



Parent/Learner Handbook

2019 - 2020

**2-4035 Kaumualii Highway
Koloa, HI 96756
Office Phone: 808-635-5110
www.alakaikauai.org**

School Year Hours: Monday - Friday, 7:30am-4pm
Summer/Break Hours: Monday - Friday,
8am-3pm

GENERAL INFORMATION

DAILY SCHEDULE

7:30 am	Campus Open to Students, School Office Opens
8:30 am	School-Day Starts
9:45-9:10 am, 10:00-10:15 am, 10:15-10:30	Morning Breaks 2nd, 3rd, 4th/ K, 1st / 5th, 6th
10:50-11:30 am	2nd-4th Grade Lunch/Recess
11:30 am-12:15 pm	K-1st Grade Lunch /Recess
12:00-12:45 pm	5th-6th Grade Lunch/Recess
12:45pm	All-Grade Dismissal (Friday Only)
3:00 pm	All-Grade Dismissal (M, T, W, Th,)
4:00 pm	School Office Closes

SUPERVISION & LIABILITY

Alaka`i O Kaua`i Public Charter School provides supervision of students between 7:30am and 3:00pm (12:45pm on Fridays).

OFFICE HOURS

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

CONTACT INFORMATION

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

VOLUNTEER INFORMATION

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

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

GOVERNING BOARD OF DIRECTORS

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

SCHOOL MISSION

The Alaka`i O Kaua`i Public Charter School Mission is to teach to the whole child by combining academics, project-based learning, social emotional learning and the arts. Learners acquire and demonstrate 21st Century Skills while perpetuating Hawaiian cultural traditions and values so they become successful and meaningful contributors to society.

Introduction

Welcome to Alaka`i O Kaua`i Charter School! You are part of a ground-breaking, innovative program designed to meet your child’s individual needs and to foster in them a love of learning and the desire to be the leaders of the future.

Alaka`i O Kaua`i may be different than some of your child’s previous educational experiences. First, your child may participate in an

interdisciplinary academic learning environment where they will make connections among various areas of study including language arts, history, math, science, the arts and technology. Your child will also learn experientially through many field trips visiting local parks, beaches, organizations, businesses, and museums.

Participation in these experiences will help your child understand the content better and apply that learning to the project. Finally, your child's growth will be measured along a continuum and a variety of ways that demonstrate learning. In essence, your child will be empowered to take ownership of his or her learning experiences.

Your experience as a parent at Alaka`i O Kaua`i may also be different than what you have experienced at your previous schools. To make the transition a smooth one for your learner(s) and yourself, we encourage families to keep updated and informed about school events and parent programs. We encourage and depend upon our parents to be actively engaged both in and outside of their learner's classroom. You will work harder here as a parent, but your rewards will be tenfold. If you feel that you need support in any given area, please don't hesitate to ask for a meeting with your child's classroom facilitator another adult on campus that can advocate for you and your child. We work as a team in this environment and the only effective way to do that is to communicate and ask questions.

The Family Guidebook is designed to share Alaka`i O Kaua`i philosophy, expectations for learners and families, and other school information.

Table of Contents

INTRODUCTION

Section 1: Alaka`i O Kaua`i Charter School's Educational Overview

1. Mission and Values
2. Methodologies
3. Curriculum
4. Individual Learning Plans (ILPs)

Section 2: General Operations

1. Hours of Operations
2. Calendar
3. Staff
4. Policies

Section 3: Daily Operations

1. Drop off and Valet Procedures
2. Attendance
3. Before and After School Care
4. School Lunch Program
5. Enrichment Activities

Section 4: Learner Conduct

1. Expectations
2. Consequences

Section 5: Technology

1. Electronics
2. Internet Usage
3. Network Use Guidelines
4. Netiquette

Section 6: Policies and Procedures

1. Attire
2. Complaint Procedure
3. Field Trips
4. Emergency Procedures

Section 7: Communication

1. Communication Methods

Section 8: Families and Alaka`i O Kaua`i Working Together

1. Family Participation Expectations
2. Family Participation Examples
3. Recording Volunteer Hours
4. Traditions - Cornerstone Events
5. Annual Family Giving

Section 9: Governance

1. History
2. School Governance

SECTION 1:

Alakai O Kauai Charter School's Educational Overview

OUR MISSION AND VALUES

Alakai O Kauai Mission Statement

Our mission as a project-based K-8 school is to provide a progressive, innovative curriculum that prepares learners for a successful future. We are committed to interdisciplinary instruction with emphasis on teaching to the whole child. Our learners will understand and perpetuate the cultural traditions and values of Hawaii while acquiring and demonstrating 21st century and social-emotional skills.

