PARENT- STUDENT SCHOOL HANDBOOK

2018-19

Ka Waihona o ka Na’auao PUBLIC CHARTER SCHOOL
Mission

Ka Waihona o ka Na‘auao creates socially responsible, resilient, and resourceful young men and women, by providing an environment of academic excellence, social confidence, and cultural awareness.

ACADEMIC TENET

We are committed to the academic development of our school community through high expectations and comprehensive support.

SOCIAL TENET

We are committed to developing social confidence and character within our school community through a clear code of ethics based on our Nā Mea Waiwai.

CULTURAL TENET

We are committed to honoring the values of our ancestors, which guides our students in building a strong future.

History

Ka Waihona o ka Na‘auao was borne twenty years ago from a communal vision that established a rigorous, culturally rooted education for the children of the Wai‘anae community. The school began in 2000 in a modified chicken coop with an enrollment of 68 and a faculty of thirteen. The school quickly expanded to 128 students (at the former Cornets) in 2003. Currently, more than 700 students, and dozens of faculty and staff, come to learn and grow each day.

Over the last 17 years, Ka Waihona o ka Na‘auao has accrued accolades including the Distinguished Achievement Award (by the Department of Education), numerous robotics and multi-media awards, and most importantly, a six-year accreditation confirmation from the Western Association of Schools and Colleges (WASC). This esteemed accreditation has further established Ka Waihona o ka Na‘auao as a school of academic rigor, cultural identity, citizenship, and connectedness. Ka Waihona o ka Na‘auao’s ‘ohana continues to work together to achieve greater growth and success through targeting self-identified, and community-identified, school needs. As the school’s leader, the Founder and Principal, Alvin N. Parker, was recognized as the Charter School Leader of the Year by the Hawai‘i Charter School Network. Principal Parker also facilitates educational initiatives for teachers from both Japan and Samoa, and has chaired the Charter School Review Panel, Hawai‘i Teachers Standards Board, and the Council for Native Hawaiian Advancement, along with supporting the educational initiatives encompassed within Native Hawaiian voyaging through his participation with the Hokule‘a and the E Ala. Overall, Ka Waihona o ka Na‘auao has been recognized for the large number of staff members who not only hold advanced degrees, but are also of Native Hawaiian descent, and from the Wai‘anae community.
Colors

BROWN Our aina
RED Aloha for our native culture
GOLD Enlightenment

Logo/Mascot

Our logo depicts a pu blower who signals a call to all people. The lei kukui is a symbol of enlightenment. The points of the triangle represent our students, parents, and staff, as well as our school tenets of academic excellence, social confidence, and cultural awareness. Our school mascot and logo go hand in hand. Ka Waihona o ka Na‘auao is home to Na `Elele, “The Messengers”. The hope is for Ka Waihona o ka Na‘auao students to be messengers who share and apply their acquired knowledge, skills, and character to uplift themselves, their ‘ohana, their communities, and the world-at-large.

Faculty and Staff

Ka Waihona o ka Na‘auao’s administration, faculty, and staff come from a diverse background, and many hail from Wai‘anae and/or are Native Hawaiian. The school is proud of the many faculty and staff members who bring extensive educational training, skill sets, experience, and passion to the school community.

The school’s administration includes the Principal, Elementary Vice-Principal, Middle School Vice-Principal, Business Manager, La‘i Nohona Academy Vice Principal, La‘i Nohona Academy Administration Vice Principal, SASA and Safety/Maintenance Manager. The Principal oversees the school as a whole, teacher evaluations, school expansion, community partnerships, and Hawai‘i Charter School Commission and State of Hawai‘i Department of Education compliance.

As a public charter school, the school is governed by a Local School Board (LSB) made up of members from the community, parents, school, and students. Board members are elected by members of the designated segment. Members bring skills and experience to assist the school in meeting its vision and mission. Each membership term is three years. The LSB is responsible for hiring and evaluating the Principal. The LSB also receives, reviews, and addresses, both grievances and accolades, regarding school affairs. Grievances must be submitted in writing to the LSB Chair.

