

***Kamaile Academy PCS***  
***A Hawaiian Focused***  
***Pre-K through High School***

HANDBOOK FOR STUDENTS and PARENTS



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Aloha Students,

Welcome! Whether you are new to our school community or a native to the region, we hope you will find success at our school. We are the home of the Navigators and our vision is *Kamaile Academy haumāna learn, grow, and develop into resourceful community contributors who exhibit cultural pride, achievement, and pono values.*

We hope that this will be an enjoyable and prosperous year at Kamaile. With the combined efforts and cooperation of staff, parents, and students, we will have the best environment possible for you to achieve.

In addition to our commitment to providing you with an excellent education, we will promote your social and emotional learning through the programs and activities offered by our counseling center and student support services centers.

Our curriculum and instructional practices reflect high standards and we believe you deserve success. For you to work and achieve your potential, you must cooperate with your teachers and parents.

We hope you will take the time and effort to learn about our school policies and procedures. The keys to your success will be your teachers' and parents' support, but most importantly it will be your attitude and the belief that you can accomplish what you set out to do.

Mahalo,

The Kamaile Academy PCS Administrators, Teachers, and Staff

## **Who's Who at Kamaile Academy? (SY19-20)**

To email any of administration or any faculty/staff member, type in the first initial or first two initials of our first name followed by the last name (all lower case) then @kamaile.org. For instance, type [jdoe@kamaile.org](mailto:jdoe@kamaile.org) for John Doe.

### **School Administration Office**

Mr. Paul Kepka	Principal
Mr. Eric Wyand	School Director
Mrs. Jamie Cruz	Learning Director
Ms. Natalie Zisko	Vice Principal (Pre-K-5th)
Mrs. Valerie-Mae Manoa	Vice Principal (Exploration, 6th-12th)
Mr. Ian Barbato	Dean of Students
Ms. Kendra Singletary	Student Services Coordinator
Mrs. Kathleen Hoppe	Navigator Center Director

***VISION:*** *At Kamaile Academy haumāna learn, grow, and develop into resourceful community contributors who exhibit cultural pride, achievement, and pono values.*

***MISSION:*** *To prepare self-directed, self-aware, college-ready learners who embrace the challenges of obstacles, experience the pride of perseverance and accomplishments, and demonstrate the strength of ‘ohana and community.*

***CORE VALUES:*** *The values of aloha (love), ‘ohana (family), hō‘ihi (respect), olakino (live healthy), ‘imi ‘ike (seeking knowledge), laulima (cooperation), kuleana (responsibility), na‘auao (deep sense of enlightened & knowledge), and ha‘aheo (pride) will allow students to develop strong character to rely on throughout their education and life.*

***SCHOOL MOTTO:*** *Nā Kama o Kamaile, Loving Children of Kamaile*

***SCHOOL MASCOT:*** *Navigator*

## **History of Kamaile**

Kamaile was a Hawaiian settlement on the Wai‘anae Coast that once was boasted as being an integral component of the Wai‘anae moku. In the ahupua‘a system, four extensive taro terrace sections were watered by Kiko‘o Springs at Kamaile. This blessing of precious water in an arid region helped to sustain a highly developed community with a large population only second to Wai‘anae Kai.

The significance of Kamaile’s history was that the entire complex, consisting of Kamaile Heiau-Kaneikapualena and Kuka‘au‘au Cave, a habitation complex, and Kiko‘o Springs had enormous research and interpretive potential. These prehistoric archaeological sites were important links to our understanding of the Hawaiian religion, philosophy, and social practices and beliefs.

The water was the source of life for Kamaile. The name of this unusual spring was Kīko‘o. Being from an underground origin, Kiko‘o was one of the few year-round water sources on the Wai‘anae Coast. Throughout prehistoric and modern history, Kiko‘o Springs played a major factor in the life and development of Wai‘anae. What remains of Kiko‘o today is a short running spring that quickly vanishes into the ground from where it came.

Kamaile was the most appropriate name of the school dedicated in 1989, as the land was the source of life for early residents. Once again the life source will flow, as the school will serve as a source of knowledge for the young minds of today and of the future.

Today Kamaile Academy is the largest conversion charter school in the state of Hawai‘i. In 2007, the school community came together to commit to positive change for our children. In efforts to provide our children with more opportunity, the once DOE Kamaile Elementary converted to a charter school and became Kamaile Academy. By converting to a charter school the parents, teachers and school leaders have the flexibility and autonomy to make educational decisions that will maximize student learning and wellness. Our village school model creates a comprehensive learning community that provides support to both students and families. In order to attain high expectations, Kamaile Academy has been expanding to include middle school and high school. Kamaile Academy graduated our sixth high school class in the year 2018.

## **REGISTRATION AND ENROLLMENT**

*Kamaile Academy Public Charter School (KAPCS) is a public conversion charter school that serves Pre-Kindergarten (Pre-K) through 12<sup>th</sup> grade students. Kamaile Academy enrolls any student who resides within the school's geographic service area for Kindergarten through 6<sup>th</sup> grade. Our Pre-K and secondary (grades 7<sup>th</sup>-12<sup>th</sup>) are choice school grades.*

Student applications to Kamaile Academy's registration office will be accepted year round; however, applications from students who reside outside the geographical service area, for Kindergarten through 6<sup>th</sup> grade, received after the first day of the school year, will automatically be waitlisted if no seats are available in that grade level.

### **Pre-Kindergarten (Pre-K) Program**

Kamaile Academy offers a free Pre-K program. The free program is made available to all families with priority given to income eligible families. Students must be born between August 1, 2014 and July 31, 2015 for school year 2019-2020. For more information, please contact our registration office.

### **Grades K-6**

For grades K-6, Kamaile Academy fills excess capacity in grade levels in order of the following priorities:

1. Siblings of current students and children of faculty and staff members will be given first priority, based on space availability. Children of faculty and staff shall not comprise more than 10% of the total student enrollment.
2. For any seats still available, Kamaile will accept applications from students who reside outside of the geographic service area. A public lottery will take place if the number of applications exceeds the grade level capacity. The lottery will take place a week before the students' first day once Kamaile has determined the number of available seats in each grade level.

3. After grade level capacity is met, applicants will be waitlisted in the priority listed above. At the end of the school year, all waitlisted applicants must re-apply for the following school year.
4. For students who move out of the geographic service area mid-year, the child may continue attending Kamaile through the end of the current school year. However, the family must submit an application for enrollment the following school year.
5. Students enrolled who are living outside the geographical service area will have to reapply annually and may be subject to the lottery.

**Kindergarten and New Students (Private or Out of State)**

The following information is required for children enrolling in any Hawaii Public school for the first time:

1. Original Birth Certificate
2. Completed and signed Health Record Card (Form 14)
3. Release or transcript from previous school
4. Proof of Residency
  - a. Rental or lease agreement
  - b. Utility bill with the name of the legal parent/guardian with current address
5. Hawai'i School Attendance Law requires all children entering any school in the State of Hawai'i for the first time to complete all health requirements. If not completed, your child will be excluded from school. The health requirements are as follows:
  - a. Tuberculin test (Mantoux) or x-ray test, negative report must be presented before a child can be admitted to school. Tuberculin tests done in foreign countries are not acceptable. Completed health record proving that a physical examination was completed within ONE year before school entry.
  - b. All immunization requirements have been met.
  - c. Ages 2 - 6: Diphtheria-Pertussis-Tetanus (OPT), Polio Hib (Haemophilus influenza type b - children under 5)

d. Ages 6+: OPT, Polis, MMR (Measles, Mumps Rubella), Hepatitis B

6. If your child is exempted from any health requirements for medical or religious reasons, proper forms must be completed before entry.

7. Should your child require special medical consideration (e.g. allergies, heart condition, etc.) a doctor's note is required.

8. Transferring students from another state or territory of the U.S. must show proof that the health requirements have been met prior to school entry. Out of state records showing physical examination, tuberculin test and immunizations must be shown and verified.

9. If your child received Special Education services at another school, a copy of the Individualized Education Plan (IEP) would help the school make proper educational decisions and make the proper requests for educational placement and/or evaluations.

10. All families registering under the McKinney Vento Act (MVA) must inform our registration office.

11. Identification shall be:

- a. State ID
- b. Driver's License
- c. Passport

### **Grades 7<sup>th</sup>-12<sup>th</sup>**

For students entering 7<sup>th</sup> grade, a public lottery will take place if the number of applications exceed the grade level capacity. This takes place in early spring each year. All parents who indicate in writing that they are interested in grade 7 placements at Kamaile will be entered into a lottery. Names will be pulled by administration and parent/guardian will be notified of the results if they were not present at the lottery. Remaining students will be on a waitlist based on the order of the lottery pull.

All seventh graders must complete a physical examination pursuant to state law. For more information about the 7th grade physical examination requirement, visit [www.hawaiipublicschools.org](http://www.hawaiipublicschools.org) and search for “Physical Exam.”

After the first day of the school year, students will be placed on a waitlist if the grade level the student is applying for is at capacity.

### **Enrollment from other Hawai‘i Public Schools**

Students enrolling from another Hawai‘i public school must present to the school office the official release, which is issued by the releasing school. If your child was receiving Special Education services, please advise the registrar that your child was receiving services. A copy of the Individualized Education Plan (IEP) would help the school make proper educational decisions and make the proper requests for educational placement and/or evaluations.

### **Geographic Exception**

Kamaile Academy does not offer GEs. Students enter the school based on space available as described in the enrollment procedures.

### **Transfers from Other Hawai‘i Public Schools**

Students transferring to Kamaile Academy from another Hawai‘i public school must present to the school office the official release, which is issued by the releasing school. If your child was receiving Special Education services, please advise the registrar that your child was receiving services. A copy of the Individualized Education Plan (IEP) would help the school make proper educational decisions and make the proper requests for educational placement and/or evaluations.

## **STUDENT RECORDS**

All public schools maintain a cumulative record and any additional records for each pupil to ensure that the school provides the best educational opportunity for them. These records are available for parents to review upon request.

For special education students, the Special Education Department Head maintains a CONFIDENTIAL record. These records are also available for parents to view.

