

Kamaile Academy PCS

A Hawaiian Focused-Arts Integrated Pre-K thru High School

HANDBOOK FOR STUDENTS, PARENTS, and STAFF



VISION: *Where learning leads to endless opportunities and infinite worth.*

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

SCHOOL MOTTO: *Na Kama O Kamaile, Loving Children of Kamaile*

SCHOOL MASCOT: *Navigator*

Kamaile Academy PCS
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www.kamaileacademy.org

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 “Where learning leads to endless opportunities and infinite worth.”

We hope that this will be an enjoyable and prosperous year in all students' education. With the combined efforts and cooperation of staff, parents, and students, we will have the best environment possible for student achievement.

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 center.

Our curriculum and instructional practices reflect high standards, and we believe you deserve success. For you to work and achieve to your potential, you must cooperate with your teachers and parents. Like gardening, the teaching and learning process is a cooperative art because it involves cooperation to produce results. Learning is a natural process and unless you work at gaining knowledge and understanding, no genuine learning can occur.

We hope you will take the time and effort to learn our school policies and procedures. The keys to your success will be your teachers' and parents' support, but most importantly 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? (SY17-18)

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 for John Doe.

School Administration Office

Mrs. Anna Winslow	Principal
Mr. Paul Kepka	Associate Principal (Facilities/Classified)
Mr. Eric Wyand	Associate Principal (6 th - 12 th)
Ms. Natalie Zisko	Associate Principal (PreK- 5th)
Mrs. Vickie Munoz	Curriculum Coordinator
Mr. Ian Barbato	Dean of Students
Ms. Kendra Singletary	Student Services Coordinator
Mrs. Kathleen Hoppe	Navigators' Center Program Manager

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MISSION: *To prepare self-directed, self-aware, college-ready learners who will 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, `ohana (family), ho`ihi (respect), laulima (cooperation), kuleana (responsibility), ha`aheo (pride), na`auao (to nurture a deep sense of enlightened knowledge and justice), `imi `ike (to seek knowledge), and olakino maika`i (to live healthy) will allow students to develop strong character to rely on throughout their education and life.*

History of Kamaile

Kamaile was a little known Hawaiian settlement on the Wai'anae Coast that once was boasted as being an integral component of the Wai'anae Ahupua'a complex. Before the coming of Westernization, 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 an enormous research and interpretive potential. These prehistoric archaeological sites were important links to our understanding of the ancient Hawaiian religion, philosophy, and social practices and beliefs.

The water was the source of life for Kamaile. The name of this unusual spring was Kiko`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 is proud to announce that we graduated our first high school class in the year 2014.

BELL SCHEDULE

Kamaile Academy Office Hours: 7:30 a.m. – 4:00 p.m. daily

- 6:45 a.m. - 7:30 a.m.: Breakfast
- 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 (*Students reporting to class after 8:05 a.m. will obtain a tardy pass in the front office before going to class.*)

Dismissal:

- 3:00 p.m. Monday, Tuesday, Thursday
- 1:20 p.m. Wednesday
- 2:00 p.m. Friday
- 3:00 p.m – 4:30 p.m.: After school programs (Tuesday, Thursday)

-All students arriving to school before 7:00 a.m. should report to the cafeteria. All students are encouraged to eat breakfast at school prior to the official school day beginning at 7:45 a.m.

-Students should wait in their designated areas. While waiting in their designated areas, students are encouraged to finish homework, read books, or talk with peers.

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

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

-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.

School Breaks:

- Fall Break One (1) week
- Winter Break Two (2) weeks
- Spring Break One (1) week
- Summer Break Seven (9) weeks (approximately)

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 State Standards while addressing specific needs identified through school needs assessment.

High School Graduation Requirements

CREDITS	HIGH SCHOOL DIPLOMA
English	4 credits 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)
Social Studies	4 credits 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)
Mathematics	3 credits including: Algebra 1 (1.0 credit); and Geometry (1.0 credit); and mathematics basic elective (1.0 credit)
Science	3 credits including: Biology 1 (1.0 credit); and science basic electives (2.0 credits)
World Language (note 1) Fine Arts (note 2) Career and Technical Education / JROTC (note 3)	2 credits in one of the specified programs of study.
Physical Education (P.E.)	1 credit including Physical Education Lifetime Fitness (0.5 credit); and Physical Education basic elective (0.5 credit)
Health	0.5 credit in Health Today and Tomorrow
Personal Transition Plan	0.5 credit
Electives (Any Subject Area)	6 credits
TOTAL:	24 credits

If you have further questions, please pick up a copy of the STRIVE HI Graduation Requirements brochure in the administrative office.