Together, the LSB works to create and approve school policies to provide the very best environment for the school community. LSB agendas, meeting schedules, and minutes are posted on the school’s website. Anyone wishing to place an item on the LSB meeting agenda may contact the LSB chair. General LSB meetings are open to the school community and public at large.
Partnerships

Key partners have contributed to the school’s growth and continue to join Ka Waihona o ka Na’auao in serving the community through excellent indigenous education. Ka Waihona o ka Na’auao partners with organizations and institutions that share a common vision, as seen through the school’s mission.

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<thead>
<tr>
<th>Baker Evaluation Research Consulting BERC</th>
<th>The Bennett Foundation</th>
<th>BUCK Institute for Education</th>
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<tr>
<td>Department of Education</td>
<td>Office of Hawaiian Affairs</td>
<td>Department of Hawaiian Homelands</td>
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<tr>
<td>Holani Hana</td>
<td>Mana Maoli, Mana Mele</td>
<td>Ho Mai Ka Pono</td>
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<td>Ka Ho‘i Wai</td>
<td>Leeward Lions and Rotary Club</td>
<td>KALO</td>
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<td>Na Lei Na‘auao</td>
<td>Mālama ‘Āina Learning Center</td>
<td>Office of Hawaiian Education</td>
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<td>Council for Native Hawaiian Advancement</td>
<td>Group Notions (Science Engineering Entrepreneur Program for Indigenous Students and Educators)</td>
<td>Kamehameha Schools Ho‘olako Like, Kanaeokana, Ka Pua, Kuamahi, Pauahi Foundation</td>
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Cultural Tenet

NĀ MEA WAIWAI are school core values that set behavioral expectations. These values originate from kūpuna, who through traditions and practices, demonstrate ways of kūpono living. Students are expected to strive toward, and reflect on, Nā Mea Waiwai through all learning experiences and interactions. As representatives of Ka Waihona o ka Na’auao, all stakeholders are expected to apply these values in their daily decision-making. Ka Waihona o ka Na’auao’s Nā Mea Waiwai are based on the Hawaiian values of:

- Ho‘ihi (Respect)
- Kuleana (Responsibility)
- Malama (Safety & Care)
- Ha‘aha‘a (Humility)
- Lokahi (Unity)
- Ho‘omau (Perseverance)

Cultural Leadership:

Ka Waihona o ka Na’auao’s honored Kumu Hula, Kamana`o Manoi-Hyde, passes on the traditional knowledge she received through her hula lineage and completion of the venerated ‘ūniki process, to our school ‘ohana. Besides hula, mele, and oli, knowledge of costumes, plants, and protocol is part of a Kumu Hula’s kuleana and knowledge. Kumu Kamana’a pours this knowledge into our students through her school wide hula classes, cultural protocol, programs, and events. To further nurture this bestowing of cultural knowledge, Ka Waihona o ka Na’auao has an assistant Kumu Hula, who also completed the same ‘ūniki process, and a hula assistant, who brings skills of Hawaiian
language, composition, and dance, to Ka Waihona o ka Na’auao as well.

Daily Protocol: Ka Waihona o ka Na’auao’s school community begins each school day with our morning Protocol. During Protocol, Kumu greet students, give announcements, and lead the pledges. The school sings selected mele (songs). At the end of protocol, students center themselves and request, through an oli kāhea, to enter their classrooms. When in agreement that both students and Kumu are ready to begin their school day, Kumu respond with an oli komi, accepting the students’ request to learn. The entire Administration, faculty, staff and student body practice protocol to center and realign themselves for a day of learning ahead.

Welcome Protocol (for guests): When Ka Waihona o ka Na’auao receives special guests, the school community participate in a formal greeting. Students and Kumu Hula prepare lei, oli, mele and/or hula to welcome and honor the guest(s).