*\*PLEASE CALL THE SCHOOL OFFICE TO SET UP AN APPOINTMENT IF YOU WOULD*

*LIKE TO REVIEW YOUR CHILD'S CUMULATIVE RECORD AND/OR CONFIDENTIAL FOLDER.*

## **DISCLOSURE OF INFORMATION**

All information you share with the school will be kept in confidence. No information will be released to anyone not connected with the school, HPD or Child Protective Services. Unless you have requested in writing authorization to release your child's information, the school will not release any information.

## **BELL SCHEDULE**

*Kamaile Academy Office Hours: 7:30 a.m. – 4:00 p.m. daily  
Closed during morning protocol 7:45- 8:05 a.m.*

### **Arrival**

- 6:45 a.m. - 7:30 a.m.: Elementary Breakfast
- 9:15 a.m. - 9:30 a.m.: Secondary Wiki Breakfast

All students are encouraged to eat breakfast and wiki breakfast at school, respectively.

All elementary students arriving to school before 7:00 a.m. should report to the cafeteria and after, they should report to their designated areas (see below).

All secondary students should not report to the cafeteria, they should report to their designated areas (see below). While waiting in their designated areas, students are encouraged to finish homework, read books, or talk with peers.

### **Designated morning waiting areas**

- Pre Kindergarten - Cafeteria
- Kindergarten - Outside of their classrooms
- 1<sup>st</sup> Grade - Lower Breezeway between G Building and T-Portables
- 2<sup>nd</sup> Grade - Lower Breezeway between G and F Buildings
- 3<sup>rd</sup> Grade - Outside of their classrooms
- 4<sup>th</sup> Grade - Outside of Library
- 5<sup>th</sup> Grade - Bus Stop Area
- 6<sup>th</sup> Grade - Grass Area in front of D Building classrooms

- 7<sup>th</sup> - 8<sup>th</sup>- Outside of MS classrooms/Field
- 9<sup>th</sup> - 12<sup>th</sup>- Outside of HS classrooms/Field

### **School Begins**

- 7:40 a.m.: First Bell Rings (*All students and staff are to report to the library courtyard.*)
- 7:45 a.m.: Second Bell Rings/Start of the School Day
- 7:46 a.m.: All students are absent/tardy. Student will be marked tardy by the homeroom teacher.
- 8:05 a.m.: Students arriving at or after this time will obtain a tardy pass in the front office before going to class.

### **Dismissal**

- 3:00 p.m.: Monday, Tuesday, Thursday (all Kamaile students)
- 12:00 p.m.: Wednesday (Grades 7-12) Students will leave campus after lunch or they can attend the Secondary Wednesday Homework Program and be released at 1:20 p.m.
- 1:20 p.m. Wednesday (Grades Pre-K-6)
- 2:00 p.m. Friday (all Kamaile students)
- 3:00 p.m – 4:30 p.m.: After school programs (Tuesday, Thursday)

After school, all students are invited and encouraged to participate in after school tutoring programs. Please see our Navigators' Center for more information. Students who are not staying after school for free tutoring are expected to leave campus in a timely manner.

**FREE BREAKFAST, WIKI AND LUNCH**

## **PROGRAM**

### **Grades Pre-K - 6<sup>th</sup>**

Elementary breakfast service begins at 6:45 a.m. and ends at 7:30 a.m. each school day.

### **Grades 7<sup>th</sup>-12<sup>th</sup>**

Secondary wiki breakfast service begins at 9:15 a.m. and ends at 9:30 a.m. each school day.

Students need to ensure that they allow themselves enough time to eat, meaning, report to the cafeteria in a timely manner. Students will not be excused for being tardy from breakfast and wiki.

Students will consume all food in the cafeteria before leaving. Federal regulations prohibit parents from eating from a student plate and leftover food from being taken out of the cafeteria.

**Wellness** – Kamaile Academy promotes healthy eating and living. Students are discouraged from bringing sugary snacks and drinks to school. Teachers may have students who bring unhealthy snacks and drinks (e.g. soda, candy, etc.) take them home.

## **Fresh Fruits and Vegetable Program (FFVP)**

FFVP program provides free produce snacks for our students. Students are exposed to fruits and vegetables and learn about their nutritional value and origin. Fresh fruits and vegetables are delivered to students in the afternoon on Monday, Tuesday, Thursday and Friday.

## **Expanded Learning Time (ELT)**

Kamaile's Expanded Learning Time Framework commenced in SY 2009-2010 integrates:

- Academic and enrichment learning opportunities that are pervasive in time (beyond traditional school day and year) and availability (throughout the community);
- An extended school year for teachers that creates a professional learning community (PLC) with additional days and quality training for teachers to develop learning opportunities that prepare students to succeed as community leaders and 21<sup>st</sup> Century global citizens; and
- A teacher evaluation model that supports teacher professionalism and the effective implementation of the ELT framework through self-reflection, coaching, professional

development and continuous feedback.

Specifically, the expanded time and opportunities for learning for students include two integrated learning components: (a) an extended school day and (b) an enrichment program.

### **Schedule**

- Extend current Hawai'i Department of Education school day by an additional 1.5 instructional hours (31% increase in instruction time).
- Instruction provided by Kamaile teachers for all Pre-K-12 students
- Restructure school schedule to provide blocks of time that increase instruction time and teacher-student contact time.
- Increase instruction time by minimizing teacher trainings and workshops during student school days and consolidating professional development on non-student professional learning community days.

### **Typical Elementary (Pre-K - 6<sup>th</sup>) 2019-2020 Schedule**

7:40 a.m. Gather for Morning Protocol

7:45 a.m. Morning Protocol

8:10 – 9:40 a.m. 90 minutes Reading

9:40 – 10:40 a.m. 60 minutes Writing

10:40 – 10:55 a.m. 15 minutes Recess

11:00 – 12:00 a.m. 60 minutes Math

12:00 – 12:30 p.m. 30 minutes Lunch

12:30 – 3:00 p.m. 180 minutes Integrated academic and whole child learning opportunities

- 3:00 p.m. dismissal Mondays, Tuesdays, and Thursdays
- 1:20 p.m. dismissal Wednesdays are shorter to allow for weekly faculty meetings.
- 2:00 p.m. dismissal Fridays

### **Typical Secondary (7-12) Monday 2019-2020 Schedule**

7:40 a.m. Gather for Morning Protocol

7:45 a.m. Morning Protocol - Attendance for Homeroom

7:55 – 9:10 a.m. 75 minutes Period 1, 8:05 a.m. tardy time

9:15 – 9:30 a.m. 15 minutes Wiki

9:35 – 10:50 a.m. 75 minutes Period 2, 9:45 a.m. tardy time

10:55 – 12:10 a.m. 75 minutes Period 3, 11:05 a.m. tardy time

12:15 – 12:30 p.m. 30 minutes Lunch

12:50 – 1:40 p.m. 50 minutes Advisory, 1:00 p.m. tardy time

1:45 – 3:00 p.m. 75 minutes Period 4, 1:55 p.m. tardy time

- 3:00 p.m. dismissal Mondays, Tuesdays, and Thursdays

- 12:00 p.m. dismissal Wednesdays are shorter to allow for weekly faculty meetings.
- 1:20 p.m. dismissal Wednesdays for students attending the Secondary Wednesday Homework Program (room T105)
- 2:00 p.m. dismissal Fridays

### **Programs**

The following programs will be implemented by school personnel and/or community providers:

- Career awareness learning opportunities
- Community service projects
- Hawaiian culture, language and traditions
- Junior Police Officer (JPO)
- Kāko‘o Kula After School Tutoring
- PALS (Program for After School Literacy Support) for grades 3 - 6
- Parent involvement and support programs
- Place-based learning opportunities, including building Kamaile as a green school
- STEM projects
- Tutorial and homework support programs

### **School Breaks**

- Fall Break One (1) week
- Winter Break Two (2) weeks
- Spring Break One (1) week
- Summer Break Seven (7) weeks (approximately)

## **ATTENDANCE POLICY**

Attending school regularly directly impacts children's learning. Consistency in school attendance is conducive to academic and personal success. School attendance as cited under **Hawai'i Revised Statute (HRS) 302A-1132, 302A-1133.5 , 302A-1135** describes the law and how frequent absences may be subject to a Family Court Petition or summoned to Family Court.

An excused absence is identified as an absence that has written verification by a parent or guardian. This information needs to be shared with the teacher and/or attendance clerk. After three days of absence, in order for an absence to be excused, a doctor's note must be provided.

In an effort to minimize the loss of education hours as well the potential decrease in academic performance, students with a history of chronic attendance issues will receive expedited interventions.

Parents are encouraged to contact the grade level counselor to address special circumstances.

A notice(s) will be sent home in increments of 5 unexcused absences from Kamaile Academy attendance clerk notifying the parent(s) and/or guardian(s) of unexcused absences the student has accrued as well as expectations. Interventions will include: phone contacts, series of written notices, home visits, counseling, parent and/student conferences with; counselors, school social worker, teachers and other support staff to support the student and parents. By the third written notice, possible Family Court process may begin to address truancy.

### **Perfect Attendance**

1. No Tardies
2. No Early Releases
3. No In-School Suspensions
4. No Out of School Suspensions
5. No Absences

### **Absent**

1. A student is considered absent for the entire day if they arrive at school after 10:30 a.m.
2. A student will also be considered absent for the entire day if they leave school before 10:30 am.
3. A student will be marked absent by their teacher if they are not present with their assigned class by 7:46 a.m.
4. Additionally, secondary students will be marked absent by their teacher if they are not present in their assigned classroom at the start of each class period. There is a 5 minute passing time period.

## **Excused Absence**

A student will be considered excused if:

1. A written note from the student's parent/guardian is turned in for the student for up to three (3) days of consecutive absences at a time. Notes can be turned in directly to the Attendance Team at the front office (strongly recommended) in person or via email at [attendance@kamaile.org](mailto:attendance@kamaile.org). Students can also turn in notes to the student's teacher for them to submit to the front office.
2. A doctor's note for the student is turned in for four (4) days or more consecutive absences. The doctor's note can be turned in directly to the Attendance Team at the front office in person or via email (recommended) or turned in to the student's teacher for them to submit to the front office.
3. The student is discovered to have live head lice (ukus). The student will be released from the Health Room and excused for up to two (2) school days afterward. Health Room must communicate this to the Attendance Team. If the student still has head lice a parent note can be used to excuse the student for up to three (3) consecutive days.
4. The student is discovered to have any other communicable disease (for example, mumps). The student must be cleared with a note from a doctor in order to return.