REGISTRATION AND ENROLLMENT

Kamaile Academy PCS is a conversion public charter school and serves PK-12 students. Our PK-6 elementary school is the home school which serves the districted geographic area. Our secondary school, grades 7th-12th is a choice school.

Families who have PK-6 students who live outside the districted geographic area and want their children to attend Kamaile Academy must apply for a geographical exception (GE). If there is space available in the grade level requested, a parent meeting with administration may be requested. Once the student is accepted, there is no need to reapply as a GE each year while the student is in the elementary grades. Once Kamaile accepts a GE, the student is ours and does not belong to their “home school.” Kamaile is following DOE practice with geographical exceptions; therefore, there is no form parents need to submit letting Kamaile know their children will return the following year.

There are no preferential enrollment procedures for staff or governing board members' children.

MS/HS New Kamaile Applicant Grades 7-12

Process, Requirements & Procedures

- Student applications to Kamaile Academy PCS will be accepted year round in the registration office.
- For students entering 7th grade, a lottery will take place if there are more than 50 students applying. This takes place in early spring each year. All parents that indicate in writing that they are interested in grade 7 placement at Kamaile will be entered into a lottery. Names will be pulled by administration and parent/guardian will be notified of the results. Remaining students will be on a waitlist.
- Beginning with school year 2017-2018, all seventh graders must complete a physical examination pursuant to state law. The first day of instruction is August 7, 2017. For more information about the 7th grade physical examination requirement, visit www.hawaiipublicschools.org and search for “Physical Exam.”
- For 8 -12th grade students, Enrollment Applications will be on-going throughout the school year. Students will be placed on a waitlist if the grade level the student is applying for is at capacity.
- The Associate Principal/Secondary Counselor will schedule a student / parent informational meeting.
- All registration paperwork will need to be completed prior to starting school. Once all paperwork is completed and submitted to the registration office, student will be able to start classes.
- The GLC and secondary counselor are responsible for placing the student into appropriate classes/ PODS. If testing is required for any subject-level placements, these will take place prior to the student being given a formal schedule.
- **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 name of the legal parent/guardian with current address

5. Hawaii School Attendance Law requires all children entering any school in the State of Hawaii 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: Oiptheria-Pertussin-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 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 registration.

11. Identification shall be

a. State ID

b. Driver's License

c. Passport

- TRANSFERS FROM OTHER HAWAII PUBLIC SCHOOLS: Students transferring to Kamaile Academy from another Hawaii 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.

Geographical Exception Policy

If at any time of the year it is discovered that an elementary student, who is not on a GE, does

not live in Kamaile Academy's district, parents of the student may have the student enroll in their districted home school or apply for a GE at Kamaile. Upon discovery of a student not living in district, a letter will be sent home from the registration department, and parents will have five school days from the date of the letter to either apply for a GE or enroll in their home school. If a GE is requested, a parent meeting with administration may take place. During the meeting, the student's attendance and behavior data will be reviewed. The registration department will notify parents if their GE is approved or not.

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-1132L** 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 or verbal 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 the absence to be excused, the student needs to provide a physician's note.

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 the unexcused absences the student has accrued as well as expectations. Interventions will include: phone contacts, series of written notices, counseling, parent conferences with; counselors, school social worker, teacher and other support staff to support the student and parents. By the third written notice, possible Family Court process may begin to address education neglect or truancy.

Attendance / Tardy Arrival to School Procedures

Grades PK-12

7:40– (First Bell) – All students report to library courtyard.

7:45 (Second Bell) Morning protocol

- Upon entering the classroom, teachers will mark all students absent or present.
- After attendance submission, teachers will mark students entering the classroom tardy up until 8:05.
- Teachers will change students from Absent to Tardy and lunch count if they enter the class before 8:05.

8:05 and after – All students will report to the front office and receive a tardy pass.

7th-12th DISCIPLINE POLICY - TARDY

Tardiness	<ul style="list-style-type: none"> ● Arriving to class after the attendance bell has rung ● Tardiness ranges from 0:01 to 9:59 of lateness (secondary) ● After 10 minutes, students are considered to have cut class in which case, see Class C offenses (secondary) 	Repetitive tardiness will result in progressive discipline
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Tardy Policy – Staff Responsibilities

A 7th-12th student is tardy to class if they arrive after the class start time up until 9 minutes and 59 seconds into class.