Cultural Events & Learning Opportunities:

- **Mauna ‘Ala** is the final resting place of the families of the Kamehameha and Kalākaua Dynasty. Ka Waihona o ka Na’auao honors ali’i from these royal families by traveling annually to Nu’uanu to offer lei, ha’i ‘ōlelo, hīmeni, oli, and hula. Students show reverence for these leaders and reflect upon the qualities of leadership, as seen in these beloved ali’i.
- **Makahiki** season spans four consecutive lunar months (October/November through February/March). Traditionally, during Makahiki months, Kanaka stopped their work, made offerings to ali’i, practiced traditional games, feasted, and danced. War was kapu (forbidden) at this time. Students do much of the same, learning about ancient practices that occurred during this time of year, and celebrating Makahiki through a culminating, school wide sports festival. During the festival, Kumu hold cultural workshops while students in upper grades partner with students in lower grades, allowing them a venue to learn about and participation in, traditional and contemporary Hawaiian practices, side by side.
- **Ma Ka Hana Ka ‘Ike** is Ka Waihona o ka Na’auao’s annual “Learn by Doing” Cultural Day. Middle school students pair with elementary aged students as they participate together in various traditions practiced by Ancient Hawaiians.
- **Ho’olale i ka ‘ai a ka U’i** is the school’s annual hula festival that honors a selected ali’i, kanaka, or wahi pana through ha’i ‘ōlelo, hula, mele, hīmeni, and oli. Students attend weekly Papa Hula classes throughout the school year to prepare the hula, hīmeni, and oli they perform in front of our school community and invited guests.
- **Kukulu Kumuhana** marks the end of the school year. The school pools its strength in the ocean, reflects on the school year, and celebrate goals achieved. At the kahakai, haumāna partake in ‘opae, representing the sea, and kalo representing the land, sprinkled with pa’akai for protection and blessings. Students enter the kai or sprinkle themselves with salt water, under the care of the Po’okumu, Papa Hula, Kumu, and City and County lifeguards, to conclude the school year as a school ‘ohana.
• Ka Waihona o ka Na‘auao’s **Graduation Lei Ceremony** symbolizes the conclusion of Nā ‘Elele’s (our messengers’) journey. During the ceremony, students chant, He Lei Kēia Nou E Ka Waihona, while the school community and students’ ‘ohana bear witness, to the honored action of graduates adorning themselves with a lei kāmoe. Throughout the school year, each eighth grade student participates in the involved process of preparing and weaving a lei kāmoe. This is the culminating ceremony for graduating students at Ka waihona o ka Na‘auao.

• **Piko** occurs quarterly for faculty and staff, and is a time for Kumu to come together, unify through the learning of and participation in traditional Native Hawaiian practices, and enjoy fellowship with one another.

• **Papa ʻŌlelo Hawaiʻi** is a required elective class for all seventh and eighth grade students. Students are introduced to Hawaiian language and complete a culminating project that is exhibited for peers and ‘ohana at an annual, end-of-the-year event.

• **Thematic Units**, designed and aligned by grade level Kumu, lead K-6 students through a journey of learning about their own mo‘okū‘auhau, and that of their ‘ohana and nā ali‘i. The culminating event is the school's Mauna ‘Ala visit to the Royal Mausoleum in Nu‘uanu. Students also study about Makahiki, the practices of the season, and everyday living. The culminating event is a sports festival hosted by upper grade classes. Students compete against one another and Kumu join in the fun. Upper grade students later celebrate Makahiki in an exclusive competition. Lastly, students learn about the ‘āina through the study of uka and kai within traditional practices and ways of living, ecosystems, and geology.

• **Indigenous Education Opportunities** abound for haumāna, kumu and Po‘okumu to learn and share from others who support and continue to develop innovative indigenous learning. These partnerships have facilitated Ka Waihona o ka Na‘auao’s growth in identifying and implementing strategies that utilize both an ancestral and 21st century lens, to reach, and connect with, students:
  ○ Council for Native Hawaiian Advancement
  ○ Nā Lei Na‘auao, Ku‘i Ka Lono
  ○ American Sāmoa Department of Education, Principal’s Summit
  ○ World Indigenous People’s Conference in Education
  ○ Queen Lili‘uokalani’s ‘Aha ‘Ōpīo Kāne
  ○ Kamehameha Schools: Ho‘olako Like’s Continuous School Improvement, Data and Accreditation Professional Development and Hōʻike
  ○ Network of Native Hawaiian Schools

