEP me na limahana ame matua o KANAKA no na kamalii hou e like me to lakou hoite IDEA aiole 504 mamua o ta hoomata ana o ta kula. Ma teia halawai e haawi Ia ai na haumana patahi i to lakou holo manao ame ta helu ma ta hooitaita ana o KANAKA e loa ia lakou to lakou matemate i loko o to KANAKA polokalamu ame ta papa hana.

*It is the DOE's responsibility to provide a Free and Appropriate Public Education (FAPE) to all students in the State of Hawaii. As a result, an IEP meeting with KANAKA staff and parents must be conducted for all new students identified as IDEA or 504 prior to the start of school. This meeting shall provide a clear assessment of the student's individual needs and a determination of the ability of KANAKA to meet these needs within KANAKA's programs or format.*

Tau keititane/keitiwahine ua pau to lakou hoite i ta hoite ia i loa ai ta oihana hoonaauao tuitawa.  
 Ae  Aole

*My son/daughter has been tested in the past to receive special education services.*  
 Yes  No

Tau keititane/keitiwahine ua hoite ia:  hoonaauao maamau  IDEA (SPED)  504  
*My son/daughter is currently identified as:*  Regular Education  IDEA (SPED)  504

I na oe taha IDEA aiole 504, nana i na lawelawe hana a tau keiti i loa ai like me tane/wahine IEP.  
*If you checked IDEA or 504, check all services your child currently receives as part of his/her IEP.*

<input type="checkbox"/> Hoonoipoipo ia ta lumipapa Hoonaauao tuitawa	<input type="checkbox"/> A'o lumipapa hoonaauao tuitawa
<input type="checkbox"/> Tahua kula hoa tuta	<input type="checkbox"/> Hoa tuta puulu
<input type="checkbox"/> Hoa tuta kanaka hootahi	<input type="checkbox"/> Hoa tuta Ohana
<input type="checkbox"/> Hoonoipoipo ha'I olelo	<input type="checkbox"/> Kino aiole Oihana hoonoipoipo
<input type="checkbox"/> Tuli, loheole, aiole lawelawe ite	<input type="checkbox"/> Tumu a'o mahope ta pau kula
<input type="checkbox"/> Na ano lawelawe hana Papa helu: _____	

<input type="checkbox"/> <i>Special Education modification in regular classroom</i>	<input type="checkbox"/> <i>Special Education classroom instruction</i>
<input type="checkbox"/> <i>School-based counseling</i>	<input type="checkbox"/> <i>Group counseling</i>
<input type="checkbox"/> <i>Individual counseling</i>	<input type="checkbox"/> <i>Family counseling</i>



*Speech therapy*

*Physical or Occupational therapy*

*Deaf, Hearing, or Vision Impaired services*

*After school tutoring*

*Other services List:* \_\_\_\_\_

*Mapopo anei iaoe ina loa paha ketahi pilikino aiole noonoo hitiole, ame ketahi ano ma'I oti paha i hiti ole a tau palena, mao o ta palapala oihana o ta kula, aiole toi no ketahi laau huale, kotua tuitawa?  Ae  Aole Oluolu e wehewehe:* \_\_\_\_\_

*Do you know of any existing physical or mental disability, and/or any medical or surgical condition which may limit, restrict, or impair the applicant's participation in school activities, or requires treatment, medication, or special accommodations?  Yes  No Please explain:* \_\_\_\_\_

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Loa no paha i tau keiti ketahi mau manao ai ole kuleana paha?  Ae  Aole \_\_\_\_\_  
Ae, oluolu e wehewehe \_\_\_\_\_

Does your child have any other unique needs and/or concerns?  Yes  No  
If yes, please explain: \_\_\_\_\_

Tau keititane/keitiwahine ua hoopaa ia:  Ae  Aole

Haumana hiti ole mata hele ana, auautai, ai ole ta ala hele ana mawaho o ta tahua hale e haawi like ia lakou mamuli o ta toho ana iloko o ta hana. I hiti ole hoi ia lakou te hana ma teia mau papahana mawaho o ta tahua hale, e noi ia teia mau hamana ame to lakou ohana e noonoo a hoomohala i hana , o teia no na hana e hiti ai iaoe te haawi i tou ite ame tou naauao. Palapala me ta kotua tuitawa na ta limahana o hoonaauao tuitawa ame DOE hoonaauao tuitawa ite loa, ame na ohana, e toi a hooholo i na o KANAKA i makautau no ta lawelawe a hoolako ana i ta hana. Loa no ketahi mau kulana o ta kanawai e toi ai i na haumana e tomo i ketahi kula ae e haawi iai mao tona IEP.