OUR METHODOLOGY

Project-Based Learning (PBL)

Over the past 100 years, the world we live in has radically changed. If we as society are going to keep up, the way we educate our children must also change. Project-Based Learning (PBL) is a teaching methodology that actively engages learners by challenging them to deeply investigate a personally interesting and complex question,

problem or challenge. Then from this deep investigation, create and publically present something unique and original and authentic in response.

The time for Project-Based Learning has come. The experience of thousands of teachers across all grade levels and subject areas, backed by research, confirms that PBL is an effective and enjoyable way to learn - and develop deeper learning competencies required for success in college, career, and civic life. Why are so many educators across the United States and around the world interested in this teaching method? The answer is a combination of timeless reasons and recent developments.

Through the PBL methodology, our learners develop the skills, aptitudes, and attitudes necessary to discover their own path and lead the way into the future. The development of rigorous, authentic projects help learners bridge the gap between simply remembering instructions and becoming independent life-long learners.

PBL makes school more engaging for learners. Today's learner's, more than ever, often find school to be boring and meaningless. In PBL, learners are active, not passive; a project engages their hearts and minds, and provides real-world relevance for learning.

PBL improves learning. After completing a project, learners understand content more deeply, remember what they learn and retain it longer than is often the case with traditional instruction. Because of this, learners who gain content knowledge with PBL are better able to apply what they know and can do to new situations.

PBL builds success skills for college, career, and life. In the 21st century workplace and in college, success requires more than basic knowledge and skills. In a project, learners learn how to take initiative and responsibility, build their confidence, solve problems, work in teams, communicate ideas, and manage themselves more effectively.

PBL helps address standards. The Common Core and other present-day standards emphasize real-world application of knowledge and skills, and the development of success skills such as critical thinking/problem solving, collaboration, communication in

a variety of media, and speaking presentation skills. PBL is an effective way to meet these goals.

PBL provides opportunities for students to use technology. Learners are familiar with and enjoy using a variety of tech tools that are a perfect fit with PBL. With technology, facilitators and learners can only find resources and information and create products, but also collaborate more effectively, and connect with experts, partners, and audiences around the world.

PBL makes teaching more enjoyable and rewarding. Projects allow teachers to work more closely with active, engaged learners doing high-quality, meaningful work, and in many cases to rediscover the joy of learning alongside their students.

PBL connects students and schools with communities and the real world. Projects provide learners with empowering opportunities to make a difference, by solving real problems and addressing real issues. Learners learn how to interact with adults and organizations, are exposed to workplaces and adult jobs, and can develop career interests. Parents and community members can be involved in projects.

Not just knowing but also DOING

PBL allows learners to apply their learning in real-world scenarios.

High Levels of engagement

PBL gives learners a voice in their own education, activating their interest, which allows for greater and deeper learning!

True learning

PBL allows us to teach, observe, and measure growth of marketable 21st century skills such as communication, critical thinking, and collaboration.

Focusing on your learner, not the curriculum, brings learning to life

PBL develops self-empowered learners who can analyze the world they live in, design a better tomorrow, and go create it!

For more information about Project-Based Learning, check out the Buck Institute for Education articles below:

What is PBL?

Why PBL?

Social and Emotional Learning (SEL)

It takes more than book-smarts to an effective leader in the 21st century. Today's leaders must possess the ability to successfully manage themselves and others. In the digital world we live in, these vital skills are becoming more and more scarce. If schools are not teaching them, we are not preparing our learners. Social and Emotional Learning (SEL) teaches learners to manage their emotions, resolve conflict, and make responsible and well thought out decisions.

Implementation and evaluation (assessment) of SEL has become an integral part of our approaches to teaching and learning through Project-Based Learning. Based on practices such as the 7 Habits of Highly Effective People/Kids/Teens (Stephen/Sean Covey) and Character Lab aspects (Learner Outcomes), we measure and report SEL progress as part of every project, ILP (Individualized Learning Plan) goals, and Reports of Progress. We have also developed SEL and Academic Rigor rubrics that add a well-balanced approach to mindfulness and reflective practice for facilitators, learners, parents, and administrators.

Other elements of SEL implementation, practice and assessment include: Leader Led Conferences (LLCs); Presentations of Learning (POLs); Passion Projects; Individualized Learning Plans (ILPs); Advisory Program; Learner Driven Ambassador Groups and Class Greeters.