• Students will also attend and participate in grade level scheduled field trips

**Academic Tenet**

**WASC ACCREDITATION**

The Western Association of Schools and Colleges accredits schools through a rigorous process of self-study based on a set of criterion, standards and questions. Various school committees worked through several drafts of the self-study over three years. In
late 2014, the school was visited by a WASC Accreditation Team that met with school stakeholders through interviews and classroom observations. The Team recommended a six-year accreditation term. WASC Accreditation will continue to guide the school toward excellence in the coming years.

STANDARDS & EVIDENCE BASED TEACHING

Ka Waihona continues to build a staircase curriculum through evidence-based teaching. This includes benchmarks, assessments, and data reflection and analysis to help teachers instruct more effectively. Ka Waihona has been able to complete working benchmarks, along with internal and external alignment of such benchmarks in the content area of reading in grades K-8.

STUDENT SUPPORT MODEL

The Student Support Model is a referral, data-driven, and student-centered process. The following process will determine the intensity of services needed for each student.

- All students complete the Reading and Math Universal Screeners three times a year
- Students falling within the lowest 20% of a class are candidates for tier two support
- Students falling within the lowest 5% are candidates for tier three support
- All referrals include diagnostic assessments to determine an instructional focus
- A detailed instructional plan is developed and implemented for qualifying students
- Student progress is monitored throughout the year
- Teams meet to determine student progress and status

PROJECT-BASED LEARNING

Project Based Learning (PBL) equips students with 21st century skills. The school previously partnered with Envisions Learning and currently partners with BUCK Institute for Education and Place-Based Learning And Community Engagement in Schools (PLACES) for PBL training. Through these partnerships, grade seven students complete a project with an essential question that focuses on cultural and communal learning. A recent topic for this project was, “He Aha Ke Kanaka-What is a Kanaka?” Cultural practitioners, who are experts within the topic focus, guide the students’ learning in core subject areas. Students also attend field trips, answer the essential question, complete a cross-content project, and exhibit artifacts of their work for parents. Most importantly, students internalize a deep sense of pride by connecting the wisdom of kūpuna to their own learning and identities.

ACADEMIC PROGRESS

Promotion to the next grade level is achieved through student progress and completion of standards-based, grade level assignments, projects, and assessments, as determined by the classroom teacher’s evaluation.
PARENT TEACHER CONFERENCES

- Parent Teacher Conferences (PTC) are required for all students in Quarter 1.
- Quarter 3 conferences are scheduled as necessary.
- The School Calendar posted in the office and on the School Website will feature the most updated PTC schedule.
- Conferences are scheduled with the individual classroom teacher for students in grades K-6.
- Should a parent be unable to attend an in-person conference, phone conferences should be substituted.
- Report cards may be withheld by the teacher until a conference is held.
- If a student in grade 7 or 8 is receiving a 59% or below in any two core classes, a PTC will be required at the end of Quarter 3.
  - Core teachers, counselors, administrators, and parents will participate in Quarter 3 PTCs.
  - An action plan will be implemented for the remainder of Quarter 4 for students failing any core classes.
  - The following information will be reviewed in the Quarter 3 PTC:
    ■ Current grade
    ■ Grade necessary to pass
    ■ Tutoring participation
    ■ Counselor check-ins to monitor assignments, student attitude, and weekly academic counseling sessions.
    ■ Requirements for promotion
- Throughout the school year, parental concerns regarding students’ behavior or academic progress sometimes arise. Parents should email or call teachers to schedule a time to discuss concerns, rather than attempting to communicate with teachers while they are preparing for, or wrapping up, the school day. A scheduled appointment affords a teacher the opportunity to gather any necessary documentation or work, and therefore, more directly address parental concerns.