## **ATTENDANCE / TARDY ARRIVAL TO SCHOOL PROCEDURES**

### **Grades Pre-K-12**

- 7:40 a.m. (first bell) All students report to courtyard outside of the library.
- 7:45 a.m. (second bell) Morning protocol
- 7:46 a.m. Students are tardy if they are not lined up with their teacher and peers.
- 8:05 a.m. Office will open and students who are tardy need to pick-up a tardy pass to give to their teacher
- 10:30 a.m. Students who report to school after or leave campus before this time will be considered absent for the day.
- To be considered PRESENT for the day, students will need to be in school for at least half the day.

### **7th-12th -Period Attendance and Tardy after morning protocol starting with the first period of the day.**

- From 0:01 to 9:59 minutes of each class period, the student is present.
- After 10 minutes, the student is absent.
- After 10 minutes, the student will need to go to the office to get a pass indicating that they are present.
- After 10 minutes, if the student was record present in their earlier classes of the day, then

student is considered to have cut class.

- Repetitive tardiness and cutting of class may result in progressive discipline.

### **Early Release from School**

Like tardies, excessive early departures from school can hinder your child's education. Students and parents/guardian are discouraged from requesting off-campus passes for early release from school. Personal and medical appointments should be scheduled for non-school hours.

Permission for students to leave campus must be requested in writing.

Parents/Guardians should state the reason for the request and the time of release.

Parent/Guardian requesting an early release must report to the office and sign the student out of school. Parent/Guardian must present a photo ID and must be listed as an approved person to request for an early release. No student will be dismissed from classrooms. To ensure student safety, persons picking up students must be over 18 years old.

### **Late Pick Ups**

Students need to be picked up on time. School ends at 3 p.m. on Mondays, Tuesdays, and Thursday. School ends at 1:20 p.m. on Wednesdays and at 2:00 p.m. on Fridays. Every effort will be made to call parents/guardians and emergency contacts to pick up your student. HPD will be called if we cannot reach parents/guardians and the student is not picked up by 5 p.m.

### **Closed Campus**

Despite the open feeling of Kamaile Academy, the school is a closed campus to assure that students are kept safe and secure. Students must remain on school grounds once they enter campus. This includes students who will be attending after school tutoring/programs. When school and/or after school tutoring/programs end students must leave campus or be picked up. There is no supervision after school/tutoring/programs have concluded.

## **TRANSPORTATION TO AND FROM SCHOOL**

### **WALKING TO AND FROM SCHOOL**

All children need to respect the property and rights of others in the community (not damaging property, littering, trespassing, etc.) at all times which includes coming to and leaving school each day. The following guidelines will help with the safety and the respect of others as OUR children walk to and from school:

- Observe all safety precautions, such as using marked crosswalks and walking off the streets (using sidewalks and walkways).

- Throw all litter into proper trash containers and not on streets or yards. *Mālama 'Āina. Our community, our kuleana.*
- All students and parents must use the crosswalks to assure safety. Please respect the Crossing Guard at each crossing. He/She is stationed to help keep you safe.

## **SCHOOL BUS**

Kamaile Academy offers free bus services to all students who qualify to ride the bus. Students who live more than one and a half (1.5) miles from the school or across Farrington Highway (Surfside) may qualify to ride the SCHOOL BUS to and from school (excluding students with Geographical Exceptions). Bus applications can be picked up and returned to the front office.

- Riding the school bus is a privilege and students need to be aware of the safety and regulations of riding the school bus. Students must report to the bus area promptly. Students must carry their IDs with them to board the bus. Problems on the bus should be reported to the bus driver. Incident reports/referrals are written by the bus drivers and given to the school for further investigation. Students who continue to abuse the bus rules will be disciplined and may be denied bus services (e.g. vandalism, fighting, throwing things out of the bus, etc.).
- If a student misses the bus, it is the responsibility of the student and parent to make arrangements for alternative transportation to and from school.
- On occasion, students will be transported by commercial busses. Behavior expectations are the same in accordance to riding a Kamaile Academic school bus. In the event that a student violates the bus expectations on a Kamaile Academy bus or commercial bus, the following consequences will be implemented.
  - 1<sup>st</sup> Offense: 1 week suspension from the bus
  - 2<sup>nd</sup> Offense: 2 week suspension from the bus
  - 3<sup>rd</sup> Offense: 1 month suspension from the bus
  - 4<sup>th</sup> Offense: Removal from riding the bus for the remainder of the school year

**Kamaile Academy offers several different bus runs to encourage students to participate in before and after school activities.**

### **Morning Bus Runs**

6:30 a.m.

6:45 a.m.

### **After School Bus Runs**

Dismissal and running until all students are dropped off

4:30 p.m. Tutoring Bus / other programs on Tuesdays/Thursdays

## **BICYCLE SAFETY**

Students who ride their bicycles to school must obey traffic rules and safety on the public streets. Bicycles must be WALKED as soon as children enter all gates into our campus. All bicycles

must be parked and locked at the bicycle rack. The school assumes NO liability for any bicycle at any time.

#### **TRAFFIC SAFETY**

- **Morning drop-off at visitor parking lot.** Please drop off your child at the visitor parking lot by the administration building. To ease the flow of vehicular traffic, please have your children prepared to be dropped off (e.g. preparing homework, talking, etc). Not having your children prepared will slow the flow of traffic and may cause traffic accidents as vehicles try to pass a parked car.
- **No morning drop-off in the staff parking lot.**
- **Afternoon pick-up at the visitor parking lot or cafeteria parking lot.** Please drive with aloha and safety in mind. Drive slowly and be mindful of children and parents who are in the area.
- **Visitor parking.** Parents and visitors are asked to park their cars in the stalls marked “*Visitors*”. **All visitors to Kamaile Academy are required to check in at the front office before visiting any classrooms or personnel.** This procedure is necessary to reduce classroom interruptions, assure the safety of students and personnel, and to assure the security on our campus at all times.

## **Uniform Expectations and Supports Policy**

Kamaile Academy is committed to a school uniform policy for the school year 2019-2020. We expect all of our haumāna (students) to be in Kamaile uniform t-shirt or Kamaile Academy Spirit Wear during school hours.

#### **We expect 100% of our haumāna in uniforms because:**

- Uniforms allow us to easily identify which students are enrolled at Kamaile Academy.
- Uniforms ensure that students are dressed appropriately.
- Uniforms contribute to school unity and pride.
- Uniforms improve school safety.

#### **What can my child wear to school?**

- They may wear a Kamaile Academy school uniform t-shirt. Uniform shirts will be available for purchase for \$5.00 per t-shirt. Your child may also wear spirit wear in lieu of the uniform t-shirt. Spirit wear is considered to be any shirt that is from an administration-approved Kamaile Academy club, event, or educational activity. This may

include events or clubs like Sunset at Kamaile, Strive for Five attendance events, or Hui Makemakika (math club).

### **How will Kamaile Academy provide support?**

- **Two Free Startup Uniform T-Shirts for all Students**
  - Kamaile wants to get everyone off to a successful start. Kamaile Academy will provide **two (2) free startup** uniform t-shirts for every student, following a submission of a signed agreement by parent and student in support of this Supports and Expectations Policy. Any uniforms after the first two must be purchased by the student's 'ohana.
- **\$5 per uniform t-shirt cost**
  - The price of uniform t-shirts in the 2019-2020 school year will be only **\$5.00 per t-shirt.**
- **\$5 Uniform purchase on-site for immediate purchase and wear.**
  - Uniforms can be purchased in the front office before school between 7:00- 7:40 a.m. and as determined by the school.
  - Uniforms can be purchased after school between 3:00 - 3:30 daily.
  - Cash only. A receipt will be issued at the time of purchase.

### **What if a student comes to school without a uniform or does not have \$5 to purchase a uniform t-shirt?**

- Before school or after morning piko, students will report to the back of the front office where they will be issued a uniform, a receipt, a copy of the uniform policy and a debt of \$5 will be incurred for the student.
- 'Ohana will need to pay the debt prior to transfer or report cards being issued. Other events such as prom, graduation or banquets may be withheld if debts are unpaid.
- An invoice will be mailed out at the end of each quarter.
- Parents/Guardians can pay the incurred debt through the business office during office business hours, and will receive a receipt for their payment

### **What will happen to students that are noncompliant with the policy?**

- Consequences will be issued per our school discipline policy.

### **What are programs that support families to earn uniform t-shirts?**

- Families can earn shirts through school activities and 'ohana events.
- Students can earn shirts by demonstrating pono behavior at school. Students can earn Kamaile Cards and redeem them for t-shirts at the Kamaile Store.

- There will be a recycle uniform box that ‘ohana can donate used t-shirts to be placed in the Kamaile Store.

### **How can the school support if my family has financial hardship?**

- Parents can register to be a volunteer and volunteer through the Navigators’ Center to earn uniform t-shirts for their keiki.
- Students can volunteer at the school through the Navigators’ Center to earn uniforms.
- Parents/Students will volunteer first and then a uniform t-shirt voucher will be issued. The voucher can be turned into the business off to pay off uniform t-shirt debts or be used to purchase new shirts at the front office.

### **Can my child obtain a uniform waiver?**

- The DOE requires a provision allowing parents to request a waiver to wear the school uniform. Waivers will only be accepted during the first two weeks of enrolling in the school. Waivers may be granted for reasons such as medical reasons that prevent the wearing of the uniform. Waivers will need the approval of the School Director and/or the Principal and will be reviewed on a case by case basis. Waivers can be revoked at any time.