CURRICULUM

The research-based instructional approach of project at Alaka`i O Kaua`i is differentiated to engage learners through hands-on, serious, authentic experiences across subject areas. This methodology allows facilitators to address learners' individual differences, variations in learning styles, intelligence and abilities. Rather than rely on any one series of books, textbooks or guides, we employ multiple materials, resources and strategies to best meet the needs of individual students.

Curriculum is implemented with the following best practices in education:

Global Understanding: 21st Century learners are faced with the challenge of engaging in an increasingly interdependent world where knowledge is constantly developing and evolving. Rigorous curriculum covering global connectivity will give learners a sense of belonging in our ever changing world and prepare them to thrive in the global marketplace upon graduation and post-college. Exploring diverse cultures will give learners a positive attitude toward learning and greater understanding of the world around them.

Engaging Curriculum: Our curriculum delivers the Hawaii content standards through relevant learning experiences that engage learner's interests as they discover underlying concepts and develop deep understanding of subject matter. Learners are active participants in meaningful exploration, engage in hands-on activities and experiences that build on their prior knowledge/. Projects are used as teaching tool to focus on higher order thinking and real world skills. We will encourage learners to apply their understanding in projects that gradually introduce more complexity, more learner-driven choice of topics and products. The goal is to foster self-motivation and self-directedness, as each learner discovers her or his unique strengths.

Facilitator Continuity (Looping): Multi-year relationships between facilitator and learner provide for deeper knowledge to guide instructional decisions and familiarity with the social-emotional health of a learner (Anderson and Pavan, 1993).

Advisory? Morning Meetings: Research shows that when learners feel connected to their school, they do better academically. Our K-8 learners participate in daily morning and/or family (classroom) meetings that provide an opportunity to witness and display social problem solving skills needed to thrive in a collaborative environment. Our middle school learners (6th - 8th) will participate in advisory.

Each year, learners along with their facilitator(s) create an ILP to guide instruction. Each learner, along with his/her family and facilitator, work together to monitor the ILP and make adjustments, as needed. The primary goal of the ILP is to ensure that each child

will be treated as an individual and therefore will be working toward attainable goals appropriate to his/her individual development.

Throughout the year, learners will review learning outcomes and set individual goals. They will learn to evaluate their progress toward those goals, starting at a basic level when they are younger and improving their ability to self-assess over time. Throughout the year, learners will meet with their facilitator and their parent(s) to look critically at what they have accomplished both in formal settings as well as at home with their families. At the end of the spring semester our learners will present their progress in the Learner Led Conference (LLC) Presentations.

Portfolio-based LLCs will help ensure that learners are accountable to themselves, their families, their teachers, and the school community as a whole. Additionally, the experience creates a powerful incentive for learners to develop their skills, through the communication of high expectations, public display of meaningful work, and opportunities to showcase talents in modalities that best suit learners' distinct learning styles.

SECTION 2: GENERAL OPERATIONS

OFFICE HOURS 8:00am to 4:00pm

Front Desk Phone Number: 808-635-5110

SCHEDULE

See the Alaka'i O Kaua'i website at <https://alakaiokauai.org/> for the most up to date hours, including break and lunch schedule.

INSTRUCTIONAL CALENDAR

See the Alaka'i O Kaua'i website at <https://alakaiokauai.org> for the current year's Instructional Calendar.

STAFF

See the Alaka'i O Kaua'i website at <https://alakaiokauai.org> for staff listings and biographies.

POLICIES

Our school is governed by a set of Policies and Procedures that are updated regularly.

If you are interested, we encourage you to make an appointment to review the policies and procedures by contacting the front office.

SECTION 3: DAILY OPERATIONS

DROP OFF AND VALET PROCEDURES

Valet is located in front of the school . This is the safest and most efficient way to drop off your learner(s). We strongly encourage all families, regardless of the learner's grade level, to use the valet system. In order to keep the learners and families safe before and after school, we ask that you follow these parking lot procedures when driving your child to the Alaka'i O Kaua'i campus;

- Drive slowly and watch for families, children, and wildlife walking through the parking lot and valet traffic lanes.
- Do not use your cell phones while driving on school property.
- Give your attention to driving and exiting safely.

Please help us keep the valet line safe and efficient by following these guidelines:

- Have your child seated so that he/she can exit quickly.
- Be prepared - have your child ready to exit with backpack/school work/ lunch in hand.
- Please pull forward and stop completely before allowing your child to exit the vehicle.
- Make sure your child has exited safely and all volunteers are at a safe distance away from your vehicle before you drive away from the valet drop off area.
- If you need to get something out of your trunk, please park in the parking lot.