- Students are to be assigned a morning, recess, or lunch detention by the classroom teacher. This applies for the first three tardy offenses per student, per quarter (This means that beginning quarter 2, teachers begin assigning three tardy detentions again.). Per quarter, after the third tardy detention is assigned, the teacher will refer the student to the appropriate grade level administrator. Students habitually tardy may be placed on a student behavior contract.
- Parent contact must be made by the teacher for each tardy detention assigned.

Early Release from School:

Like tardies, excessive early departures from school can hinder your child's education. Students and parents 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 or by a telephone call to the office.

Parents should state the reason for the request and the time of release. Students will only be released to parents, legal guardians and/or designee who are written on the letter or emergency card. NO child will be released to another child or a minor under age 18.

Students who report to school after or leave campus before 10:45 a.m. 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.

All students that leave campus early must be signed out at the office. No student will be dismissed from classrooms. All parents and guardians must report to the office and sign the student out of the school at the front desk. To ensure student safety, persons picking up students must be over 18 years old, present an ID and be listed on the emergency card as a pick up person. The office will then contact the classroom teacher to send the student to the office for dismissal.

Late Pick Ups:

Students need to be picked up on time. School ends at 3 p.m. every day except for Wednesdays when dismissal is at 1:20 p.m. and Fridays when dismissal is at 2:00 p.m. Every effort will be made to call parents/guardians and emergency contacts to pick up your student. The police will be called if we cannot reach parents/guardians and 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 at school once they enter campus. This includes students who will be attending after school tutoring. No students should leave campus and return between the end of the school day and the bell.

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 (ukus), 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); all blisters

must be dry and scabbed over. Students with live head lice (ukus) 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 (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 parent/guardian as needed. Parents should immediately notify the school of any changes of address and/or phone numbers (e.g. home, work, emergency, 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.

Medications:

Parents are required by State Law to inform the school of any medications to be taken by the child 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 PE should stay at 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, but must be completely nit free before returning to school.

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.

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 office. Unlabeled or unclaimed property is turned over to a charitable organization or discarded monthly.

BREAKFAST AND LUNCH PROGRAM

Breakfast service will begin at 6:45 a.m. and end at 7:30 a.m. each school day. For your child's safety and ability to have breakfast during serving time, please send them during breakfast hours.

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

Wellness Policy – 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) take them home.

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.

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!
- **PARENT/STUDENT BULLETINS:** A monthly parent/student bulletin is sent home via the youngest child in school. The bulletins will include important dates, information about school activities, past events, student recognition, etc.
- **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 voice mail; 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.
- **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.
- **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 kokua. *(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.)*
- **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 copy in the administrative office. Should you need assistance arranging a visit, please see your child's counselor.

- **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.
- **PLANNER:** Students in grades 3 and above receive a free planner to record assignments, important upcoming dates, and important information. It also serves as a hall pass for students. 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.

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. *KEEP OUR COMMUNITY CLEAN!*
 - Respect people's property and fruit trees by not trespassing or picking fruits without permission.
 - 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). The school will distribute bus passes to those who have completed and qualified for bus services. Bus applications can be picked up and returned to the front office.
 1. 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 bus pass 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.).

2. 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.
3. 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.

1st Offense: 1 week suspension from the bus

2nd Offense: 2 week suspension from the bus

3rd Offense: 1 month suspension from the bus

4th 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 AM

6:45 AM

After School Bus Runs

Dismissal and running until all students are dropped off

4:30 PM Tutoring Bus on T/Th

- **BICYCLE SAFETY:** Children 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**
 - **A.M DROP OFF AT VISITOR PARKING LOT** - Please drop off your child at the visitor parking lot. 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 A.M DROP OFF AT CAFETERIA PARKING LOT**
 - **P.M. PICK UP AT 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.

- **VISITORS:** 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.

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. (Weds). Children 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 in 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.
- **TITLE I:** Kamaile Elementary School 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.
- **HAWAIIAN CULTURE:** Grades PK - 12 are provided with Hawaiian instruction, which may include Hawaiian songs, dances, cultural arts, language history, crafts, etc.
- **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.
- **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.
- **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, 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 Networked (WAN) school with computers in each classroom that are available to students and staff.
- **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, Multi-Media, Music, Creative Movements, Art, Physical Education, Science, Math, etc.