### **What types of clothing/accessories are unacceptable at school?**

The following type of clothing/accessories will not be allowed on campus:

- Clothing . . .
  - (shirts, t-shirts that are not deemed as school uniform t-shirt; jackets, shorts, pants, etc.) with vulgar or suggestive statements (e.g. sex, profanity, etc.), gang or drug (tobacco and alcohol included) related pictures or words;
  - that exposes undergarments; shorts or skirts that are too short (shorter than the tip of the “pointer” finger when arms are extended alongside the body);
  - that exposes too much of the upper body (e.g. halter tops, undershirts, etc.);
  - that exposes midriff, navel or breasts/chest; spaghetti strap clothing or which violates the rules of decency should not be worn on campus
- Hats/caps/visors and dark glasses (unless prescribed) are not to be worn in classrooms.
- Bandanas are prohibited.
- Footwear must be worn in school at all times. Covered footwear is required when going on field trips. Cleats, Heelys, taps, and high heels are prohibited (are not to be worn to school).
- Jewelry should be kept to a minimum (this will avoid loss or breakage of the item). For safety reasons, long dangling earrings should not be worn to school.

**The school is not responsible for lost, stolen, or damaged personal items.**

## **School Identification (ID) and Supports Policy**

Kamaile Academy is committed to a school ID policy for the school year 2019-2020 in grades 7<sup>th</sup>-12<sup>th</sup>. We expect all of our haumāna (students) to wear their school ID and to show/display it upon request.

### **We expect 100% of our haumāna to have their school ID during school hours:**

- School ID allows us to identify students currently enrolled at Kamaile Academy.
- School ID allows students entry into our classrooms or to participate in class lessons, activities, events, field trips, etc.
- School ID allows students to participate in the school meal programs (i.e. breakfast, Wiki Breakfast, lunch).
- School ID contributes to school unity and pride.
- School ID improves school safety.

### **What if a student comes to school without their school ID?**

Before school or after morning protocol (until 8:15a.m.), students will report to the Navigators' Center to receive a school ID and a debt of \$5 will be incurred for the student.

- 'Ohana will be notified via written notice/phone when debt reaches \$15.
- 'Ohana will need to pay the debt prior to transfer or report cards being issued. Other events such as prom, graduation, banquets, and field trip may be withheld if debts are unpaid.
- An invoice will be mailed out at the end of each quarter.
- Parents/Guardians can pay the incurred debt through the business office during office business hours, and will receive a receipt for their payment

### **What will happen to students that are noncompliant with the policy?**

- Consequences will be issued per our school discipline policy.

### **How can the school support if my family has financial hardship?**

#### **Vouchers can be earned.**

- Parents can register to be a volunteer and volunteer through the Navigators' Center.
- Students can volunteer at the school through the Navigators' Center (as deemed as age appropriate).

The voucher can be turned into the business off to pay school ID debts or be used to purchase new school ID from the Navigators' Center.

**Can my child obtain a school ID waiver? NO**

**The school is not responsible for lost, stolen, or damaged personal items (i.e. lanyards, ID clips, etc.) which may be used to store or help display the school ID .**

## **PERSONAL BELONGINGS**

**All student personal belongings should be clearly labeled with the student's name.**

**Money** is to be kept in purses, wallets or pockets (NOT IN BACKPACKS).  
Money must be kept IN THE STUDENT'S POSSESSION AT ALL TIMES.  
DO NOT BRING EXTRA MONEY TO SCHOOL!

Rollerblades, skateboards, scooters, ripsticks and other like items are to be removed or carried before entering campus.

Shirts, t-shirts, tank tops, spaghetti tops, halter tops, underwear shirts, etc. which are not Kamaile Academy's uniform t-shirt or a Kamaile Academy spirit t-shirt CANNOT be used during school hours and/or during all after school programs unless approved by the school administration.

### **Cell Phone Policy**

**The school and administration are not responsible for cell phones or any electronic devices if they become lost, stolen or damaged. We recommend they be left at home.**

High school students (9<sup>th</sup>-12<sup>th</sup>) have the privilege of using their cell phones in the classroom at the teacher's discretion for educational purposes only.

High school students can also use their phones during lunch.

**All other Kamaile Academy students follow the policy of using phones before and after school only.**

All students, parents, teachers and staff will respect the privacy of all teachers, students, parents, and staff by NOT recording or photographing them without the student's, parent's, teacher's and/or staff's consent.

All students, parents, teachers and staff will respect the privacy of all teachers, students, parents, and staff by refraining from posting anything on social media.

The student and parent may also be responsible for any emotional, physical, social damage that may occur when cell phone misuse occurs.

**~KAMAILE ACADEMY WILL NOT BE RESPONSIBLE FOR MONEY OR OTHER VALUABLES LOST, STOLEN OR DAMAGED~**

## **MEDIA RELEASE**

All Kamaile Academy students and staff will be asked to complete a media release form. The release will permit the school to use photos and student work in newspapers, school website, Internet, social media and television for educational purposes only. Teachers are responsible for obtaining a media release form from each student. Teachers are required to monitor media release forms by keeping a roster of all students who have completed the form.

## **LOST AND FOUND**

Clothing and personal belongings should be labeled with the child's first and last name. Clothing and personal belongings that are found and brought to the office will be placed into the school's Lost and Found container in the cafeteria. Unlabeled or unclaimed property is turned over to a charitable organization or discarded monthly.

## **HEALTH INFORMATION**

## **Health Services**

A Health Aide is on duty to assist your child in case of an illness or injury at school. If your child becomes ill or is injured in school, Kamaile's Health Aide will administer first aid for minor injuries (cuts, bruises, etc.). The Health Aide is not qualified to make medical judgments. Please do not ask for them to diagnose your child.

The Health Aide will notify parents/guardians of the condition, and advise release of student to go home or see a doctor. If you are unable to pick up your child, inform the school as to which designated adult will come so the safety of your child is assured.

The Health Aide will also monitor Department of Health standards regarding communicable diseases such as head lice ('uku), impetigo, rashes and other open sores that can easily be transmitted to others. Please consider your child's health and the health of others by taking care of all health problems at home.

Hawai'i State Law requires that a physician's permission note be submitted to the school when students return after contracting any communicable diseases (e.g. chicken pox, strep throat, scarlet fever, impetigo, hepatitis, conjunctivitis and hand, foot and mouth disease, etc.); all blisters must be dry and scabbed over. Students with live head lice ('uku) will be sent home and may return to school after all the head lice are gone.

## **Emergencies**

Parents must accurately and with sufficient data complete and update their child's EMERGENCY CARD (at the beginning of each school year and as often as needed). In the event of an emergency or if a student requires immediate medical attention, every attempt will be made to contact the parents/guardians. The Emergency Card on file in the Health Room lists whom the school is able to contact in case of emergency. School staff will follow the parents' directions as far as it is possible to do so. In the event that the parent cannot be reached, the student may be discharged only to the person named on the Emergency Card. On occasion, an ambulance may be called at the discretion of the Health Aide or Administration, in the event the parent or emergency contacts are unable to be reached.

Updated telephone numbers are also important for the teacher, administration or counselors to get in contact with the parents/guardians as needed. Parents/Guardians should immediately notify the school of any changes of address and/or phone numbers (e.g. home, work, emergency contact, etc.). This information is vital should an emergency occur and the school has to contact the responsible parties. Kamaile Academy requests that parents notify the school office in writing of such changes rather than call the school office with the change. Parents/Guardians are

required to submit a document (electric, water bill, etc.) proving residency. Parent's/Guardian's name must be listed on the document used for proof of residency.

### **Medications**

Parents are required by State Law to inform the school of any medications to be taken by the child's at school. The school must receive:

- Permission to administer medication in writing (Form SHS 36)
- Medication must be in original pharmaceutical container for ONE WEEK only
- Medication will be kept in the Health Room in a locked cabinet.

### **Illness or Injury**

For the protection of your child and others, students who are too ill to go out for recess or to participate in P.E. should stay home. If a student becomes ill or injured during the school day, the parent/guardian will be notified by phone or by note (depending on the severity of the illness/injury). If the illness or injury requires further attention, the school will follow the Emergency Procedures listed above.

### **Head Lice ('Ukus)**

One of the most common problems on campus is head lice ('ukus). Our primary concern in dealing with 'ukus is that they are easily passed on from one student to another and unless an infected student has all the nits (egg sacks) removed, the ukus will most likely return. For these reasons we recommend that students do not share hats, jackets, combs, brushes, etc. with others. A student will be sent home for 'ukus and must be completely nit free before returning to school. A student may stay in school if only nits are found during an uku check, but must be completely nit free before returning to school the following day. Students should report to the health room in the morning to be checked before returning to class.

### **Immunizations**

All children entering school should have met the immunization requirements before the first day of school. If not, parents will be notified via phone call or a letter stating that their child has deficiencies in their immunization record. Provisional admittance is allowed only if the parent shows proof (a doctor's statement or an appointment card for the next vaccination) that the child is in the process of fulfilling the requirements. If the child does not have proof of fulfilling the immunization requirements, he/she will be denied school attendance.

## **STANDARDS-BASED EDUCATION**

Kamaile Academy is a Standards-Based school striving to meet the school's vision and mission statements.

Standards-Based Learning includes:

- Common Core State Standards and Assessment;
- Aligned Curriculum and Instructional System;
- Multi-Tiered System of Supports (MTSS)
- High Performance management, leadership and organization
- Professional Development and Professional Learning Communities
- Parent / Community Involvement

Standards-Based learning aligns the school's curriculum, technology and professional development into a school wide plan designed to enable all students to meet challenging Common Core, Hawai'i State, and National Standards while addressing specific needs identified through school needs assessment.

## **PROGRESS REPORTS**

Kamaile Academy students will receive report cards four (quarterly) times a year via the student. Please review the reports with your child to look at strengths and areas for improvement.

### **Parent Conferences**

- Parent conferences are held after the first quarter. However as needs, questions or concerns arise regarding your child's performance (academically or behaviorally) in school, parents/guardians are encouraged to confer with any member of the professional staff. Please contact your child's teacher or counselor first so they can assist in coordinating a meeting to discuss progress. Conferences may also be held to support your child to strive for great attendance.

## **TEXTBOOKS AND LIBRARY BOOKS**

Kamaile Academy furnishes textbooks that are used by the students in the classroom. Students

are also able to borrow books from our school library. A large portion of the school budget is used to maintain and replace textbooks and library books; we require students to treat these books with RESPECT. It is recommended that textbooks be covered for their protection and to prolong the life of the textbook.