My son/daughter has been retained in the past:  Yes  No

*Students who have difficulties in walking, swimming, or accessing outdoor sites will be given equal, non-discriminatory consideration in our selection process. If they are unable to fully participate in some outdoor activities, these students and their families will be requested to develop creative, alternate ways to participate and contribute to the learning process. Applicants with special needs will be considered by the special education staff and DOE special education specialist, along with the family, to determine if KANAKA is capable of providing the required services. There are some situations for which the law may require a student to attend another school which can offer services mandated by their IEP.*

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## Palapala lawelawe hooke ame hana pono *Attendance Policies and Procedures*

Aupuni o Hawaii hooto lawelawe kanawai

### *State of Hawaii Compulsory Attendance Statutes*

Teole loa paha ketahi ano tuitawa, kamalii apau mawaena o ta makahiti eha ame umitumawalu, Ianuali la 1 o ta makahiti kula, pono e lawe ia i ketahi kula kula aupuni aiole kula utu, na matua likeole, tahu malama, aiole ketahi kanaka me ta kuleana no ia keiti pono e hoouna ia keiti i ta kula. [H.R.S. 302A-1135(1998)]

*Unless there are special circumstances, all children between the ages of five and eighteen, as of January 1 of any school year, are required to attend either a public or private school, and any parent, guardian, or other person responsible for the child must send the child to school.* [H.R.S. 302A-1135(1998)]

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I na ketahi keiti ma ta makahiti kula ua waiho aku a toe ta helu la kula) aole paa maamau i ta kula, na ta kula, ame ta makai, na ano kanaka like ole paha ana e hoite i ta ohana luna hookolokolo, i ole oe ta matua e malama i tou kuleana e pono ai tau keiti e hele mau i ta kula he hoopai ia e like me petty misdemeanor. [H.R.S. 302A-1135(1998)]

*If any school aged child who has not been excluded from school or excepted from attendance does not regularly attend school, the school, police, or any other person may inform the family court judge, who will then summon the child and the parents (or other persons responsible for the child) to court. The failure of the responsible adult to require the child to attend school regularly is punishable as a petty misdemeanor.* [H.R.S. 302A-1135(1998)]



## Palapala hooto o KANAKA KANAKA Attendance Policy

Hele mau i ta kula na la apau, hola pono oia no to KANAKA toi, a naauao maitai. I na e hoomaha oe mai ta kula, mao o ta mai, matua/tahu malama e loa no ketahi palapala e hoite mai ana i ta Pootumu ma ta teena i loko no o ekolu la.

*Attending school every day, on time is an essential component of KANAKA's requirements, and academic success. If absence from school, other than illness is necessary, the parent/guardian is to submit a written notice to the administration office 3 days prior to the absence.*

Pono na haumana o KANAKA ma ta tahua kula i ta la holotoa, 7:20am-3:15pm Poatahi a hiti aku i ta Poaha, Poalima; 7:20am-1:15pm. Haumana he mea nui ta la kula pono no oe malaila nau tela kuleana ame tou ohana. He hana nui no ta haawina ma na papa apau oiai ta hai olelo o ta hoiteite no hoi aole hiti te hana tope ia. Pono no na Ohana e hoopaa i ta Manawa hoomaha o ta kula aole loa ma Manawa kula.

*KANAKA students are expected to be on campus during the entire school day; 7:20am-3:15pm Monday through Thursday, Friday; 7:20am-1:15 pm. Regular attendance in class is **essential** and is the sole responsibility of the student and his/her family. Most class work is difficult or impossible to make up since class discussions and presentations usually cannot be duplicated. **Families must plan vacations during regular school vacation times, not during school days.***

Nui loa na la hoomaha: Haumana meta la hoomaha 10 a oi i loko o hootahi tau, aole no e helu ia tou pakeneka, haumana me ta la hoomaha 20 a oi iloko o hootahi makahiti kula aiole 10 mau la a oi aku, e hootuu iana e KANAKA. Na ta luna hooponopono e hoopaa a hoomaamaama pono i na mau pilikia.