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 21st 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 Hawaii Department of Education school day by an additional 1.5 instructional hours (31% increase in instruction time).
- Instruction provided by Kamaile teachers for all PK-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 Schedule:

7:45 – 9:15 a.m. 90 minutes Reading

9:15 – 10:15 a.m. 60 minutes Writing

10:15 – 10:30 a.m. 15 minutes Recess

10:30 – 11:30 a.m. 60 minutes Math

11:30 – 12:00 p.m. 30 minutes Lunch

12:00 – 3:00 p.m. 180 minutes Integrated academic and whole child learning opportunities provided by teams of classroom teachers and four (4) resource teachers

- Wednesday schedule is shorter to allow for weekly faculty meetings. Dismissal on Wednesdays is 1:20 p.m. Friday dismissal is at 2:00 p.m.

Programs:

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

- Kako’o Kula After School Tutoring
- PALS (Program for After School Literacy Support) for 3rd - 6th grade students
- Tutorial and homework support programs
- Place-based learning opportunities, including building Kamaile as a green school
- Hawaiian culture, language and traditions
- Intergenerational learning opportunities
- STEM projects
- Community service projects
- Career awareness learning opportunities
- Parent involvement and support programs

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.

- PK-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 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 or associate principal to discuss a plan on how the school can provide academic support for the student. The associate principal will determine whether to excuse or not excuse the extended absence. Once completed, the attendance procedures are followed.

FIELD TRIPS

Throughout the school year, students may be going on field trips with their classes. Teachers arrange the field trips as an extension of the regular curriculum. Parent/Guardian permission slips **MUST** be signed and returned to the teacher prior to the field trip (please submit on due date). 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. 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.

Since the safety of our children is so important, parent volunteers are often asked to help chaperone field trips. If you are able to assist as a chaperone, please contact your child's teacher.

School lunch is prepared by the cafeteria.

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.

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.

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 Day celebration, etc. Participation in these extracurricular activities will require students to comply with the classroom and school's discipline and attendance program, as well as maintain their grades. Parents will be informed of specifics for student participation in various activities.

STUDENT APPEARANCE & PERSONAL BELONGINGS

Kamaile Academy believes the standards of dress and grooming should be the primary responsibility of the parents and students. Students shall wear appropriate clothing and groom themselves in a manner that reflects good taste, does not violate the rules of decency, and does not offend the standards of other educational programs. Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school.

Kamaile Academy uniforms will ensure the safety and clear recognition of our students at all times on campus. Students out of uniform may be required to contact a parent/guardian to bring a uniform to the front office. Habitual offenses of not being in uniform may lead to a parent meeting and progressive disciplinary consequences. UNIFORMS MUST BE WORN EVERY DAY!

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

- Clothing with vulgar or suggestive statements (sex, profanity), gang or drug (tobacco and alcohol included) related pictures or words.
- Hats/caps/bandanas/visors and dark glasses (unless prescribed) are not to be worn on campus.
- Clothing that exposes undergarments; shorts or skirts which are too short (shorter than the tip of the "pointer" finger when arms are extended alongside the body); exposes too much of the upper body (halter tops, undershirts); exposes midriff, navel or breasts/chest; spaghetti strap clothing (unless a shirt is worn under the top); or clothing which violates the rules of decency should not be worn on campus.
- Footwear must be worn when going on field trips. Cleats, Heeleys, taps and high heels 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.

Personal Belongings:

- Money is to be kept in purses, wallets or pockets (NOT IN BACKPACKS) and IN THE STUDENT'S POSSESSION AT ALL TIMES. DO NOT BRING

EXTRA MONEY TO SCHOOL!

- All student personal belongings should be clearly labeled with student's name.
- Rollerblades, skateboards, scooters, and ripsticks are to be removed or carried before entering campus.

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

Consequences for Non-Compliance:

Parents will be notified of non-compliance with the Dress Code Policy. Parent/guardian may bring in a change of clothing if the child's attire is not in compliance.

If a K-12 student is not in uniform, the following is the procedure:

1) First Violation - Warning:

- a) Teacher has student call parent.
- b) A note issued by the teacher will be sent home to note uniform violation.

No consequence will be issued as this is the first warning.

2) Second Violation-

- a) Teacher is to call parent.
- b) A note issued by the teacher will be sent home to note uniform violation.
- c) Recess detention given by teacher (not in Opportunity Room).