ATTENDANCE

We try to make every minute of school engaging for the learners, and our expectation is that all learners will be at school on time and for the entire course of the school day. Learners arriving late will miss

important beginning of the day information that is relevant to their education. As a project-based school, much of our learning takes place through valuable collaboration and discussions. These are components that cannot be made up at a later time and could impact grades if missed consistently. It is essential that every effort be made to come to school each day and on time.

Absence

If your child is going to be absent, please email us at info@alakaiokauai.org or call the school office at on the morning of the first day of the absence.

Tardiness

We ask that you contact the school if you know your child is going to be tardy. Consistent tardiness will result in learners missing valuable time with their classmates and will require them to make up for missed activities.

Illness

Any child who becomes ill while at school will be taken to the Health Office and parent(s) will be called to pick up the sick child. Please note that your child needs to be fever free for 24 hours before returning to school.

If your child needs to take prescription medication on a temporary or permanent basis while at school, an authorization to administer medication must be on file at the school. Please fill out [this form](#) and submit to the office.

BEFORE AND AFTER SCHOOL CARE

Not at this time.

SECTION 4: LEARNER CONDUCT

EXPECTATIONS FOR SCHOOL BEHAVIOR

Alaka'i O Kaua'i strives to present our learners with opportunities that exceed those available at most traditional schools. Our learners also accept a sense of responsibility that in many ways exceeds that which is expected at a traditional school. We expect each child to do his or her best, both academically and behaviourally. If there's a

problem, we personally speak with the learner, discuss the options for making good decisions, set appropriate consequences, and strive to help the learner internalize the importance of taking responsibility for his or her own learning and behavior. As a framework for this, we have established the following expectations for student behavior.

At Alaka'i O Kaua'i we utilize **Love and Logic®** to embrace each learner's uniqueness while modeling and expecting appropriate behavior. Our Alaka'i O Kaua'i expectations for school behavior are:

- I will do nothing to harm myself or others
- I am responsible for my behavior
- We are each other's keepers
- I take pride in myself and in my work
- I will leave it better than I found it.

At the beginning of the school year, and at intervals throughout the year, we discuss these goals and principles with the learners, come to a common understanding of what they mean and why they are important, and then help our learners to incorporate them into their daily lives.

Parents are encouraged to participate in the Love and Logic® courses that will be offered at Alaka'i O Kaua'i throughout the year.

CONSEQUENCES

In addition to Love and Logic, our school focuses on Restorative Practices. This is an approach to resolving conflict and is used for preventative measures. Restorative Practices refer to a range of approaches including talking circles and peer mediation and utilizes strategies to rebuild relationships.

There are age appropriate consequences for not adhering to the behavior guidelines. Along with the Restorative Practice approach, the family and staff will work together to make decisions that are in the best interest of the child. The following are examples of consequences that allow flexibility for individuals and varying situations.

- **Warning and reminder:** This may take place in or out of the classroom.
- **Reflection time:** This allows children time to cool off and the situation to diffuse before it becomes a larger issue. A

reflection time may take place in the classroom, another classroom or the office.

- A respectful, related consequence: This step allows the flexibility for a child or adult created consequence. For instance, if a child wrote on a table, the consequence may be to clean the tables.
- A disciplinary referral to the office: This consequence reflects the seriousness of the situation. At this time, the learner will meet with an administrator, describe what happened, what she or he could have done differently, and what could be changed at the school that could prevent this from happening again.
- Suspension: The child would not be allowed to attend school. This would include extra-curricular activities during the suspended time period.

For suspension/expulsion procedures, please see front office

SECTION 5: TECHNOLOGY

ELECTRONICS

Cell phones, tablets, and other electronic items are often used for instructional practices. We are guiding our learners in appropriate use of technology, helping them to make appropriate choices concerning these items. We realize that many parents give their children cell phones for safety and convenience. We ask that learners limit use of the phones during the school day to academic purposes only. Families may contact their child in an emergency situation by calling the school office and learners may use cell phones or school phones to contact families in an emergency. Learners should respect their facilitator's requests regarding appropriate time to use technology. Should technology disrupt the learning environment or if used inappropriately, parent/guardian will be notified and cell phones or other devices will be stored in a safe place and returned to the learner at the end of the school day. Continuous misuse of technology will result in consequences.

INTERNET USAGE

Alaka'i O Kaua'i's computers have access to the Internet. The school works diligently to protect our learners from inappropriate content. The staff works closely in training our learners as to the appropriate use of the Internet. Before using the Internet, parents and learners should read the following "Network Use Guidelines." All parents and learners must also sign a Student & Parent/Guardian Network Responsibility Contract.

NETWORK USE GUIDELINES

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet as part of your educational experience. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people.