Excessive Absences: *Students with 10 or more absences in one semester, including excused absences, may not earn credit, and individual contracts will be established. Students with 20 or more absences in an academic school year, or more than 10 absences for two consecutive semesters, may be transferred out of KANAKA. The administration reserves the right to review cases on an individual basis.*



Huikala ole ia: Hoomaha me ta mapopo ole ia haalele wale i ta papa he mea pono ole loa ia a hooapiti oe i ta palapala hooto ae like o ta kula. Hoooomaha/ a hoopai tou hoili, e haule ana tou pakeneka i lalo. Na ta luna hooponopono e hoopaa a hoomaamaama pono i na mau pilikia.

Unexcused Absences: *Truancies and cutting classes are considered serious violations of school policies. Suspension and/or disciplinary transfers may be the result, along with a drop in quarterly grade earned. The administration reserves the right to review cases on an individual basis.*

Taulike ka noonoo ame ole e hoalo hoomaha: Pono o KANAKA e mapopo mua mamuli o ta hoomaha ana. E haawi i ana tau mau haawina no ia la hoomaha:

- Pute tau manao
- Haawina haawi Tuitawa i paa tamanao mamuli o ta hoomaha ana

Reasonable and Unavoidable Absences: *KANAKA needs to be notified as early as possible when an absence is planned. The following accommodations, along with class assignments will be required for each day of the absence:*

- Daily journal entries
- Special assigned project to be determined before the absence

Hoopaa manawa mawaho o ta tahua kula: Hana niho, nana kauta, ai ole ketahi mau mea eae paha, pono e hoopaa i ketahi hola mawaho o ta la kula e hiti ai. I na hitiole te hana ia, pono e loa ketahi palapala no ta hootomo ana maloko o tana pute hootomo pepa oia keiti, he mea e hooiaio ai ma ta teena no tona hoomaha ana. Pono e loa ia oe ketahi palapala ae mai ta pootumu mamua o ta haalele ana. Hootuu ia ta keiti i ta tahu malama mamuli o ta palapala hoopaa maloko o tona pute hootomo pepa.

Off Campus Appointments: *Dental, medical, or other necessary appointments should be scheduled for hours outside of the school day whenever possible. When it is not possible to do so, a written note, to be placed in the child's cumulative folder, must be submitted to the office to document each absence. Administrative approval must be gained by the parent before the child is released from school. The child will be released only to care-givers on record in the child's cumulative folder.*

Hoomaha i ta Manawa omaimai: Aia i ta manawa mai o ta haumana e hoomaha ai, pono e hahai i teia mau hana:





Absences Due to Illness or Bereavement: Whenever a student is absent due to illness, this procedure needs to be followed:

1. Kelepona mai: Matua/tahu malama tahea mai i ta kula mamua o ta hola 9:00 am i ta la e hoomaha ai ta haumana. Pono ta matua e hele mai e tii i ta haawina ame ta haawina hoihoi me hana mata hale a hoihoi hou mai i ta Manawa e pau ai ta mai.

*Phone call: Parents /guardians need to call the school before 9:00 am on the day of the student's absence. The parent needs to make arrangements to pick up class work and homework to be made up at home and brought back by the student upon returning from the illness.*

2. Hoi hou mai ta hoomaha ana: Haumana pono e loa ketahi palapala hoite mai ta kauta mai i tou hoi hou mai i ta kula . Tau pepa hoite kauta no tou noho hoomalu ana ma ta hale i ole ai oe e hele ana i ta kula.

*Returning from absence: A medical note needs to be presented to the office by the student upon returning to school. The medical note must reflect any restrictions from school activities.*

3. Hola lohi: Ta haumana e hele mai mahope o ta hola 8:00am ua lohi no. Haumana hele lohi, pono oe e hele nana i tou tumu, nana no e haawi ia oe i tou hola hele lohi. Tou hele lohi ana e haule ana ketahi papa pakeneki i lalo.

*Tardies: A student arriving after 8:00 am is tardy. Students who are late need to check in with their teacher, who will record the tardy. Excessive tardies may result in the lowering of quarterly grades.*



## **Itenui mawaho o ta hola kula** **Supervision Outside of School Hours**

O ta Manawa e hoes ai a halele ai, aole loa ia na ta limahana ia kuleana. No laila he mea nui no e mapopo ai na keiti te oia e waiho ia ma ta kula, na ta matua /tahu malama e hoopaa pono i ta lawelawe a hoomakautau ana noia la kula. Oluolu e walaau i tau keiti a hooite pono iaia na kuleana ame ta malama ana i ta Hooto i ta Manawa e loa ole ai na limahana. i na e tau ole tau keiti i ta taaohua he mea nui no i ta matua/tahu malama e tii mai i tau keiti mamua o ta pau ana o ta kula. Aole loa ia na ta limahana tela kuleana e malama ai i na haumana mawaho ae o ta hola kula, 7:30am-3:00pm.