- Third Violation - Teacher will refer to administration for follow up. **Uniforms addressed on a case by case basis.

Media Release:

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

Cell Phone Policy:

High school students (9th-12th) 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 at a designated area.

If high school students are not in uniform, they may not use their phones.

Parents must give their consent for their high school child to use his/her phone during school hours, and agree that if their child misuses the phone (e.g., bullying, instigating fights, etc.), their child will not be allowed to have a phone on campus.

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

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

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 associate principal.
- If you are not satisfied with the associate's principal's response, please contact the principal.
- If the concern is not resolved at the principal level, the principal will inform Ho'okako'o that you will be contacting them. Ho'okako'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 or other 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.

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 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, involuntary transfer, or expulsion. 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 AM

suspension or 7:45 a.m. the following day for a PM suspension. An expelled student may not participate in or attend any event for one calendar year.

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

SCHOOL RULES

- **General School Rules:**

- Respect the property rights of others.
- Respect self and others (no fighting, throwing objects or irritating others).
- Show respect to ALL ADULTS.
- Use "PUT-UPS" (e.g. "Great job!") not "PUT-DOWNS" (swearing, rude gestures, teasing).
- Keep feet on the ground (absolutely no climbing of trees, gates, railings, fences, school buildings, etc.).
- Keep building and campus clean, NO littering and NO graffiti.
- 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.).
- 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 2nd floors of all buildings, the main playground (elementary students), the parking lots and fire lane on the side of F and G buildings.
- 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.
- Leave school contraband items at home.
- 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.).
- Students are to obey traffic laws, stay on the sidewalks and footpaths and cross the streets only within crosswalks.
- 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.

I. 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. Wait until the whistle blows to walk to where your class lines up. Assist in putting away equipment.
6. Walk to the line-up areas.
7. All students should be in the recess area unless they have a pass and permission to be in another area.

II. Rules for Restroom

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, washing feet or foot wear in the sinks, throwing objects into the urinals and toilets or on the ceiling.
4. Walk, don't run in restrooms.
5. Use restrooms properly (NO playing or loitering in the restrooms).

III. Cafeteria Rules

1. Go to lunch lined up as a class, using proper entrances, and knowing their pin #
2. Wait quietly and respectfully. Pushing, playing, talking loudly or cutting in line is not permitted.
3. Walk in the Cafeteria (NO running or playing in the cafeteria)
4. After picking up lunches, all students must stop, punch in their pin #, and show their plates to the lunch clerks before going to their table to eat.
5. Lunch 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.
6. Listen and follow directions from all adults.
7. 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.
8. Remain in your seats until dismissed (raise your hand to get help).
9. Treat others with dignity and respect.

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 the 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 damages 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” refer 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.

NOTICE OF NON-DISCRIMINATION AND ANTI-HARASSMENT STATEMENT

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#>

RESPONSIBILITIES OF STAFF, STUDENTS, AND 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
- 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 (KA) campus
- Demonstrate respect and courtesy in all KA 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 KA administrators and staff members about suspected, observed, or reported incidents of harassment, intimidation, and/or bullying
- Commit to working with KA personnel when your child is involved in a harassment, intimidation, and/or bullying incident.

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. An 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
 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 a) Knowingly obtaining or exerting unauthorized control over the property of another, with intent to deprive the owner of his or her property or b) 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

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 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. No debts to Kamaile Academy.
3. No more than one out of school suspension for a Level A or B offense during the senior year.
4. No more than 15 discipline points in the senior year.
5. No more than two semester Fs in the senior year.

Attitude

“The longer I live, the more I realize the impact of attitude on life.
Attitude to me is more important than facts.

It is more important than the past, than education, than money,
Than circumstances, than failures, than successes,
Than what other people think, say or do.

It is more important than appearance, giftedness or skill.
It will make or break a company...a church...a school...a home...a person.

The remarkable thing is we have a choice every day
Regarding the attitude we will embrace for that day.
We cannot change our past...
We cannot change the fact that people will act a certain way.
We cannot change the inevitable.
The only thing we can do is play on the one string we have,
And it is our attitude...

I am convinced that life is 10% what happens to me
and 90% how I react to it. And so it is with you ...
We are in charge of our attitudes.”

-Charles Swindoll

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 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 other 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.

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 primary children and 30 - 60 minutes for secondary children).
 3. Keep distractions to a minimum (turn off 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 a better.