Learners will have access to:

1. Electronic mail (e-mail) communication with people all over the world.
2. Information and news from a variety of sources and research institutions.
3. Public domain and shareware software of all types.
4. Discussion groups on a wide variety of topics.
5. Many university libraries, the Library of Congress, and more!
6. Educational Software

Giving our learners the skills to thrive in the 21st Century means giving them access to technology. With computers as part of every classroom curriculum, Alaka'i O Kaua'i uses very strong guidelines for Web usage and Internet security. We comply with the level of security that the Children's Internet Protection Act requires. While we have filters at the network level for inappropriate websites, there are still instances when those websites can come through. Please be assured that Alaka'i O Kaua'i remains committed to restricting the use of such websites.

Our school is taking reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide

standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors.

The facilitators/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their learners. Alaka'i O Kaua'i takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

The purpose of schools having access to the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be in support of education and research and consistent with the educational objectives of Alaka'i O Kaua'i.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

1. Any information which violates or infringes upon the rights of any other person.
2. Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Advertisements, solicitations, commercial ventures, or political lobbying.
4. Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
5. Any material which violates copyright laws.
6. Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited.
7. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges.

NETIQUETTE (Network Etiquette)

The use of the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not send abusive messages to anyone.
2. Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
3. Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a learner's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
4. Respect copyrights. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without his/her permission.
5. Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.
6. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify Alaka'i O Kaua'i staff.
7. Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

SUPERVISION AND MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

SECTION 6: POLICIES AND PROCEDURES

ATTIRE

We do lots of walking, running, sitting on the carpet, art, etc. Therefore, our parents and students have found that loose-fitting,

comfortable clothing and closed-toed sneakers or comfortable walking shoes work best at our school. Distracting clothing is discouraged and although we do not wish to limit our students freedoms by imposing guidelines we will contact the parents to inform them about the inappropriate choice of clothing when necessary.

COMPLAINT PROCEDURE

It is always our intent to resolve concerns in the simplest manner for all. If a parent has a classroom concern, it is expected that he/she will try to resolve the concern with the classroom facilitator. If the concern is not resolved, please bring your concern to the school administration. Every effort will be made to find a fair resolution through a personal conference or a meeting between the parties involved.

FIELD TRIPS

Throughout the school year, learners will take field trips, often planned through facilitator and parent collaboration. These trips are a part of Alaka'i O Kaua'i's project-based curriculum and may include walking trips, trips by private or school vehicles, and buses. Participation is a vital part of the learning process and is strongly encouraged.

A walking field trip permission slip is completed as part of the enrollment packet. Signing the form indicates you have granted your child permission to participate in Alaka'i O Kaua'i's ongoing walking field trip program throughout the school year. Facilitators will not send home trip slips for each individual walking field trip.

Field Trip Permission Slips will be required for all non-walking field trips. Learners must have a permission slip on file in order to participate in a field trip.

Approved volunteers* are encouraged to accompany your child's class on a field trip, please let the facilitator know in advance. We appreciate all volunteers for trips.

*See Family Expectations for information on the volunteer process.

EMERGENCY MEDICAL AUTHORIZATION

Each parent is asked to complete the Emergency Medical Authorization portion of the Enrollment/Information Form and Emergency Contact Information. These forms will include the necessary information the school must have should an emergency arise. It is extremely important that the authorization and Emergency Contact Information be fully completed.

LEARNER MEDICATIONS ASSISTANCE

If your learner requires emergency or other medications (such as an inhaler, epi-pen, or oral medication), it must be prescribed by a doctor and will be kept in a locked compartment in the front office. A parent or guardian must complete a Request for Assistance Concerning Learner Medications form prior to the learner attending classes at Alaka'i O Kaua'i. Please click [here](#) for form or pick one up in the office.

EMERGENCY PROCEDURES

Drills - Emergency drills, such as earthquake and fire drills, are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with all staff who teach them to learners.

If an emergency occurs during regular school hours, learners will be directed by their facilitator to follow emergency procedures for the specific event. If an emergency occurs when the learners are not on-site, learners will be directed to the supervising aid, parent volunteer or other school staff member. These supervisors will call Alaka'i O Kaua'i to provide an update and next steps.

Actual Emergency - If an emergency extends beyond the end of the school day, learners will not be released until it has been determined that it is safe to do so. In the case of an emergency, parents or an emergency contact are expected to sign learners out, regardless of grade.

If damage is extensive, we ask that you park your car away from the valet areas and walk to the designated location to pick up your child. It is important to keep any lanes open for emergency vehicles only.