*Arrival and departure times are not supervised by any staff. Therefore it is important that as the child is left for the day at school, the parent/guardian insures the student knows the procedures for preparing for the school day. Please talk to your child and clarify the importance of maintaining the "Hooko" during those non-supervised times. Additionally, if the student is not transported by school van or bus, it is important that each parent/guardian picks up their child promptly after school to insure the safety of the child. It is **not** the responsibility of the school or school staff to provide supervision, activities, or transportation for students outside of school hours, which are 7:30am-3:00pm.*

Na KANAKA no e nana i ketahi Manawa tu pono e loa ai ketahi papahana, aiole hoiteite paha no na haumana mahope o ta pau kula. Hoiteite mawaho o teia kula hoiteite tato'o, aole loa no o KANAKA e kuleana ai i ta pono o na haumana. **Pono e tupaa ia ta hooto i na Manawa apau, oiai ina e paa oe i ta aahu palaili tela no ta tupaa ana.** Oia i na he kuleana no te oe e tomo i teia palaili i na Manawa emaloko o teia kula.

*KANAKA may offer various opportunities for students to participate in after school activities, projects, and events. Outside of these school sponsored events, KANAKA assumes **no** responsibility or liability for student safety. **The Hooko is to be upheld at all times, but especially whenever KANAKA uniforms are being worn.** We are observed as representatives of our school wherever and whenever we are in uniform.*



## Haawina hoihoi Hooto *Homework Policy*

Pono na haumana e hoohana i ta mea hoolala kula i hoolako ia mai na ta kula me hoopapa na haawina hoihoi me na haawina heluhelu. He wahi pute teia na lakou e hootomo ai i na mana'o ma waena o na matua me ta tumu o ta kula. Na tumu kula o KANAKA ua maa i ta haawi ana i ta haawina i na la apau o ta hele ana mai ita kula, pono na matua e noi no ta pute haawina o ta haumana i ta hele ana i ta kula. Ma teia ano he wahi hana maamau teia na lakou a pau i hooitaita ai mao o ta holomua ai. Teia no hoi ketahi ano hana eae e hoopaa ai i to lakou hoonaauao ana no na haumana apau. Te nalowale ketahi mau haawina pono e hoite kote ia mai i hiti te haawi hou ia, i hoopaa ia maanei. I na nalowale mau ta haawina, e loa ana ketahi halawai me na matua. Na ta haumana teia kuleana mao o ta tato'o o na tumu me na matua e hoohana pono i na haawina. Hoopono mau i ta hana maitai e loa ketahi makana.

*Students are required to consistently use the school planner provided by the school to record daily homework and reading assignments. This Haawina Folder is a form of daily communication between home and school, parent and teacher. KANAKA teachers are trained to consistently sign off on the daily entries made by the student, and it is essential that parents consistently ask for the Haawina Folder every day the student has attended school. In this manner, consistent, daily communication can happen, and all parties can coordinate efforts in helping each student to achieve holo mua. This is another essential ingredient in insuring success for all students. Any lost or destroyed Haawina should be reported immediately so a replacement can be issued, and the consistent communications and sign-offs remain in place. Continuous loss or misplacement of the folder will be suspect, and may result in a parent conference. It is mainly the responsibility of the student, with the support of the teacher and parent, to use the Ha'awina Folder effectively. Conscientious efforts by parents and students may be rewarded.*



## Kanawai Iole Dress Code

1. No na kamalii wahine aole loa palaili lima ole a me aole Iole wawae pokole, aole pa u pokole.  
*Girls will dress conservatively. (i.e. No spaghetti straps, tank tops or low cut blouses/shirts and no shorts or short skirts-bottom attire will be no shorter than knee high)*
2. Salipa aole tamaa. Tamaa ole  
*All students must wear slippers or active-wear shoes. **No bare feet!***
3. Keititane aole hiti te tomo kulapepeiao  
*Boys are not allowed to wear earrings.*
4. Aole papale maloko o ta hale kula i ta hola kula.  
*No hats will be worn in school building during school hours.*
5. Aole makaaniani maloko o ta hale kula i ta hola kula.  
*No sunglasses will be worn in school building during school hours.*

Palaili no to KANAKA hoiteite wale no. E haawi ia na palaili o KANAKA mata Manawa hoiteite wale no.