TEACHEREase (GRADES 5-8)
TeacherEase is a tool used by teachers, counselors, and administrators who serve students in grades 5-8. TeacherEase is utilized to document grades, behavior incidents, and disciplinary issues. As one line of communication, Parents should log-in to www.teacherease.com on a weekly basis to stay apprised of students’ academic and behavior progress. In addition, parents are welcome to call or email school faculty with any questions or concerns. Parents should keep all information in TeacherEase current to ensure teachers are able to connect with parents when necessary. Parents who do not have an email address, should inform the student’s homeroom teacher, so alternate means of communication can be established.

Grades 7-8

Promotion in grades 7 and 8 is based on credits earned. At the completion of grades
7 and 8, students are required to earn a minimum of 10 credits. Each year, students are required to earn four core credits and a minimum of one elective credit. If a student fails an elective class, credit recovery will not be required, however, the elective failing grade will be reflected in the student’s GPA and report card.

When students achieve, we recognize their efforts. 8th graders who achieve a 3.0 to 3.49 GPA, receive the Palikea Award. 8th graders who achieve a 3.5 to 4.0 GPA, receive the Ka’ala Award.

A Parent Teacher Conference will be scheduled for students who are in jeopardy of not earning the required credits for promotion. During the last two weeks of quarter 4, the teacher will inform the parent of a failed class. During the last week of quarter 4, the Academic Counselor will inform parents of any credit recovery necessary.

The table below details the Grade 7 and 8 Action Plan for any students who fail core classes. Grade 8 students who fail one or more core classes will not participate in the graduation ceremony and end of year activity, and will not receive a certificate of completion.

8th Grade Graduation Expectations:

- Students complete all core classes (Math, Language Arts, Social Studies, and Science) with a 60% or above for the year end grade with no credit recovery necessary
- Students defend their learning and meet proficiency through an 8th grade defense process that includes a portfolio presentation
- Students complete their lei kāmoe as assigned in Papa Hula
- Students contribute a non-refundable and non-transferrable payment for lei kāmoe tools and supplies regardless of participation in ceremony
- Students contribute a non-refundable and non-transferrable payment for graduation attire and receive attire regardless of participation in ceremony

Retention is an extreme intervention that follows an extensive process. Ka Waihona believes that the K-6 retention process is a team decision and will be handled on a case by case basis through the steps listed below.

A. Using the Student Retention Form, the classroom teacher recommends a retention candidate to the counselor on the first working day of January.
B. An initial parent meeting is scheduled before the end of January.
C. Teacher communicates with parent regularly, and as frequently as necessary, through the student planner or phone calls.
D. Teacher submits the documents listed below to the counselor, monitors progress of the student, and create modifications as necessary.
   1. Action Plan Folder (including any assessments, report cards, work sample, other evidence)
   2. Completed Light’s Retention Scale
   3. Student attendance record
4. Other supporting evidence
E. Quarter 3 Parent Teacher Conferences are MANDATORY for retention candidates. Parents and teacher will evaluate student progress and the teacher will provide a recommendation. Parents have until Monday after the conference to inform the teacher if they are in agreement with the recommendation.

Credit Recovery Requirements for Grades 7 & 8:

1. During the last two weeks of school, the teacher will inform parent of failure to earn credit for a class
2. Academic Counselor will verbally contact parent during the last week of school to inform parent of credits not earned
3. Student who has not earned the minimum required credits will be retained (status will be reflected in student report card)
4. Parent will inform school of credit recovery program by the last day of school
5. Academic Counselor should receive credit recovery results from identified program one week prior to the start of the next school year
6. Academic Counselor will communicate results to parent and school SASA
7. Change to promotion status on student report card will be completed by the SASA
8. Any 8th grade student who must complete credit recovery will not be allowed to participate in the graduation ceremony and end of year activity, and will not receive an 8th grade certificate of completion.

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<tr>
<th># OF FAILING CORE CLASSES</th>
<th>GRADE 7-8 PROMOTION &amp; ACTION PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Student will be retained OR Student will be promoted if credit recovery is completed no later than ONE week prior to the start of the following school year</td>
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<tr>
<td>3+</td>
<td>Student will be retained Student must reapply</td>
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</table>

Should a family choose to have a student transfer schools, parents must inform the school in writing of next attending school by the first business day in May (for following school year transfers, or as soon as possible (for mid-year transfers). Delay of notification in writing will disrupt the transfer process.