Reasonable wear and tear is to be expected, unreasonable damage or loss will result in the parent/guardian/student being financially responsible for the replacement of the book.

Students will be assessed a fee for damaged or lost books at the end of the school year or before transferring to another school. Students will not be able to participate in promotion ceremonies or other activities if these financial responsibilities are not taken care of prior to the required date.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

<b>CREDITS</b>	<b>HIGH SCHOOL DIPLOMA</b>
<b>English</b>	<b>4 credits</b> including: English Language Arts 1 (1.0 credit); and English Language Arts 2 (1.0 credit); and Expository Writing* (0.5 credit); and English Language Arts basic electives (1.5 credits)
<b>Social Studies</b>	<b>4 credits</b> including: U.S. History and Government (1.0 credit); and World History and Culture (1.0 credit); and Modern History of Hawaii (0.5 credit); and Participation in a Democracy (0.5 credit); and Social Studies basic elective (1.0 credit)
<b>Mathematics</b>	<b>3 credits</b> including: Algebra 1 (1.0 credit); and Geometry (1.0 credit); and mathematics basic elective (1.0 credit)
<b>Science</b>	<b>3 credits</b> including: Biology 1 (1.0 credit); and science basic electives (2.0 credits)
<b>World Language (note 1) /Fine Arts (note 2) Career and Technical Education / JROTC (note 3)</b>	<b>2 credits</b> in one of the specified programs of study.

<b>Physical Education (P.E.)</b>	<b>1 credit</b> including Physical Education Lifetime Fitness (0.5 credit); and Physical Education basic elective (0.5 credit)
<b>Health</b>	<b>0.5 credit</b> in Health Today and Tomorrow
<b>Personal Transition Plan</b>	<b>0.5 credit</b>
<b>Electives (Any Subject Area)</b>	<b>6 credits</b>
<b>TOTAL:</b>	<b>24 credits</b>

The STRIVE HI Graduation Requirements brochure is available in the administrative and counseling office.

Notes:

Note 1: Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.

Note 2: Two credits in a Fine Arts discipline: Visual Arts, Music, Drama or Dance. Credits do not need to be in a single discipline.

Note 3: CTE: Two credits need to be in a single career pathway program of study sequence. JROTC: Two consecutive JROTC courses fulfill CTE two credits for diploma requirements.

## **Eight Habits of Successful Middle & High School Students**

### **1. Be Responsible and Know Yourself**

- When the word “responsibility” is broken down, the key words are “respond” and “ability.” A successful person has the ability to respond to challenges.
- Choose your own response to a difficult situation beforehand, rather than wait for it to happen and not be prepared.
- Begin by looking honestly at your personal strengths and weaknesses, and determine your own sense of responsibility for your behavior, and for your family and friends.

### **2. Reflect Success**

- Have a clear picture of the kind of person you would like to become and the types of goals that you want to achieve.
- Identify a positive adult role model, who has achieved the same goals and reflects the same success that you desire. You can imitate similar pathways to success.
- Not every role model has to be a famous basketball player or movie actor. Some of the best role models are in your own neighborhood, schools, churches, and even your own home.

### **3. Aim Toward Your Goal**

- Put life, family, friends, and values in good perspective.
- To design a successful career, start by identifying the end goal, and then determine the steps necessary to obtain it.
- Find a caring adult who will be able to help you put your plan into place one step at a time.

### **4. Prioritize and Maximize**

- Now that you have a successful vision of yourself, you can begin prioritizing your daily routine so that you are able to make the best use of your time and energy.
- Don't get caught up in things that may take you away from your goal, such as alcohol, drugs, or negative people.
- Anything that does not benefit your vision of success does not benefit you.
- Organize your work area and keep it free from distractions.
- Improve your organizational skills by using a daily planner, a personal "To Do" list, and a regular personal evaluation with an adult or mentor to check your progress.

### **5. Be a Winner**

- Build relationships in which you and the other person both succeed. These are called "win-win" partnerships.
- These win-win" partners should be friends whom you call on for support, tutoring, or for conversation that helps you stay on track.
- Teachers, coaches, principals, and mentors could be partners who help you succeed.

### **6. Communicate**

- Communication is the essential key to understanding.
- Don't be afraid to ask questions, and when the answers are given be sure to listen.
- The cycle of communication is usually broken when you try to second-guess what others are trying to say.
- Try to understand the motivations and goals of others around you. This can improve your communications and increase your network of positive partnerships.

### **7. Connect to a Good Power Source**

- Having access to strong, positive partners will increase your ability to succeed.

### **8. Stop, Look, and Listen**

- Your world will continue to change and evolve, so be prepared to review, reevaluate, and renew your goals.\*Look at these changes not as disappointments, but as opportunities to improve a realistic plan for your long-term success.

## **HOMEWORK POLICY**

Homework strengthens and reinforces learning that is occurring in the classroom. Students are responsible for work that is done while absent. Please make arrangements to have your child's homework picked up at school.

- Homework is an integral part of a student's education. It is an extension of the formal instruction to strengthen the student's learning in school. Thus your child should be able to do it independently or with minimal assistance.
- Homework shall be considered within the framework of the needs of individual students in meeting program or class objectives.
- Each classroom teacher will have specific guidelines regarding their homework policy. Please be sure to communicate with the teacher to help your child meet homework requirements.
- PreK-Kindergarten: Minimum 10 minutes of homework
- First Grade: Minimum of 15 minutes of homework
- Second Grade: Minimum of 20 minutes of homework
- Third Grade: Minimum of 25 minutes of homework
- Fourth Grade: Minimum of 30 minutes of homework
- Fifth Grade: Minimum of 35 minutes of homework
- Sixth Grade: Minimum of 40 minutes of homework
- Seventh Grade and above: 45 minutes plus

## **HOMEWORK REQUEST POLICY**

When a student is absent for up to two consecutive days, the parent/guardian has the option to notify the front office by 8:00 a.m. to request for homework. The teacher has 24 hours to

provide the assignments. Work will be picked up from the front office at 3:30 p.m. or the parent can make arrangements with the teacher. If a parent requests for 3 to 9 consecutive days absence, the parents need to provide a doctor's note and give the note to the teacher or the front office. All receiving parties will follow the attendance procedures. The parent can pick up all homework from the front office.

A homework request for more than 10 consecutive days absence needs a parent conference with the grade level counselor and vice principal to discuss a plan on how the school can provide academic support for the student.

## **FIELD TRIPS**

Throughout the school year, students may be going on field trips with their classes. Teachers arrange field trips as an extension of the regular curriculum. Student permission slips **MUST** be signed by parents/guardians and returned to the teacher prior to the field trip (please submit by due date). If there are students with special needs (behavior, 1:1 assistance, medical needs, etc.) the classroom teacher will be in contact with the parent/guardian for special provisions and alternatives. If student has financial responsibilities, these need to be cleared before their can participate in the field trips. Excessive absences and tardies will prevent the participation on field trips.

All standard rules of conduct and procedures used in the daily transportation of students on school buses will be observed and enforced on field trips.

Since the safety of our students are so important, parent volunteers are often asked to help chaperone on field trips. If you are able to assist as a chaperone, please contact your child's teacher. All chaperones/volunteers will need to go through a background check through our Navigators' Center before being eligible to chaperone.

School lunch, if needed, will be prepared by the cafeteria.

## **EXTRA CURRICULAR ACTIVITIES**

Throughout the school year, students will have opportunities to participate in extracurricular activities such as intramural sports, leadership council camp, banquets, promotion ceremonies, May Hō'ike, etc. Participation in these extracurricular activities will require students to comply

with the classroom and the school's discipline and attendance program, as well as maintain their grades and ensure that the student's financial responsibilities are paid in a timely manner. Parents will be informed of the specifics for student participation in various activities.

## **PROGRAM OFFERINGS**

**After School Plus (A+) Program:** After school services are provided at the end of each school day, from 3:00 p.m. to 5:30 p.m. (M, T, Th,); 2:00-5:30 p.m. (F); and 1:20 p.m. to 5:30 p.m. (W). Students in grades K – 6 are eligible. Targeted children are those of working parents, parents in a job training or volunteer program or parents who are enrolled in school at the time the program is in operation. The focus of the program is to provide after school child care along with homework assistance, enrichment activities and supervised recreational activities. Monthly program fees are charged and snacks are provided for children. For more information call the school and ask for the A-Plus Site Coordinator.

**English Language Learner (ELL):** The ELL program is designed for students whose primary language is not English. The goal of the program is to develop the students' communication competency in the English language to a level which will allow the students to function successfully academically, socially, and culturally with their peer group level.

**Enrichment Programs:** All students at Kamaile Academy are involved in Enrichment Programs. They participate in activities designed to challenge their specific talents. Some enrichment programs are available only to specific grade levels. Areas for enrichment activities may vary according to the area emphasized by the school. Examples may be in Language Arts, Technology, Multimedia, Music, Creative Movements, Art, Physical Education, Science, Math, etc.

**Hawaiian Culture:** Grades Pre-K - 12 are provided with Hawaiian instruction, which may include Hawaiian songs, dances, cultural arts, language history, crafts, etc.

**Junior Police Officer (JPO):** Students in grades 5 and 6 are eligible to participate in JPO. This program provides students with the opportunity to assist and monitor the safety of students and pedestrians as they enter, leave or report to the assigned grade level area on campus.

**Special Education:** Our Special Education Program includes students with various disabilities in regular education classes. The educational placement of these students depends on the nature and severity of their disabilities and educational needs. The special education students who are

not included into the regular education classes (fully self contained) are serviced in small group classes and are included into regular education classes as much as possible.

**Student Council:** The Student Council plans many of the extracurricular activities for the school population. Representatives from grades 7 – 12 are encouraged to participate in Student Council.

**Student Recognition:** Assemblies are held each semester to recognize those students who have performed well in school (citizenship, academics, innovation, perfect attendance or other areas stressed by the school).

**Technology /Media Program:** The program is to develop technologically literate students with capabilities to function in an information age. Kamaile Academy is a Wide Area Network (WAN) school with computers/Ipads in each classroom that are available to students and staff.

