



ALAKA'I O KAUA'I CHARTER SCHOOL

Alaka'i O Kauai Public Charter School Parent/Learner Handbook 2023-2024

2-4035 Kaumualii Highway
Koloa, HI 96756
PO Box 1122, Koloa, HI 96756
Office Phone: 808-635-5110

www.alakaiokauai.org



School Operating Hours and Availability:

School Year Hours: Monday - Friday, 8am - 4pm

Summer/Break Hours: Monday - Friday, 9am - 3pm

GENERAL INFORMATION & TIMES

DAILY SCHEDULE

8:15 am	Campus Open to Students
8:45 am	School-Day Starts/Assembly
Morning Break Times: 9:45-10:00 am 10:00 -10:15 am 10:15-10:30 am 10:30-10:45 am	MB 1: Grades K & 1 MB 2: Grades 2 (2 classes) & 3 MB 3: Grades 4, 4/5 , & 5 MB 4: Grades 6 & 7
Lunch Break Times: 11am-11:30am 11:30 am-Noon Noon-12:30pm 12:30pm-1pm	LB 1: Grades K & 1 LB 2: Grades 2 (2 classes) & 3 LB 3: Grades 4 & 4/5 & 5 LB 4: Grades 6 & 7
Afternoon Break Times: 1:15pm-1:30pm 1:30pm-1:45pm 1:45pm-2pm 2pm-2:15 pm	AB 1: Grades K & 1 AB 2: Grades 2 (2 classes) & 3 AB 3: Grades 4 & 4/5 & 5 AB 4: Grades 6 & 7
Friday Break Times 9:45-10:00 am, 10:00-10:15 am 10:15-10:30 am 10:30-10:45 am 11:00 -11:15 am 11:15 - 11:30 am 11:30-11:45 am 11:45-12:00 noon	<u>Morning Break Times (Fri. Only)</u> MB 1: Grades K & 1 MB 2: Grades 2 (2 classes) & 3 MB 3: Grades 4, 4/5 , & 5 MB 4: Grades 6 & 7 <u>Lunch Break Times (Fri. Only)</u> MB 1: Grades K & 1 MB 2: Grades 2 (2 classes) & 3 MB 3: Grades 4, 4/5 , & 5 MB 4: Grades 6 & 7
2:45 pm 12:30 pm	All-Grade Dismissal (M, T, W, Th,) All-Grade Dismissal (Friday Only)
4:00 pm	School Office Closes (Hours subject to change.)



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



ALAKA'I O KAUA'I **MISSION STATEMENT**

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.

Our mission as a project-based K-6 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.

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. Meet our Board of Directors here: <https://alakaiokauai.org/document/>



School Vision

Currently, Alaka'i O Kauai Charter School is reevaluating and updating our current School Vision and Values. Once our new Vision and Values are approved by the Board of Directors, they will be added to our Student/Parent Handbook.

What is Project Based Learning?

Project-Based Learning (PBL) is a teaching methodology that actively engages learners by challenging them to deeply investigate a personally interesting and complex problem or challenge. Then from this in-depth investigation, learners are then encouraged to create and showcase their learned knowledge in an authentic manner.

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 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 all state 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 technology based tools that fit perfectly with PBL. With technology, facilitators and learners use a variety of resources and information to create authentic products, as well as encourage all children to collaborate more effectively, and connect with experts, partners, and audiences from around the world.

Curriculum

The research-based instructional approach at Alaka'i O Kaua'i is differentiated to engage learners through hands-on, serious, authentic experiences across all 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.



Homework and After School Work Policy

At Alaka'i O Kauai Charter School we believe that balance and well-being is a necessity for all keiki to flourish. Learners at Alaka'i will not be required to complete nightly homework, although students will be working on many assignments and projects and if they are not utilizing their time wisely in class, then those projects and assignments may become items they can complete at home. Alternatively, if a parent/guardian would like additional work to support their child at home, we kindly ask that they speak directly to their child's facilitator to design and support an individual plan for that child.

Social and Emotional Learning

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 the Zones of Regulation (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 for 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 Student Government projects.

Individual Learning Plans

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 their 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. During the spring semester our learners will present their progress in their Learner Led Conference (LLC) Presentations.

Opening Plan 2023-2024 School Year

Due to COVID and the ongoing global pandemic, Alaka'i has designed an Open Day Plan for the current school year. Here is the link for the [Opening Plan for 2023-2024](#) school year.



Section 2: General Operations & Links

Hours of Operations:

OFFICE HOURS 8:00am to 4:00pm

Contact:

Front Desk Phone Number: 1-808-635-5110 or email info@alakaiokauai.org

Calendar:

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

Staff:

See the Alaka'i O Kaua'i website at <https://alakaiokauai.org/meet-the-team/> 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 or you can view them on the Alaka'i website: <https://alakaiokauai.org/policies/>

Section 3: Daily Operations

Drop off and Valet Procedures

- 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.
- Have your child seated so that he/she can exit quickly.
- Be prepared - have your child ready to exit with their backpack, school work, and lunch in hand.
- Please pull forward and stop completely before your child exits 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.



Bus Transport and Operating Schedule

Alaka'i O Kauai does offer two different Bus Transport options for students to and from school. Bus operation runs everyday and students can ride the South Bus or the East Coast Bus option. For learners interested in using the Alaka'i Bus Transport system, please contact the office or go to:

<https://alakaiokauai.org/policies/bus-application/>

Attendance

Learners are asked to be at school on time and ready to learn everyday. If learners are not able to be on campus, parents/guardians need to report their absence or tardiness to the office. If your child is going to be absent, please email us at info@alakaiokauai.org or call the school office at 808-635-5110 on the morning of the first day of their absence.