***Uniforms are required only at KANAKA functions. Student will be issued a KANAKA tee shirt on day of function.***

Tomo ia ta palaili ma ta huatai ame ta hoiteite wale no. Aia a hoite ia mai na ta limahana o ta kula. No ketahi hoiteite aole ketahi holoholo paha, tomo no o kula hoamana o KANAKA i ketahi Iole tupono. Palaili no to KANAKA hoiteite wale no. E haawi ia na palaili o KANAKA mata Manawa hoiteite wale no.

*Uniforms must be worn on excursions and other special events, unless otherwise notified by school personnel. For special events or observations, KANAKA Public Charter School will offer culturally appropriate attire.*

**Palaili o KANAKA no:**

**Revised 12/14/2018**



**KANAKA uniforms consist of:**

1. Paalole Keititane: Uliuli, Eleele aole lole wawae uliuli. Aole lole wawae pokole.  
*Boys Uniform: Long navy, black or blue jean pants. No board shorts.*
  
2. Hoolulea: Lole wawae eleele palaka teoteo.  
*Special Occasion: Black pants and white shirt.*
  
1. Paalole Keitiwahine: Uliuli, eleele aole pau uliuli.  
*Girls Uniform: Navy, black or blue jean skirts.*
  
2. Hoolaulea: Muumuu teoteo.  
*Special Occasion: White mu'umu'u.*



## **Hoopaa Insurance**

Pono na hanauma kula hoamana o KANAKA e loa ketahi pepa kauta. Aka nae, e pono e tuai i ketahi hoopaa ulia. Hiti no ia SSC te pili aku i na ohana i ta oihana.

*All KANAKA Public Charter School students are required to be covered under some form of medical insurance. Otherwise, Student Accident Insurance must be purchased. The SSC can refer families to agencies.*

## **Hana Makua Parent Involvement**

Pono na matua e hele mai i ta halawai. Pono no. He mea maitai a pono no ta tato'o ana i na haumana. Teia halawai nei ua hooponopono ia he mea e hoite ai i na matua i ta holomua o tana keiti, a hiti no i ta matua te kotua mai i ta hooponopono like ana i na he mau hoiteite paha.

*Parents are **required** to attend parent meetings. It is mandatory. This is another **essential** ingredient in insuring success for students. These meetings are planned to inform parents in the progress of their child, as well as involve parents in the planning of upcoming or special events.*

Kula hoamana o KANAKA ahe kula liilii wale no, he kula nau ia e toho. Pono wale no oia kula nei ma ta tato'o a hooitaita ana o na matua.

*KANAKA Public Charter School is a small school, your choice of school. It needs the consistent support of parents to be effective.*



## **Hoomapopo haumana tato'o oihana** ***Comprehensive Student Support Services***

Teia CSSS hoonohonoho ia i ta iliwai a tato'o ia na haumana no tona hoomapopo ame tona ite hana me na tumu mao o tana hana. Teia no na haumana e paio nei he ano manao, haumana hoomaha mau, Ai ole na keiti i haule mahope. Oiai he mea tao'o teia i ta haumana i ole e tue a hooiuli a nalowale ai. Loa elima anuu e tato'o ai. Teia no:

*The CSSS component is a system of levels of support for students who become a focus of concern for the teachers who work with them. This may be the student, who struggles with one particular concept, or a student who is excessively absent, or a student who is falling behind. It is also meant to support the student who may feel alienated, depressed or lost. There are five levels of support. They are:*

1. Tumu tato'o no na haumana, hooiuli pokole me na tumu alo ite alo, kotua nui ma ta Manawa hoomahaliilii.
2. Tapae toe i ta tato'o a hooiuli. Like no teia me ta maamau ma ta papa, me na tumu, e kotua ai ma hope o ta pau kula, i ite iai ta hoto'a o ketahi me ketahi.
3. Tato'o mai na Ohana mai, e hooiuli ai na haumana me ta hui tato'o e halawai ai me na tumu ame na matua, e hooto ai i na hana i pono ai na haumana.
4. Lawelawe hana mai a DOE ame ketahi kotua ae, like me SST hoomakautau i papa hana malalo o Section 504, aiole o IEP malalo IDEIA, pautu 56. Ma teia ana loa ai ta like, e plekana
5. Hooitaitai a hoonui ia na teena lawelawe, loa nui mai ta tato'o, malalo no o ta alakai a hoolala hana ia e SST.