When you arrive at the school, an emergency response team (made up of public servants, staff and volunteers) will direct you to the appropriate check out area to sign out your child. If the school

building is not considered safe, learners will be congregated in the parking lot away from all buildings. A phone message will be sent to your primary phone number with directions on where to pick up your child.

STUDENT RECORDS

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

FERPA gives parents certain rights with respect to their children's education records.

For more information on FERPA, visit the U.S. Department of Education's website at:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

SECTION 7: COMMUNICATION

COMMUNICATION METHODS

Website - The best way to keep updated with current events and activities at Alaka'i O Kaua'i is via the website:
<https://alakaiokauai.org>

Monday Message - Each Monday, school information and reminders are sent home via the Monday Message. You can sign up using a link on the Alaka'i O Kaua'i website homepage:
<https://alakaiokauai.org>.

Facebook - You can follow our journey at
<https://www.facebook.com/Alaka'i O Kaua'i Charter/>

Class Newsletters - Most facilitators/grade level teams have a class newsletter. Your learner's facilitator will provide this information at Meet the Facilitator Night.

Phone/Text - You will receive periodic phone calls and/or texts our automated calling system. These phone calls will contain important information and reminders. In the event of inclement weather or an

emergency, we will also utilize this system. Please make sure that we have your current phone number in our system at all times.

To update your information, email: info@alakaiokauai.org

SECTION 8:

FAMILIES AND Alaka'i O Kaua'i WORKING TOGETHER

FAMILY PARTICIPATION EXPECTATIONS

Alaka'i O Kaua'i seeks to make education a community passion. To this end, parent participation is essential to the success of the education process. Parents are strongly encouraged to participate in the operation of the school as an integral part of the staffing and support team and with the charter staff in the development and successful completion of the individual learning plan for your child. It is because of families like you that we are able to offer such a unique program for our children here at Alaka'i O Kaua'i.

Volunteering and participation are always optional. We do strongly encourage participation in order to foster the home-school connection and work tirelessly to create a culture where families feel welcome to come onto campus often, but of course, we understand that is not an option for every family. If possible, families are asked to participate 40 hours per year, which works out to 1 hour per week or 4 hours per month. These hours can be earned through a variety of opportunities intentionally designed to accommodate a range of schedules and ability to participate, including classroom volunteering, operational / facilities assistance, relevant professional expertise, administrative tasks or by attending Coffee and Conversation events, Parent University workshops and seminars, as well as Alaka'i Ohana Network meetings.

EXAMPLES OF FAMILY VOLUNTEER WORK

- In-class support as an educator aide
- Adult workshops - parents teaching other parents
- Outside research in support of specific school projects
- Driving on field trips (must register as driver)
- Organizing a community service project for learners
- Supervising at the school - lunch periods, recess, before school
- Operation support - maintenance of the campus
- Hosting an activity in your home or business

NOTE: All volunteers working with children must have a current TB test on file which are valid for 4 years, as well as a fingerprinting or

LiveScan criminal background check. Fingerprinting or LiveScan screenings are valid for the full duration of stay at the school. Fingerprinting or LiveScans can be obtained at various LiveScan locations and could take up to 2 weeks to clear.

School Events:

You will be notified of the exact dates for events, as well as other learning displays and community building events in the Monday Message or via the Events Calendar on the Alaka'i O Kaua'i website.

ANNUAL FAMILY GIVING

Annual Family Giving is a tradition at many charter schools in Hawaii. As a charter school, Alaka'i O Kaua'i receives significantly less per child funding from the state than a traditional school would get. In addition to reduced funding, Alaka'i O Kaua'i directly pays the lease for our buildings.

The Alaka'i O Kaua'i Annual Family Giving Campaign donations directly benefit every learner by providing hands-on curricula, state-of-the-art technology, field trips, art materials, professional development, and the day-to-day operating expenses that are not funded by the state of Hawaii.

Annual Family Giving Campaign is an important part of strengthening your child's school as well as demonstrating our collective commitment to Alaka'i O Kaua'i. While family giving is voluntary, our school expenses are mandatory, and no financial gift is too small.

SECTION 9: GOVERNANCE

HISTORY

Alaka'i O Kaua'i's Governing Board is comprised of community leaders passionate about providing innovative educational opportunities within the Kaua'i Community. Each of these Board members came to Alaka'i O Kaua'i with the vision and ability to create and maintain a successful school. For a list of current board members, please visit the Alaka'i O Kaua'i website.

SCHOOL GOVERNANCE

Alaka'i O Kaua'i is governed by a Hawaii public benefit corporation with IRS 501c3 tax-exempt status. The school is subject to the Bylaws of the corporation. While Alaka'i O Kaua'i's charter authorizing agency is the Hawaii State Public Charter School Commission, we are self governed, manage our own operations and maintain our own board of directors.