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 to be on time, ready to learn.

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 students are absent for at least 7 days, the school admin will be contacting parents to check in on the related absences.

* If students will be away for continued dates, parents need to contact the classroom Facilitator to create a homeschool plan while away.

Before and After School Care is not provided at this time by Alaka'i.

School Lunch Program:

Learners will need to bring their own (healthy) lunches and snacks everyday. Alaka'i does not provide lunches or food for its learners. Please limit chips, candy, & unhealthy related choices in their lunches and snacks.



Section 4: Learner Conduct

Expectations

At Alaka'i O Kauai Charter 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:

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

Consequences

Alaka'i O Kauai Charter School focuses on Love & Logic, as well as Restorative Practices. Restorative Practices is an approach to resolving conflict and is used for preventative measures. Some examples of Restorative Practices include talking circles, peer mediation and utilizing strategies to rebuild relationships. 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 and develop consequences that are age appropriate. The following are examples of consequences that allow flexibility for individuals and varying situations:

1. Warning and reminder: This may take place in/out of the classroom.
2. Reflection time and/or BUDDY CLASS: This allows children time to cool off and the situation to diffuse before it becomes a larger issue. Reflection time may take place in the classroom, another classroom (Buddy Class) or alternative learning environment. *If students are going to Buddy Class a number of times, teachers/administrators will document the incidents and contact parents regarding the behavior.
3. 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.
4. 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/classroom that could prevent this from happening again.

5. 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 or check our website at:

<https://alakaiokauai.org/policies/student-learner-conduct-and-discipline-policy>

Section 5: Technology

Electronic Devices

Cell phones, smart watches, and personal devices (i.e. tablets, laptops, chromebooks, etc...) are not allowed to be used by students/learners during the school day. Students may store their personal devices in their backpacks to be used after school and for emergency purposes only. If learners are using their devices during school hours, they will be confiscated and held in the office for parents/guardians to retrieve at their own convenience. ***No computers will be allowed outside by students unless directed by teachers or staff to do so.**

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 need to read the following "Network Use Guidelines." All parents and learners must also sign a Student & Parent/Guardian Network Responsibility Contract.

Network Use Guidelines

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.

***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: <https://alakaiokauai.org/policies/>

Attire

Students at Alaka'i are asked to dress appropriately for a regular school day, with loose fitting clothes, comfortable shoes, and clothing that does not distract others. If clothing is deemed inappropriate, (i.e. Drug/alcohol or gang related, crop tops, too small shorts/skirts, etc...), parents/guardians will be notified and students will be asked to change into appropriate clothing that does not distract others from their learning.

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.

Parent/Caregiver Conduct Guidelines:

Alaka'i O Kaua'i Charter School is a publicly funded school and accordingly all of our valued staff are employees of the state of Hawai'i. Alaka'i O Kaua'i Charter School has adopted the state policy on eliminating harassment of state of Hawai'i employees. We understand that there are circumstances that do cause emotions to escalate from time to time, but we politely request everyone to communicate with the spirit of aloha.

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 Procedures

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. Emergency Contact Information needs to be fully completed and updated on a regular basis.

Drills - Emergency drills, such as earthquake and fire drills, are conducted throughout the school year on a monthly basis. 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. In the event of an actual emergency 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.***

Learner Medications

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. You may pick up a Medication form from the office.



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> or check out the weekly Monday Message at <https://alakaiokauai.org/monday-message-archives/>

Facebook - You can follow our journey at <https://www.facebook.com/AlakaiOKauai>

Class Newsletters - Most facilitators/grade level teams have a class newsletter.

Make sure to check their class supply list: <https://alakaiokauai.org/supply-lists/>

Parent Square: Once your child is registered with Alaka'i you will receive a link to sign up for Parent Square to stay up to date with everything that is going on in your child(s) classroom. This may include phone calls, text messages, and emails regarding important information from the school.

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

Family Participation and No Hoa O Alaka'i (Friends of Alaka'i):

Parents, guardians, and community ohana are encouraged to volunteer and participate in a variety of school activities, both during the school day and even on weekends/holidays.

If you would like to join our "No Hoa O Alaka'i" please complete the online form at <https://alakaiokauai.org/support/> or you can donate directly to the school and all your donations are 100% tax deductible.



****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.

Student 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's Signature _____ Date: _____

Please remove this page and return it to your student's teacher or the Front Office ASAP. Thank you.

PARENTS, PLEASE COMPLETE THE VOLUNTEER SURVEY ON THE REVERSE SIDE



Get Involved and Join the No Hoa O Alaka'i (Friends of Alaka'i)

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. 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, and let us know what you are interested in, or you would like to share:

- ☐ Help the Alaka'i O Kauai School 'Ohana with fundraising events.
- ☐ Help in your child's classroom.
- ☐ Help the area of Art, Computers, Library, Music, and/or PE.
- ☐ Organize or participate in a special event: Career Day, Talent Show, May Day, Promotion, etc..).
- ☐ 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, etc.).
- ☐ Publish a school or classroom newsletter.
- ☐ Manage a classroom project (e.g. Yearly 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, etc...
- ☐ Bring in healthy refreshments for special events.
- ☐ Join a school committee (Health & Safety, Technology, Planning, etc..).
- ☐ Assist with a Kupuna event.
- ☐ Sew for school or hands-on 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): _____