**Title I:** Kamaile Academy qualifies annually to receive this Federal funding. These funds are given to schools with a high percentage of students that receive Free/Reduced priced meals. Federal funds are given to help schools implement a school-wide plan and help all students meet state and national standards.

## **PARENT STRATEGIES FOR THEIR CHILD'S SUCCESS**

### **How Parents Can Help**

You don't need to spend money or be trained as a teacher to help your child learn at home! Regardless of what you do, you are your child's FIRST and most IMPORTANT TEACHER. Children learn by your example, actions and through simple discoveries they make in their environment. Here are some simple yet powerful things that you can do to help your child succeed in school:

1. Read with/to your child for at least 10 minutes. Don't stop when children can read on their own; have them read to you also.
2. Show interest in what is happening at school by reading all papers that come home and asking questions about school.

3. Encourage your child and be supportive, especially when they are struggling.
4. Talk with your child often and understand that a child's point of view is often different from an adult's.
5. Help your child to understand that they are responsible for their own actions and behaviors. Consequences will occur for both positive and negative actions.
6. Expect your child to grow towards independence and offer challenging opportunities. Children need limits within which to function and direction as to how to respond.
7. Spend a few minutes every night to check your child's homework.
8. Remind yourself that teachers teach because they care about children, that their objectives and yours are usually the same and agreement on how to achieve the objectives requires clear and effective communication.
9. Help your child set reasonable goals and help them meet these goals.
10. Be sure your child goes to school daily and on time.

### **Study Hints**

1. Every child needs to develop good study habits in order to be successful at school. Select a regular time each day for homework and study.
2. Keep homework/study time reasonable (20 - 40 minutes for elementary children and 30 - 60 minutes for secondary children).
3. Keep distractions to a minimum (turn off the radio or TV; no phone calls, etc.)
4. Check the work for neatness and obvious mistakes.
5. No homework? Finished early? Use set time to check the work, re-read assignments, study or read for pleasure. If a child knows that they will still have to put in time, regardless of how much homework, then they are more likely to do better.

## **SCHOOL-COMMUNITY-PARENT COMMUNICATION**

Two-way communication between the school, parents and community is vital in helping children learn and in developing a relationship of shared decision-making. Involvement from parents and community members is an important ingredient in making Kamaile Academy a better place for the children and community. Please remember, the most successful students are those whose parents play an active role in their child's education.

Some of the means of communication at Kamaile are:

- **Kamaileacademy.org:** Our school website has our school calendar, letters to families, faculty and staff information, plus so much more!

- **BULLETINS (PARENT/STUDENT):** A monthly parent/student bulletin is sent home via students. The bulletins will include important dates, information about school activities, past events, student recognition, etc.
- **COFFEE HOUR WITH THE PRINCIPAL**
- **E MAIL:** All teachers and staff have email. Please feel free to email staff. Email is a quick and effective way to keep in touch and most teachers are happy to communicate in this manner.
- **FAMILY SUPPORT PROGRAMS:** The Student Support Services Program Manager and ‘Ohana Program Specialist coordinate and assist in developing a sense of community in and among the home, the classroom, the school and the neighborhood. Parents are encouraged to become involved with the school through parent-child activities, volunteering and family resource programs.
- **FRIENDS OF KAMAILE:**
- **LOCAL ADVISORY PANEL (LAP):**
- **PARENT VISITS:** We encourage parents and guardians to visit the school. **For the safety of the students and staff, all visitors are required to check in at the front office and obtain a VISITOR’S PASS.** This pass must be visible at all times and returned to the office when the visit has concluded. Classroom visits must be pre-arranged with the teacher and must follow the Visitor/Classroom Observation Protocol: [Link to Protocol](#), or obtain a copy in the administrative office. Should you need assistance arranging a visit, please see your child’s counselor.
- **PLANNER:** Students in grades 3 - 12 receive a free planner to record assignments, important upcoming dates, and important information. Often times, teachers and parents choose to use the planner as a way to write notes back and forth to one another. Please follow the communication protocols that are established by the classroom teachers. Should a student lose a planner, student will be responsible for replacement costs.
- **SUGGESTION BOXES (3):** Located in the office, outside of the office and on the corner of D Building these boxes allow an opportunity for ‘ohana to share thoughts and offer feedback with the Principal.

- **SURVEYS:** Surveys are used to gather input from families at different times throughout the year.
- **TELEPHONE MESSAGES FOR STUDENTS AND TEACHERS:** The school telephone is for BUSINESS CALLS ONLY. Necessary plans and alternative arrangements should be made with children before they report to school in the morning. **Please minimize phone calls to ONLY URGENT OR EMERGENCY MESSAGES.** Messages for teachers will be sent directly to their voicemail; they will receive the message when time is available for them to retrieve their messages. Should you need to get a message to your child, call the front office and the office staff will relay the message to your child.
- **VOLUNTEER PROGRAMS:** Please see our ‘Ohana Program Specialist for more information. We encourage all parents to become involved in supporting all of our students. It takes a village to raise a child...we need your kōkua. *(All volunteers are required to have a current TB clearance before they begin and must always report to the office upon arriving at the school.)*

## SCHOOL RULES

### General School Rules

1. Respect the property rights of others.
2. Respect self and others (no fighting, throwing objects or irritating others).
3. Show respect to ALL ADULTS.
4. Use "PUT-UPS" e.g. "Great job!" not "PUT-DOWNS" (swearing, rude gestures, teasing).
5. Keep feet on the ground (absolutely no climbing of trees, gates, railings, fences, school buildings, etc.).
6. Keep building and campus clean, NO littering and NO graffiti.
7. Keep our school a SAFE place: walk, DO NOT run on stairs and lanai; do not ride bicycles, roller blades or skateboards on campus; do not bring dangerous items to school (knives, toy weapons, guns martial arts items, sticks, etc.).
8. Before school starts - running, chasing others, rough playing or contact games are NOT allowed. It is recommended to play quiet games, socialize, read, etc. Off limit areas for students are the 2<sup>nd</sup> floors of all buildings, the main playground (elementary students), the parking lots and fire lane on the side of F and G buildings.
9. Any snacks must be eaten while seated on the benches during recess times. No snacks

during lunch recess as all food should be eaten in the cafeteria.

10. Leave school contraband items at home.
11. When a class or student leaves their room, students are to go directly to their destination without disrupting other classes or groups (talking loudly, playing, sticking their heads into classes, etc.).
12. Students are to obey traffic laws, stay on the sidewalks and footpaths and cross the streets only within crosswalks.
13. After school, leave the campus quickly unless you have an authorized after school activity.

**Classroom Rules & Consequences** will be established by each individual teacher and/or class. The rules will be discussed, understood, posted and reviewed as necessary.

### **Playground Rules**

1. Play in the designated areas.
2. Play appropriate games (do not play contact games such as tackle football, no sticking, martial arts, "tap" sparring, fake fighting, horse backing, wall-to-wall, wrestling, rugby, sham-battle, softball/baseball or other contact activities).
3. Follow the directions and requests of all adult supervisors and teachers.
4. Follow all playground equipment rules.
5. Stop playing and let the tetherballs hang from its rope when the bell rings.
6. Wait until the whistle blows to walk to where your class lines up.
7. Assist in putting away equipment.
8. Walk to the line-up areas.
9. All students should be in the recess area unless they have a pass and permission to be in another area.

### **Restroom Rules**

1. Have a "Bathroom Pass" during class time.
2. Keep the bathroom clean, throw trash in the wastebaskets; use toilet paper properly.
3. NO writing or scratching on the bathroom walls.
4. NO washing feet or foot wear in the sinks.
5. NO throwing objects into the urinals and toilets or on the ceiling.
6. Walk, don't run, in restrooms.
7. Use restrooms properly (NO playing or loitering in the restrooms).

### **Cafeteria Rules**

1. Walk in the Cafeteria (NO running or playing in the cafeteria).
2. Line-up as instructed for elementary breakfast and secondary wiki.

3. Go to lunch lined-up as a class (elementary)/grade level (secondary), using proper entrances.
4. Wait quietly and respectfully. Pushing, playing, talking loudly or cutting in line is not permitted.
5. After picking up meals, all students must stop, and show their plates to the lunch clerks before going to their table to eat.
6. All meals should be eaten with proper table manners: speak in a quiet conversational voice, no food throwing, no taking food or milk outside the cafeteria, no table hopping, and sit at assigned tables.
7. Listen and follow directions from all adults.
8. A *PASS* is needed which is signed by the teacher for students to leave the Cafeteria and return to their classroom if they will be unaccompanied. All student names need to be listed on the pass.
9. Remain in your seats until dismissed (raise your hand to get help).
10. Treat others with dignity and respect.

### **Positive Behavior Intervention & Supports (PBIS) MATRIX**

Provides additional area rules.

## **SCHOOL DISCIPLINE POLICY**

One of the most important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Recognizing and praising good behavior and taking corrective action when necessary to maintain good discipline.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe and nurturing learning environment in school. School and classroom rules and expected behaviors are explained to children. Any behavior or inappropriate behavior or language that causes the learning atmosphere to deteriorate, be disruptive or infringes upon the rights of others in school will not be tolerated and may be subject to disciplinary actions. Failure to comply with any school process or any conduct that detracts from the learning environment may result in a consequence to include office consultation, detention, in school suspension, out of school suspension, and possible involuntary transfer.

A student who is suspended from school may not participate in or attend any school sanctioned

event until the end of the suspension. A suspended student will receive 100% credit for makeup work which is completed satisfactorily; however, the work shall be turned in on the day of the student's return. A parent/guardian or designee may pick up their student's homework at 3:00 p.m. for an A.M. suspension or 7:45 a.m. the following day for a P.M. suspension.

A student may receive before school detention, recess detention, lunch detention, after school detention, Thursday School, in-school suspension or out-of-school suspension, etc. according to the seriousness of the infraction and the discretion of the school official. For general disruptions, a student typically receives recess, wiki and/or lunch detention. After repeat offenses, the student may receive in-school-suspension and/or out of school suspension.

## **Prohibition of Harassment, Intimidation, and Bullying Policy**

Kamaile Academy is committed to a safe, civil, respectful, and inclusive learning environment. Harassment, intimidation and bullying are major distractions from working and learning and have no place in the school setting. The school strives to nurture the emotional well-being of its entire school community. All staff, parents, visitors, and students are expected to refrain from any comments, attitudes, bullying, physical touching, or attentions that are unwanted by or upsetting to another person.