Schedule & Calendar
Ka Waihona o ka Na’auao’s school calendar is posted on our school website. The school year is divided into four quarters that are approximately 9-10 weeks long. Important messages and or changes regarding the school calendar will be
communicated through our school’s call system, School Messenger.

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<thead>
<tr>
<th>TIME</th>
<th>PERIOD</th>
<th>NOTE</th>
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<tbody>
<tr>
<td>7:15</td>
<td>CAFE OPEN</td>
<td>STUDENTS REPORT TO CAFE</td>
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<tr>
<td>7:15-8:00</td>
<td>BREAKFAST</td>
<td>NO SERVICE AFTER 8:00</td>
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<td>HA'EHÁ'É</td>
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<tr>
<td>8:15</td>
<td>SCHOOL BEGINS</td>
<td>STUDENTS REPORT TO CLASS</td>
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<tr>
<td>8:20</td>
<td>PROTOCOL / HOMEROOM</td>
<td>ALL ADMIN, FACULTY, STAFF AND STUDENTS</td>
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<tr>
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<td>PERIOD 1 &amp; 2</td>
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**FRIDAY**

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### Grade 7 & 8

**MONDAY - THURSDAY**

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**FRIDAY**

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<tr>
<th>TIME</th>
<th>PERIOD</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15</td>
<td>CAFE OPEN</td>
<td>STUDENTS REPORT CAFE</td>
</tr>
<tr>
<td>7:15-8:00</td>
<td>BREAKFAST</td>
<td>NO SERVICE AFTER 8:00</td>
</tr>
<tr>
<td>7:30-8:10</td>
<td>HA’EHA’E</td>
<td>ALL STUDENTS</td>
</tr>
<tr>
<td>8:15</td>
<td>SCHOOL BEGINS</td>
<td>STUDENTS REPORT TO CLASS</td>
</tr>
<tr>
<td>8:10-8:30</td>
<td>PROTOCOL/ HOMEROOM PERIOD 1</td>
<td>ALL ADMIN, FACULTY, STAFF AND STUDENTS</td>
</tr>
<tr>
<td>9:33-10:30</td>
<td>PERIOD 3</td>
<td>60 MIN</td>
</tr>
<tr>
<td>10:33-11:30</td>
<td>PERIOD 4</td>
<td>60 MIN</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>LUNCH</td>
<td>30 MIN</td>
</tr>
<tr>
<td>12:00-12:57</td>
<td>PERIOD 5</td>
<td>25 MIN</td>
</tr>
<tr>
<td>1:00</td>
<td>CONCLUDES</td>
<td>STUDENTS ARE DISMISSED</td>
</tr>
<tr>
<td>1:10</td>
<td>BUSES DEPART</td>
<td>A+</td>
</tr>
<tr>
<td>1:30</td>
<td>ALL STUDENTS DEPART CAMPUS</td>
<td></td>
</tr>
</tbody>
</table>

### CALL SYSTEM

Ka Waihona utilizes a call system, School Messenger, to communicate school announcements. In the event of an emergency, the school aims to provide updates every 15 to 30 minutes. Announcements will be sent to voicemails, emails, and SMS text messaging. Parents should ensure the timely receipt of announcements by keeping phone numbers and email addresses current. Parents are required to participate in the school wide message system; opting-out is not an available option.
Parents are encouraged to connect with Ka Waihona o ka Na’auao through the school website, which is located at www.kawaihonapcs.org. The school handbook, calendar, information on upcoming events, pictures of past events and programs, LSB agendas/minutes/meeting schedules, school contact information, and staff directory information can be found on the website.

Social Tenet

Choices and behavior of all members within the school community are expected to align with Ka Waihona o ka Na’auao’s NĀ MEA WAIWAI, or school core values, at all times. Again, these Hawaiian values include Ho’ihi (Respect), Kuleana (Responsibility), Malama (Safety & Care), Ha’aha’a (Humility), Lokahi (Unity), Ho’omau (Perseverance). These values are reflected in the school’s expectations and consequence procedures.