The listing of the current Alaka'i O Kaua'i Board of Directors can be found on the Alaka'i O Kaua'i website.

Decisions made by the Board will be on a majority basis. The Board will oversee Alaka'i O Kaua'i's policies and operations, and will receive regular reports on the school's academic financial, and operational progress.

Governing board meetings are open to the public and generally regularly on the campus of Alaka'i O Kaua'i. Meeting notifications are posted on campus prior to the next scheduled Board meeting. Recorded minutes from past meetings are available upon request from the School Administrative office.

Alaka'i O Kaua'i is an innovative public charter school organization that works closely with our students, families and communities to develop leaders for the 21st century. We do so through a rigorous, project-based curriculum, which gives a great deal of voice and choice to our learners. We feel that our school is on the forefront of project-based learning which is giving our children the skills to thrive, not only in the future, but to be active members of their community today. We thank you for joining us on this journey.

SCHOOL ATTENDANCE & ABSENCES

Regular and prompt attendance is essential for successful academic achievement. The Department of Education (DOE) and Alaka`i O Kauai Public Charter School are required by law to enforce compulsory attendance by monitoring all absences and tardiness.

If a child will be absent, a parent/guardian must call the school attendance line (808-635-5110) by 8:30am on the day of the absence. If leaving a message, please include the child's name, facilitator's name, and reason for the absence. Absences that are not excused will contribute to a student's record of truancy.

EXCUSED & UNEXCUSED ABSENCES

Absences will be excused only for the following reasons:

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

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

PLANNED EXTENDED ABSENCES

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

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

-
-
- 3) Turn in the Student Planned Absence Notification form to the school office. A school administrator will review the form.

OFF CAMPUS/EARLY RELEASE PASS

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

TRUANCY

If a child is persistently absent from school, “the student, father or mother, guardian, or person having charge of the child may be referred and summoned to court.”

We encourage you to take the time to read our student attendance policy on our website.

COMMUNICATION & VISITATION

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

SCHOOL/HOME COMMUNICATION

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

CLASSROOM VISITS

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

SERVICES

SPECIAL EDUCATION (SPED)

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

After School Program

N/A

HEALTH AIDE

Our school office staff are required to take care of injuries and illnesses that happen during school hours. First aid is administered, and parents will be notified when necessary. Students with fever, diarrhea, vomiting, or serious injuries will be sent home. Our office staff are not responsible for taking care of any condition that originated when the child was not at school.

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

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

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

FIELD TRIPS

Please turn in permission slips and money to your child's teacher. If these are not turned in, the child cannot participate in the field trip. The school will provide on-campus supervision of students who do not have permission to attend. The school is not responsible for providing transportation for any child who is late. Students must wear shoes and the Alaka'i O Kaua'i Charter School T-shirt on all field trips.

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

Alaka'i O Kaua'i Public Charter School Field Trip T-shirts are available for purchase from the office for \$10.

NUTRITION & WELLNESS

Alaka'i O Kauai PUBLIC CHARTER SCHOOL CELEBRATIONS

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

LUNCH & SNACKS

Students must bring lunch from home -Snacks are not provided by the school and should be brought from home. Snacks are eaten during first recess.

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

Sometimes children forget to bring their lunch to school. Please make sure that your child knows how to notify you as soon as possible if that happens. Tell your children that if you ever have to bring a lunch to school, they should pick it up in the office at lunchtime if it has not already been delivered to the classroom by the office staff.

SUN PROTECTION

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

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

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

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

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

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

SAFETY & SECURITY

With increasing needs for safety and to provide an environment conducive to learning, we expect everyone's cooperation in complying with school policies. Our federal and state laws support our school campuses as safe environments for students and staff. Please read the information below, regarding our Tobacco-Free and Drug-Free School's Policy, Gun Free Schools Act 90 and Notice of Non-Discrimination Rights.

EMERGENCY CARDS

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

NOTIFICATION OF PRIVACY RIGHTS

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or

she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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

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

NOTICE OF NON-DISCRIMINATION

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities.

Please direct inquiries regarding HIDOE nondiscrimination policies to the Civil Rights Compliance Office, PO Box 2360, Honolulu, HI 96804, or 808-586-3322.

VISITOR PASSES

All visitors (including parents) who are on campus are required to report to the office, sign in, and receive a visitor pass which must be returned when signing out. The only exceptions are dropping children off or picking them up at the beginning or end of the school day.