1. *Basic support for all students, including brief 1:1 time with the teacher, preferential seating, peer tutoring, extra help during recess*
2. *Informal additional support through collaboration. These may include a regularly scheduled study hall period, regular 1:1 time with the teacher, after school extra help, differentiated instruction.*
3. *Individualized school and community support, which includes a Student Support Team meeting with teachers and parents, who design an action plan which addresses the student's needs.*
4. *Specialized services from DOE and/or other agencies, which includes the SST developing an action plan that may involve development of Modification Plan under Section 504, or an*



*IEP under IDEIA, Chapter 56. At this level there are equity, procedural safeguards, and other legal requirements that demand compliance.*

- 5. Intensive and multiple agency services, involving multi-agency supports, under the direction of a plan of action developed by the SST.*

*Na ana like o ta tato'o pono e loa ketahi halawai. O ta mea ana elua e noi ia na limahama e hoopili mai a hoohui mai ta ite e kotua nui aku ai i to lakou matemate. Hahai ana 3,4, ame 5, e hoopili mai ai na matua i hiti ai ia lakou te tau i ketahi manao. Oiai o kula hooamana oKANAKA ua hoopaa ia no e hai olelo no ta matemate o na haumana, tataitahi ta pono e nee ai ma ta ana 4 ame 5. I ana, matemate ia, o kula hoamana o KANAKA ua hoolako ia e hapai i ta ano o ta hana ana, i ta wahi ana 4,ame 5 lawelawe ai a laha wale mao aku a laula mao o ta lawelawe hana a KANAKA.*

*Each level of support requires a meeting. The first two levels require the staff to come together and brainstorm how to best address the student's needs. The following levels, 3, 4, and 5 require parental involvement in the decision making process. Because KANAKA Public Charter School is set up to address the needs of students, rarely is it necessary to move to levels 4 and 5. However, if needed, KANAKA Public Charter School is equipped to carry through with the processes involved, in most cases at level 4. Level 5 services are generally beyond the scope of the services offered by KANAKA.*





## Ana kula ao hooto a hoohana School Level Discipline Policies and Procedures

Ua hoohiti o kula hoamana o KANAKA i teia manao pono a tato'o e hooitaita i na mea maitai wale no, a hoeimi mai paha i na manao ponoole. Toi ia e hana, o kula hoamana o KANAKA e loa no ketahi wahi tumu hoolalelale polokalamu e iini a makana ia e noonoo pono i ta hopena e ole e hana. Ketahi mau mea hoolalelale a paipai ai i ta ite loa e toho ai no lakou iho. Tuitawa, ketahi puulu e loa ai wahi makana no ta hooahuoli a hele paha ma ketahi huatai ame ta ho'olala a ho'oiiao i ta puulu i holo pono ai. He mea pono no na haumana e hoomapopo a hahai ai na mea maitai. A'o na tumu ia lakou ma na hana e pono ai lakou. Hana na haumana i na hana maitai wale no. Teia hana nei e nana iana na Manawa apau. Ma teia ano hana e maitai ai.

*KANAKA Public Charter School has adopted the Positive Behavior Support process of encouraging positive, expected behavior, and extinguishing, or at least reducing the occurrences of behavior resulting from making poor choices. In order to do this, KANAKA Public Charter School has in place an incentive program which rewards desired behavior and consistently and fairly delivers consequences for negative behavior. Some of the incentives used to encourage positive behavior choices include tangible treats such as special binders and posters, pencils and books. Occasionally, a group reward of an excursion or celebration is planned to acknowledge group success. In this way, students are encouraged to follow the behavior expectations laid out in the Behavior Matrix. During the first weeks of school, the teachers will systematically teach and demonstrate every behavior listed in each setting. Students will take an active part in role playing examples and non examples of expected behavior. These behavior expectations will be reviewed and practiced periodically and frequently, at first. By practicing behaviors that are expected, the hope is to extinguish behaviors that may be disruptive, violent and/or hazardous, or which may impede instruction.*

Ina e hana pono ole, teia na mea e hana ai:

If and when negative behaviors do occur, the following procedure is maintained:

1. Mao o teia hana ana e loa no ketahi oihana nau e hoomaamaa ai i na oe e iinii maitai  
*The student is given opportunities for positively practicing the desired or expected behavior*
2. Manawa elua e loa ana ta hoopai iaoe.  
*On the next occurrence of negative behavior, the student is issued a verbal warning*



3. Ekolu o ta Manawa lawe ia tou mana, aole loa e huikala iaoe, pono na haumana e katau i ketahi manao tu pono i ole lakou e hana hou pela.  
*The third time, a privilege is removed from the student, it may be free time or recess, and the student is required to complete a refocusing form to reflect upon the behavior*
4. Tahea ia na haumana a lawe wale i aku tou kuleana  
*Student is called to office, privileges may be removed, and behavior is documented*
5. Ta hoopai o ta haumana e noho ma ta hale kula a tahea ia aku tou matua  
*Student is assigned to in-house suspension, parents are called, and behavior is documented*
6. Tahea ta matua e hele mai ma ta kula e hui halawai me ta pootuu  
*Student is suspended, parents are called, behavior is documented, and a parent-student-administrator conference takes place before the student returns to school*
7. No ta hana maitai ole e hoonee ia ma ketahi kula eae  
*For serious and continuous offences, a disciplinary transfer or expulsion may be arranged.*

*These procedures are pursuant to the Hawaii Administrative Rules, Title 8, Doe, Subtitle 2, Education, Part 1, Public Schools, Chapter 19 only difference is KANAKA will refer student to KANAKA Governance Board.*



## Disciplinary Student Referrals Procedures and Forms Palapala ao haumana

Palapala teia e hoouna ia ma ta hale he hopena e toho a tuta:  
Forms which may be sent home as a result of negative behavior choices:

Palapala Ata: He pepa hoopihapiha e haawi ai na haumana i te ata o to lakou hana,  
Reflection Form: A worksheet which allows students to reflect on their actions.

Palapala hoite wale mai: Pepa teia na ta tumu e hoopihapiha a hoite wale mai. Teia pepa e haawi iana ia SSC, na lakou e hootomotomo i ta hoite ia State Safe School Information System data base. Teia data base kotua i ta kula no ta hoite a hoto'a o na ano ponoole.

Incident Report: Forms which are filled out by the teacher upon occurrence of negative behavior. These forms are then passed on to the SSC, who enters the information into the State Safe School Information System data base. This database helps the school in tracking the different variables which may have contributed to the negative behavior. Compilation of this data is used by the school to make improvements in the school system.

Nana Hoite: Teia na pepa na ka tumu i hana mea e hoite ai i na matua no ta holo mua o tana keiti. Ua hiti no na pootumu me na matua e toi e nana i teia hoite nei.

Grade Check: These are teacher-made forms meant to inform the parents of the progress of their child. They may be issued at mid-quarter, especially 1<sup>st</sup> quarter. These reports may be used to determine student eligibility to participate in sports or other special activities. Parents and administrators may request a grade check at any time.

Hoite Hoonaaauao : E hoouna ia teia pepa ma ta hale me hoite ina matua i ta hana ponoole i eimi ai to lakou naauao. Ponoole like me hana palale, ole loa e hooitaita ma ta papa , hoomakautau ole i teia mau hana e pono no e hoite ia. Teia mau pepa e hoopihapiha iana a haawi ia i ta tumu SCC. Na ta tumu e tahea i ta matua. Loa no ketahi palapala mai State SSIS system. Na teia palapala no e kotua i ta matua i mapopo ai ia lakou no teaha la i loa ai ia lakou teia pepa nei. Ina e loa i ketahi haumana teia pepa, he wahi teia e hoomapopo ai o tau keiti loa paha iaia ketahi hemahema i matemate ole e hana, ua hiti no i ta matua e hui halawai me na tumu.

Academic/Behavioral Referral: This may be sent home to inform the parent of behavior which minimizes academic progress. Behaviors such as sloppy work, non-participation in class discussions, failure to be prepared or cooperative may be some of the behaviors reported. These forms are filled out and submitted by the teacher to the SSC. The teacher places the call to the



parent. There are also forms generated by the State SSIS system. These forms are to help parents know what they mean and why they received one. When a student is issued one of these forms, it should serve as a notification that your child may be developing a pattern of non-compliant behavior, and a parent-teacher meeting should be arranged at the request of the parent. These notifications are issued as a result of several instances of negative behavior. Usually, the parent has been previously notified by the teacher of several occurrences of negative behavior, the two parties have conferenced, whether over the phone, or in person. This conference should have resulted in some sort of modification or support by either parent or teacher, or both. It is **essential** that parents make themselves available for these conferences.