KAMAILE SONGS/CHANTS

E Ho Mai *Composed by Edith Kanaka 'eole*
Chant three (3) consecutive times
 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 e
(Grant us)
E hō mai
(Grant us)

Oli Mahalo

Uhola ia ka makaloa la *(The makaloa mat has been unfurled)*
Pu`ai i ke aloha a *(In love, food was shared)*
Kuka`i ia ka ha loa la *(The great breath has been exchanged)*
Pawehi mai na lehua *(The lehua honors and adorns)*
Mai ka ho`oku`i a ka halawai la *(From zenith to horizon)*
Mahalo e na makua *(Gratitude and thanks to the parents)*
Mahalo e na kupuna la ea *(Gratitude and thanks to our beloved ancestors)*
Mahalo me ke aloha la *(Thank you with love)*
Mahalo me ke aloha la *(Thank you with love)*
Mahalo *(Thank you)*

Kamaile Academy Song *Written by Jerome Koko (1989)*

Under the guidance of the High Almighty
We na 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) *Written by Na A. Ku`uipo Maunakea (2014)*

Eo mai e	<i>(Hear our call)</i>
Kulia I ka Nu`u	<i>(Strive for the Highest)</i>
na mamō makamae	<i>(Precious Treasures)</i>
a e na pua `o Kamaile	<i>(children of Kamaile)</i>
i ka wahipana kaulana `o Wai`anae	<i>(Shaded in the famous glory of Wai`anae)</i>
He `aina uluwehiwehi o ke kaiaulu	<i>(in the lush beauty of this community)</i>
e `ulu mai nei me ka ikaika	<i>(growing in strength)</i>
`o Kamaile lauli`ili`i	<i>(the maile vine entwined)</i>
wili `ia me ke aloha poina`ole	<i>(with endless love)</i>
i ka poli o Kamaile`unu	<i>(nestled in the bosom of Kamaileunu)</i>
Ku` kilakila ka mauna o Ka`ala	<i>(and from the majestic Ka`ala mountainside)</i>
e pili ka malu uluniu o Poka`i	<i>(to the shaded coconut trees of Poka`i)</i>
Pa mai ka makani i ka `ehukai	<i>(kissed by the windy mist and ocean spray)</i>
`Imi na`auao i ke ala kupono	<i>(we search the legacy of learning)</i>
e like mai na kupuna mai	<i>(and follow the right path of our ancestors)</i>
E mau ana i ka ha`aheo me ka lokahi	<i>(Continue with pride and unity)</i>
i ka pu`uhonua	<i>(in the refuge of</i>
ka home aloha `o Kamaile	<i>our beloved home, KAMAILE)</i>
eo mai e	

Statement of Operation Policies for Pre-K (SpEd and General Education*)**

**General Education Pre-K is in the planning stages.*

***Policies added SY 2015-2016*

1. Ages of children accepted: 3 years to 5 years old
2. Maximum number of children:
 - a. Pre-K SpEd (Special Education) – 12 children
 - b. General Education Pre-K (when it opens) – 20 children
3. Hours of operation: same as the K-12 school
4. Meals are served in the cafeteria.
5. Child care services offered: no before or after school services provided
6. Provisions for special needs of individual children: follow according to the IEP (individualized education plan) for SpEd Pre-K students.
7. Admission and enrollment requirements: same requirements as Kindergarten and New Students on p. 8 in the Handbook
8. There are no fees for a public education; therefore, no refund policies.

9. Policy and plan for emergency medical care: Refer to p. 11-12 in Handbook under Health Information.
10. Kamaile Academy as a Hawaii State Entity has insurance coverage.
11. Rules concerning personal belongings: Refer to pp. 21-22 in Handbook under Student Appearance and Personal Belongings.
12. Transportation Arrangements: For SpEd Pre-K, student may be transported by a SpEd Bus. General Education Pre-K when it opens must have parents/guardians drop off/pick up students.
13. Field Trips: Refer to p. 20 in Handbook under Field Trips.
14. Fundraising Campaigns: Children and staff will not be exploited in activities, which would be detrimental to the children or the programs.
15. Admission of sick, moderately sick, or handicapped children: Refer to p. 8 in Handbook under Kindergarten and New Students.
16. All policies are reviewed with each caregiver in the facility.
17. Written policies shall be made available for review by parents/guardians at the time of enrollment of a child.