Kamaile Academy prohibits harassment, intimidation, and bullying based on actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender, gender identity, physical or mental disability, marital status, socio-economic status, physical appearance, or other distinguishing characteristics which can include but are not limited to physical appearance, clothing, or apparel.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment. Immediate intervention to redirect the behavior should immediately be followed by engaging a school administrator who will further act to prevent the behavior and to prevent reoccurrence.

This policy applies equally to harassment, intimidation, and bullying between students, between staff, students to staff, staff to students, staff to parents/visitors, and parents/visitors to staff.

### **Definitions**

**Aggressor** is a student, staff member, parent, or other members of the school community who engages in harassment, intimidation, or bullying of a student.

**Electronically** as used in this policy means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means.

**Harassment, Intimidation, or Bullying** means any verbal or physical act or threat thereof; any written or electronically transmitted message or image, including sexting, based on actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender, gender identity, physical or mental disability, marital status, socioeconomic status, physical appearance, or other distinguishing characteristics which can include but are not limited to physical appearance, clothing, or other apparel, when the act:

- Physically harms a student or damaging the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.
- Nothing in this section requires the targeted and affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.
- The term "intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Parent** as used in this policy means a parent, guardian, or a person having legal custody of a child. If the student is eighteen (18) years of age or older, or is legally emancipated, the procedures for the parent in this policy may be exercised by the student.

**Sexting** as used in this policy means the sending, possession, displaying, or distribution of text messages and pictures of an explicit sexual nature.

**Staff** includes, but is not limited to educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extra-curricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

### **Behaviors/Expressions**

This policy is not intended to prohibit civil expression of religious, philosophical, or political views, provided that the expression does not demean others, reasonably place another in fear, or substantially disrupt the educational environment.

Harassment, intimidation, and bullying are often carried out through acts of misconduct, which are addressed and prohibited under other policies.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student or employee actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

### **Training**

This policy is the school’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students and staff.

### **Prevention**

Kamaile will provide students with strategies aimed at preventing harassment, intimidation, and bullying. The school will collaborate with families, law enforcement, and other community agencies in developing programs to develop the strategies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted or affected student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, corrective behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of this policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **RESPONSIBILITIES OF STAFF, STUDENTS, & PARENTS**

### **Faculty and Staff:**

- Be a positive role model in word and action at all times.
- Work to remove opportunities for harassment, intimidation, and bullying through active supervision at all times.
- Read, sign, and uphold the Prohibition of Harassment, Intimidation, and Bullying Policy.
- Be observant of signs of distress or suspected incidents of harassment, intimidation, and or bullying.
- Intervene appropriately when acts of harassment, intimidation, and/or bullying are suspected

or observed. Inform administration immediately.

- Report suspected or observed incidents of harassment, intimidation, and/or bullying to a faculty/staff member and appropriate administrator
- Complete documentation when appropriate.
- Work to build, support, and maintain a bully free campus environment

**Student:**

- Treat others with respect, kindness, and courtesy.
- Be aware of how your words and actions affect others.
- Uphold the Prohibition of Harassment, Intimidation, and Bullying Policy.
- Refrain from participating in acts of harassment, intimidation, and bullying.
- Report suspected or observed acts of harassment, intimidation, and/or bullying to a faculty/staff member, appropriate administrator, and parent/guardian.
- Work to build, support, and maintain a bully-free campus environment

**Parent:**

- Be a positive role model in work and action at all times while on Kamaile Academy campus.
- Demonstrate respect and courtesy in all Kamaile Academy relationships.
- Read, sign, and uphold the Prohibition of Harassment, Intimidation, and Bullying Policy.
- Discuss and clarify the policy with your child/children.
- Take an active interest in your child's social relationships and friendships.
- Watch for signs of distress in your child or sudden changes in their behavior or demeanor which may indicate a potential problem
- Communicate with Kamaile Academy administrators and staff members about suspected, observed, or reported incidents of harassment, intimidation, and/or bullying.
- Commit to working with Kamaile Academy personnel when your child is involved in a harassment, intimidation, and/or bullying incident.

**NOTICE OF NON-DISCRIMINATION AND ANTI-HARASSMENT STATEMENT**

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Kamaile Academy PCS does not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Kamaile Academy's administration team has been designated to handle inquiries regarding the non-discrimination policies. *Protected classes include: race; sex, including gender identity or expression; age; religion; color; ancestry; sexual orientation; citizenship; national origin; military/veteran status; disability; marital/civil union status; arrest and court record; genetic information; credit history; domestic or sexual violence victim status. The CRCO oversees HIDOE's compliance with Federal laws that*

*include, but are not limited to: Title IX of the Educational Amendment of 1972, also known as the Patsy T. Mink Equal Opportunity in Education Act; Title VI and VII of the Civil Rights Act of 1964, and as amended in 1991; Equal Educational Opportunity Act of 1974; the Americans with Disabilities Act of 1990, and as amended in 2008; and the Rehabilitation Act of 1973, to name a few.*

*Additional languages of the non-discrimination PDFs can be found at this website:*

<http://www.hawaiipublicschools.org/ConnectWithUs/Organization/OfficesAndBranches/Pages/CRCO.aspx#>

## **DISCIPLINE GUIDELINES**

### **Chapter 19 Offenses**

Chapter 19 is the section in the Department of Education Title 8 legislation that covers student misconduct, discipline, search and seizures, police interviews and arrests, restitution for vandalism and negligence.

### **Kamaile Academy Offense Classifications**

#### **I. Offenses Against the Person**

An offense that, by its nature, involves a substantial risk that the offender will intentionally employ physical force against another person. Offenses that, by their nature, are likely to involve the intentional use or threat of physical force against another person. A crime against the person is a crime that's committed using direct harm or force against the victim.

##### **A. Class A (4 points per offense)**

###### **1. Physical Assault / Battery\***

- intentionally causing serious bodily injury to another person with or without a dangerous instrument

###### **2. Dangerous instrument / weapon, or substance\***

- use or have a dangerous device known to cause bodily harm

###### **3. Fighting**

- proving physical contact involving anger or hostility
- possible police investigation
- two fights in one school year may result in a recommendation for an

involuntary transfer.

**4. Homicide**

- the death of another person

**5. Sexual Offenses**

- non-consensual sexual physical contact or indecent exposure

**6. Terroristic Threatening**

- a threat by word or conduct to cause bodily harm to others or damage to property

**B. Class B (3 points per offense)**

**1. Harassment**

- any overt act by a student or group of students directed against another student(s) with intent to ridicule, humiliate, or intimidate
- the harassed is made to feel uncomfortable

**2. Bullying**

- repetitive harassment

**3. Cyberbullying**

- an electronically transmitted act (on or off-campus) of a student or group towards a particular student(s) that causes mental or physical harm and creates an intimidating, threatening or abusive educational environment for the other students
- any incident of bullying that also involved an electronic device

**4. Hazing**

- initiating a student into an organization or activity through endangering conduct or methods (whether physical or mental)

**C. Class C (2 points per offense)**

**1. Abusive Language / Yelling**

- inappropriate verbal messages such as swearing, profanity or name-calling
- adding inappropriate volume to your voice

**II. Offenses Against Property**

An offense that destroys or deprives an owner of property against the owner's will. These crimes are considered less serious than violent crimes, or crimes against persons. A offenses that is committed by damaging or intruding on the property of the victim.

**A. Class A (4 points per offense)**

**1. Property Damage or Vandalism**

- destroying, damaging, or defacing the property, facilities or materials of

the school or another person

**B. Class B (3 points per offense)**

**1. Misuse of Technology**

- violation of the DOE Internet Access Policy, Internet Access Regulations, and Network Support Services Branch’s Acceptable User Guidelines
- accessing a website without the express permission of the teacher
- accessing, adding, downloading, uploading, or otherwise utilizing a program or file without the express permission of the teacher
- logging into any computer or Internet based program with any other login/username than your own

**2. Trespassing**

- entering or remaining on campus without school authorization after reasonable warning or request to leave by school authorities

**III. Offenses Against the Public Order**

An offense that harms the community. Rules of law that are intended to uphold minimum standards of decency and civility

**A. Class A (4 points per offense)**

**1. Instigation of Violence**

- acting in a manner (whether physical or verbal) that may lead to (or help continue) a violent physical altercation

**B. Class B (3 points per offense)**

**1. Disorderly Conduct / Reckless Endangerment**

- actions or activities that cause a disruption to normal school operations
- intentionally (whether physically or verbally) causing a disruption that affects the order and decorum of the learning environment
- acting with complete disregard for the surrounding learning environment
- acting with the complete disregard for the safety of surrounding individuals

**2. False Alarm**

- knowingly causing a false emergency alarm

**3. Gambling**

- staking or risking something of any monetary value upon the outcome of a contest of chance (or any event which has an unknown outcome)

**C. Class C (2 points per offense)**

- 1. Class Cutting**
  - unauthorized absence of a student from class
  - tardiness of 10 minutes or more
- 2. Insubordination**
  - disregard or refusal to obey an order which a teacher, officer, or other school employee is entitled to give
- 3. Leaving Campus without Consent / Truancy**
  - leaving the premises of a school campus, facility or activity without permission of school officials
  - absent from class(es) or school campus without authorization of the principal or designee

**D. Class D (1 point per offense)**

- 1. Tardiness**
  - arriving to class after the attendance bell has rung
  - tardiness ranges from 0:01 to 9:59 of lateness
  - after 10 minutes, students are considered to have cut class in which case, see Class C offenses
- 2. Disruptions from Outside**
  - the deliberate (or accidental) interruption of normal school or classroom operations
  - any event (physical or verbal) in which a student acts without regard for their surrounding learning environment
  - any event in which a student distracts or detracts from the learning of others
  - note: the major delineating factors between a disruption and disorderly conduct involve (but are not limited to):
    - a. the number of students involved
    - b. the severity of the disruption
    - c. the language used in the event
    - d. the thoughtfulness of the event
    - e. student behavior upon reprimand
    - f. which case, see Class C offenses
- 3. Public Displays of Affection**
  - the physical demonstration of affection for another person while in view of other students, faculty, staff, the general public, or while in a public area
  - primarily related to behaviors outside of greetings and celebratory gestures