All visitors will leave a driver license or official ID at the office which will be returned upon sign-out. This additional procedure is to ensure the identity of our visitors to our campus as well as to secure the return of our visitor pass. Staff will direct all people without proper visitor passes back to the office.

Students are not permitted on campus before 7:30am unless they have special arrangements with a teacher. It is best to drop off

children between 7:30am and 7:45am. Children may exit cars to the right along the sidewalks.

All children must be picked up by 3:45pm (1:40pm on Fridays) unless they are enrolled in after-school activities.

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

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

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

EMERGENCIES & NATURAL DISASTER

We will use our Alakai O Kauai SchoolMint phone system and the email address that you have provided and/or updated for our mailing list to notify you of all emergency situations. You may also refer to local television and radio stations for official school news alerts. Usually, Alaka`i O Kaua`i Charter School will follow the lead of the DOE Kauai District Office. If you have not heard an update on Alaka`i O Kaua`i Charter School, but Kalaheo/Koloa Elementary and Schools are closed or closing, you may assume that Alaka`i O Kaua`i Charter School will also close.

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

EMERGENCY DISMISSAL

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

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

TSUNAMI - In the event of a warning or an imminent tsunami, students and staff will immediately evacuate the campus and walk to the top of the field. We will return to campus when it is deemed safe by authorities. If buildings are not safe upon return to campus, children will wait in the back field. Parents can park in the school parking lot and follow staff directions for pick-up.

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

For more detailed information about all school emergency procedures, refer to the Emergency Procedure Guide located in each room or

<http://www.hawaiipublicschools.org/DOE%20Forms/Emergency%20Procedures%20Guide.pdf>.

DRESS CODE & SCHOOL RULES (Wear school t-shirt every Friday)

DRESS CODE

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

child or distracting to others is discouraged. The following are prohibited:

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

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

PLAYGROUND/RECESS RULES

- Follow all direction of supervisors
- Students are not to be in the classrooms or hallways without a facilitator/EA present or without a facilitator's permission.
- Students are not to run/play in designated off-limits areas.
- Footwear must be worn on the playground.
- Toys and balls brought from home are prohibited on the playground.
- No contact sports/play is allowed.
- No running on the sidewalk/pavement area of the playground.
- No tree climbing is allowed.
- Throwing/carrying rocks, sand, dirt, or sticks is not allowed.
- When the whistle is blown, students are to walk to their designated areas.

LUNCHTIME RULES

- Students will follow the directions of adult supervisors.
- Students must sit at assigned areas.
- Parents are welcome to join their children for lunch after obtaining a visitor pass.
- Students must eat their own food. They may not share food from their trays or lunch bags.
- When the whistle is blown, students must clear their area, dispose of rubbish, and return lunch bags to the designated area.
- Students who are still eating when the whistle is blown will be given additional time finish their meals.

ASSEMBLY RULES

- Students are expected to be a considerate audience.

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

LIBRARY & TECHNOLOGY RULES

- Keep library neat and orderly.
- Take proper care of books.
- Use shelf markers.
- Borrow and return books correctly.
- Return books on time.
- No eating or drinking in the library.
- Talk softly and push chairs under table quietly.

OTHER IMPORTANT INFORMATION

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

Alaka`i O Kauai CHARTER SCHOOL'S

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

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

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

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

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

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

DISCIPLINE

The Department of Education's Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence governs Alaka`i O Kauai Charter School and its learners.

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

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

All of the "school rules", whether they are State/Federal law, Department of Education rules, or Alaka`i O Kauai Charter School rules, are in place to provide a safe, secure environment for all students and staff.

The following actions are prohibited:

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

CONTRABAND: Contraband is any item found to be disruptive, harmful, unsafe, or likely to be stolen. Contraband includes but is not limited to:

- Guns/Knives/Pepper Spray
- Illicit Drugs/Alcohol
- Dangerous Instruments like Slingshots, Matches, and Fireworks
- Toy Weapons
- Toys from Home that may be considered Valuable

- Marbles, Trading Cards, or other Current Fad Toys
- Electronic Games or Devices (Gameboys, iPods, etc.)
- Cell Phones

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

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

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

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

Parents or Guardians:

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

Parent/Guardian Name:

Parent/Guardian Signature:

----- Date: -----

Student:

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

Student Name:

Student's Signature:

----- Date:

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

PARENTS, PLEASE COMPLETE THE VOLUNTEER SURVEY
ON THE REVERSE SIDE

Get Involved! Alaka`i O Kauai Public Charter School Volunteer Survey

Dear Parent or Guardian:

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

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

Other

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

Name: ----- Phone: -----

Email: -----

Student Name(s): -----

Grade(s) & Teacher(s): -----