Hoite Malu Ao itaita: Haawi i na matua ketahi helu la hoopai, ame ta papa e hoite ai na hewa.

Confidential Disciplinary Notice: Gives the parent an account of number of days suspended, and the class of the current violation.

Hoite Malu oi aku ao itaita: Aole na Manawa a pau, hoohana ia no na Manawa pilika loa oia hoi ta, lohe ole, hana pono ole, hana ino, ho ino i ketahi ae, aihue, mea pepehi kanaka, laau ino, a pela aku.

Confidential Serious Discipline Notice: Rarely issued, used only for serious occurrences of severe disrespect and/or non-compliance, vandalism, injurious actions toward others, theft, weapons, drugs, or other serious offences.



## Papa Hoite Kulani Mua Early College Program(s)

Papa hoite holomua ma ta kulanui o Kauai ma (KCC) ai ole ketahi papa holomua ma ta kulanui: Ketahi o na Haumana apau e toho ia no ta hoiteite iloko o teia polokalama a pau a nui tietie ta loina hana hoohanohano tu ina lula maitai, koi mahalo ina lula apau, tela ta hapa o teia polokalama. Na ta haumana e hoite a hoomapopo I na matua I to lakou kono ia no teia polokalama kulanui mua me ta lula e pono ai te tooiluna:

Running Start Program at Kauai Community College (KCC) or any Early College Programs: Any and all students that are selected to participate in this program are held to a very high code of honor and work ethic that requires respect for all rules that are part of this program. Student will inform parent(s) of their invite to early college program and the rules that must be upheld:

1. Na haumana a pau o ta papa kanaka pono e toi a nee iloko o ta tu maitai.  
All student's current KANAKA class requirements must be maintained in good standing
2. Pono na haumana e malama I ta tietie o ta hele ano KANAKA ma KCC.  
Student must maintain the highest attendance standards for KANAKA and KCC.
3. Pono na haumana kula e hoohana I ta taa ohua no ta lawe ana me ta hoi ana mai ta kulanui o Kauai ma KCC.  
Student must use Kauai bus transportation to and from Kauai Community College.
4. Pono na haumana e hooholo I ketahi paio itaita hiti te hokate ia me ta kula a me ta hana kula tietie ma ketahi olelo aole hana hapa manawa e hootuu ia.  
Student should resolve any conflicts that could potentially interfere with school and college work, in other words, no part time work is allowed.
5. Pono na haumana e lawelawe a hoiteite ia lakou iho, oiai iloko o teia Polokalama ina lakou maluna o ta tahua o KANAKA a tapili ina lula apau o ta kula.  
Student should conduct themselves while participating in this program as if they were on KANAKA campus and adhere to all of KANAKA's school rules.
6. Pono ta papa tuhituhi o KCC e hootumu I manawa manuahi mamua o ta haumana o KANAKA ina e kulike nei, e kala mai ta haumana o KCC e hoohana I tela manawa no ta hoopaa haawina ana iloko o ta lumi waihona pute ai ole ma ta hootaawale ana I wahi taawale no ta hoopaa lula.  
Should KCC scheduling create free time before KANAKA student would normally be excused the KCC student shall use that time to study in the library or an appropriate space as a study venue.



7. O na haumana iloko o teia polokalama pono e kotua ketahi poe hana o KANAKA ma ta ao ana.

Student in this program should utilize any KANAKA staff to help with tutoring.

Ma ta pulima ana malalo, apono au a aelike e hoopaa ia na lula apau maluna mapopo au tela me teia kuleana e hoopau ia ketahi o na lula i ae ia maluna hoomapoo au ina teia kuleana I hoopau ia ketahi waiwai hope kotua hoolako mai ia KANAKA, pono e utu piha ia mahope.

By signing below, I accept, agree and will uphold all of the above rules. I realize that this priveldge will be revoked if any of the above rules are violated. I understand if this priveldge is revoked any financial assistance provided from KANAKA must be paid back in full.

\_\_\_\_\_  
Haumana - Student

\_\_\_\_\_  
Hooiaio matua/kahu  
Acknowledging Parent/Guardian

Keia La: \_\_\_\_\_

Date