#### **4. Littering**

- the purposeful throwing of any waste product on the ground
- the improper (or lack of) disposal of a previously used waste product

### **IV. Theft & Fraud Offenses**

An offense that involves either

1. knowingly obtaining or exerting unauthorized control over the property of another, with intent to deprive the owner of his or her property or
2. an intentional misrepresentation of material existing fact made by one person to another with knowledge of its falsity and for the purpose of inducing the other person to act, and upon which the other person relies with resulting injury or damage

#### **A. Class A (4 points per offense)**

##### **1. Burglary / Theft\***

- obtaining or exerting control over the property or services of another without permission

##### **2. Extortion**

- obtains or exerts control over the property or services of another with intent to deprive person of property or service by threatening word

##### **3. Robbery**

- attempt to seriously harm someone with or without a dangerous instrument in the course of committing theft

#### **B. Class B (3 points per offense)**

##### **1. Forgery / Academic Dishonesty**

- students signing the name of anyone other than the student's own name
- the illegal reproduction of materials
- aiding or participating in cheating or copying the work of another student (with or without that student's consent)
- Plagiarism

##### **2. Theft / Major Theft\***

- obtaining or exerting control over the property or services of another person without permission

**Minor theft: theft of any item with a retail value of less than \$49.99**

**Major theft\*: theft of any item with a retail value of \$50.00 or more**

### **V. Drug-Related Offenses & Contraband**

Offenses relating to the manufacture, possession, distribution and sale of drugs or any other

disallowed items

**A. Class A (4 points per offense)**

**1. Drug paraphernalia**

- use or have any materials or equipment related to drug use or sale

**2. Illicit Drugs & Alcohol**

- use, possession or sale of prohibited substances under HRS chapter 329 and chapter 12 part IV

**3. Firearms\***

- use or have a weapon or destructive device that can expel a projectile
- the aforementioned weapon or device must have the capability to cause serious bodily injury

**4. Intoxicating Substances**

- use, have or sell any substance which have the capability to cause disruptions in normal physical or mental functions

**B. Class B (3 points per offense)- N/A**

**C. Class C (2 points per offense)**

**1. Smoking or use of tobacco substances**

- use, have or sale of tobacco products

**D. Class D (1 point per offense)**

**1. Contraband**

- the possession of any of the following prohibited items on campus including:
  - a. toys
  - b. non-instructional electronic devices
  - c. matches
  - d. lighters
  - e. aerosol cans
  - f. rollerblade/shoes
  - g. skateboards
  - h. pets
  - i. iPods
  - j. iPads
  - k. laser pens and laser pointers
  - l. fidget spinners
  - m. cell phones

- n. gum
- o. headphones without classroom teacher approval
- p. any student owned electronic device without teacher approval
- q. e-cigarette
- r. hoverboard

**STEPS: At each step, the following actions may be taken:**

**Step 1: (1-10 Points)**

- Student referred to counselor, dean of students, or administrator
- Parent notification
- Class suspension
- Loss of privileges (school events, dances, extra-curricular activities)
- Detention
- Behavior contract

**Step 2: (11-15 Points)**

- Student referred to administrator
- Step 1 actions possible
- Possible mandatory parent conference
- Out of school/In school suspension

**Step 3: (16-20 Points)**

- Student referred to administrator
- Step 1 and 2 actions possible
- Admin-Student-Parent Conference
- Student placed on Administrative Probation for one semester or 90 school days
- Senior with more than 15 discipline points will not participate in graduation ceremonies

**Step 4: (21+ Points)**

- Student referred to administrator
- Hearing for involuntary transfer to another school
  - Involuntary Transfer to another school may be imposed when other means fail to bring improvement and if the student:
    - Received 20 discipline points
    - Is habitually truant/irregular in attendance
    - Has 21+ points by the end of the year and failed to attend summer intersession
- Administration has the right to change consequences of offenses

### **Suspension**

Students suspended from school will be ineligible to participate in or attend their next extracurricular activity during the time of the suspension and 10 days after the student's return.

### **High School Graduation**

To participate in the Kamaile Academy High School Graduation Ceremonies, seniors must have:

1. Attained the required number of credits.
2. Have no financial responsibilities to Kamaile Academy.
3. Have no more than one out of school suspension for a Level A or B offense during the senior year.
4. Have no more than 15 discipline points in the senior year.
5. Have no more than two semester Fs in the senior year.

## **COMPLAINT-RESPONSE PROCEDURE**

Kamaile Academy recognizes that the ways of life at school do not always run smoothly. Problems arise and we, the school and parents, must work together to solve them. We at Kamaile also realize that parents, students, and community members do not always know what to do or who to turn to for answers so they often become frustrated and want to give up. The problem then goes unresolved. In order to resolve your concern, the following procedure will help:

- If a parent, student, or community member has a concern, please contact the appropriate school staff.
- If your concern is in regards to classroom instruction, please contact the teacher or grade level counselor.
- If you are not satisfied with the teacher's or counselor's response, or your concern stems from a general problem, please contact the appropriate grade level vice principal.
- If you are not satisfied with the vice principal's response, please contact the school director.
- If you are not satisfied with the school director's response, please contact the principal.
- If the concern is not resolved at the principal level, the principal will inform Ho'okāko'o that you will be contacting them. Ho'okāko'o will redirect any person who has not followed the above protocol.

## **PROCEDURE FOR EMERGENCY CLOSING OF KAMAILE SCHOOL**

There may be rare circumstances during the course of the school year that make it necessary to close the school due to health, safety and/or sanitation reasons. If the need arises during school hours, the following procedures will take place only when there is an emergency closing of school:

- Radio and/or television will notify parents/guardians that the school will be closed.
- A School Connects call/text will be sent to parents/guardians.
- Parents/designated adults (as indicated on the School Emergency Card) are to come to the school and pick up the children.
- Parents/designated adults are to go directly to the child's classroom for pick up.
- For children whose parents/guardians do not come for them, the school will keep these children in the cafeteria with supervision until parents can be reached.

## KAMAILE Oli & Mele

### E Hō Mai by Edith Kanaka 'ole

E hō mai ka 'ike mai luna mai e	Grant us knowledge from above
'O nā mea huna no'eau o nā mele e	The hidden wisdoms of our song
E hō mai	Grant us
E hō mai	Grant us
E hō mai e	Grant us

### Kamaile Academy Song by Jerome Koko

Under the guidance of the High Almighty  
We nā keiki 'o Kamaile  
Working together is one of our rules  
We're from Kamaile and starting from new

*Chorus:* Kamaile, Kamaile  
Colors of silver and blue  
Kamaile, Kamaile  
We'll stand together, proud of our school

Know the future is set before us  
Making the best, as we know how  
Caring can help us feel much better,  
Sharing is important to do it now.

*Chorus:*  
Our teachers and parents are here to help us,  
Guiding and teaching right from wrong.

### Ke Kula o Kamaile (Kamaile School) by Na A. Ku'uipo Maunakea

Eō mai e	(Hear our call)
Kulia I ka Nu'u	(Strive for the Highest)
na mamo makamae	(Precious Treasures)
a e na pua `o Kamaile	(children of Kamaile)
i ka wahi pana kaulana `o Wai`anae	(Shaded in the famous glory of Wai`anae)

He `aina uluwehi wehi o ke kaiaulu  
 e `ulu mai nei me ka ikaika  
 `o Kamaile lauli`ili`i  
 wili `ia me ke aloha poina`ole  
 i ka poli o Kamaile`unu  
 Ku` kilakila ka mauna o Ka`ala  
 e pili ka malu uluniu o Poka`i  
 Pa mai ka makani i ka `ehukai  
 `Imi na'auao i ke ala kupono  
 e like mai na kupuna mai  
 E mau ana i ka ha`aheo me ka lokahi  
 i ka pu`uhonua  
 ka home aloha `o Kamaile  
 eo mai e

(in the lush beauty of this community)  
 (growing in strength)  
 (the maile vine entwined)  
 (with endless love)  
 (nestled in the bosom of Kamaileunu)  
 (and from the majestic Ka`ala mountainside)  
 (to the shaded coconut trees of Poka`i)  
 (kissed by the windy mist and ocean spray)  
 (we search the legacy of learning)  
 (and follow the right path of our ancestors)  
 (Continue with pride and unity)  
 (in the refuge of)  
 (our beloved home, KAMAILE)

### **Oli Mahalo**

`Uhola `ia ka makaloa lā  
 Pū`ai i ke aloha a  
 Kūka`i ia ka hā loa lā  
 Pāwehi mai nā lehua  
 Mai ka ho`oku`i a ka hālāwai lā  
 Mahalo e nā mākua  
 Mahalo e nā kāpuna lā ea  
 Mahalo me ke aloha lā  
 Mahalo me ke aloha lā  
 Mahalo

The makaloa mat has been unfurled  
 In love, food was shared  
 The great breath has been exchanged  
 The lehua honors and adorns  
 From zenith to horizon  
 Gratitude and thanks to the parents  
 Gratitude and thanks to our beloved ancestors  
 Thank you with love  
 Thank you with love  
 Thank you

### **Oli Kahea No Kamaile**

Eia mākou nā lehulehu o Kamaile  
 Ke anahā `o ia mau mea  
 `O Kamaile `unu ka pu`u lenalena  
 `O Kawīwī (ke) kuahiwi kuāua  
 `O Kēhau ka ua kāwalawala  
 `O Pikia (ke) kahawai hālanalana  
 `O Kaiāulu ka makani hāwanawana  
 `O Kama`ule`ule ke `ali`i kapu  
 `O mākou nā kamali`i mai nēia `āina

Here we are the students of Kamaile  
 We are the reflections of these things  
 Kamaile `unu the yellowish hill  
 Kawīwī the brave/courageous mountain  
 Kēhau the sporadic rains  
 The overflowing stream of Pikia  
 The whispering winds of Kaiāulu  
 The sacred chief Kama`ule`ule  
 We are the children of this land