Uniforms & Dress Code

UNIFORMS

- School uniforms are available for purchase at the Administration Office.
- Grades K-4 are required to wear gold uniform t-shirts.
- Grades 5-8 are required to wear red collared uniform shirts.
- Grades K-8 are required to wear white collared uniform shirts for special school occasions and field trips.
- In grades 5-8, PE uniform shirts and shorts are required for PE class.
  - PE shorts may be worn outside of PE class.
- PE shirts may not be worn outside of PE class. Overall Dress Code
  - All students in grades K-8 will use student issued identification tags (IDs)
  - Footwear is required
    - Wheeled shoes are not permitted
    - Heels no higher than 1”
    - Students must be able to tie shoelaces on personal footwear
- Regular School Day Dress Code
  - Clothing will be clean and neat
  - Grades K-4 wear a gold uniform shirt
  - Grades 5-8 wear a red uniform collared shirt
- Friday Dress Code
  - Pants, shorts, or skirts must be worn at the waist
  - Shorts, skirts or dresses must be modest in length/fit (no more than 5 inches above the knee when standing)
  - Jackets/sweaters with non-offensive images/wording can be worn over the school uniform or top
- Physical Education Dress Code
  - Uniform shirts and shorts are required for PE in grades 5-8
  - PE shorts may be worn outside of PE class
○ PE shirt may not be worn outside of PE class
○ Athletic shoes are required for all PE classes
● General Field Trip Dress Code (unless otherwise noted by teacher)
  ○ White uniform collared shirt
  ○ Shorts or pants
  ○ Covered shoes
● Special Events Dress Code
  ○ Mauna ‘Ala
    ■ White uniform collared shirt
    ■ Black shorts or pants
    ■ Slippers
    ■ No jewelry/accessories
  ○ Kūkulu Kumuhana
    ■ GR K-4 gold uniform shirt
    ■ GR 5-8 red uniform collared shirt
    ■ Black shorts
    ■ Girls: Bathing suit under clothing
    ■ Slippers
    ■ No jewelry/accessories
● DRESS CODE VIOLATIONS
  ○ Dress code violations are a Class C Offense.
  ○ The Class C discipline policy will be enforced.
  ○ Dress Code Violation Process:
    ■ Teacher will check attire.
    ■ If the student is found to be in violation of the dress code, the teacher will refer the student to administration through a Student Referral.
    ■ If administration confirms the violation, the student will remain at the administrator’s office until the appropriate attire is obtained.
    ■ Office staff members will assist the student with calling parents to obtain the appropriate attire.
    ■ Dress code violations must be resolved by 9:30 a.m.
    ■ If the dress code violation is not resolved by 9:30 a.m., a student uniform will be issued by the office and the parent will be billed. Options for student issued uniforms include the red, collared shirt and/or PE shorts for students in grades 5-8, or the uniform t-shirt for students in grades K-4.
    ■ If the violation pertains to a student in grades K-4 with an inappropriate shorts/skirt/dress length, the student will not be allowed to return to class and must be picked-up from the office by 9:30 a.m.
    ■ Upon resolution of the violation, the student will return to class.
    ■ The reporting teacher will then log the violation in TeacherEase for students in grades 5-8, and in the teacher log for students in grades K-4.
STUDENT ID

Students in grades 5-8 are required to wear their student IDs at all times as part of their uniform.

- The first student ID is free.
- A non-refundable and non-transferrable fee is charged for replacement IDs.
- Student IDs are required for the National School Meal Program.
- If a student is unable to present an ID during meals, the student will be issued a replacement ID and fees will apply.
- Without a student ID during lunch, students in grades 5-8 will participate in cafeteria duty.
- A student ID is required for field trips.

DISCIPLINE

Ka Waihona o ka Naʻauao’s administration will implement the Hawaiʻi Department of Education Public Schools’ Chapter 19 Disciplinary Procedures as necessary. These include:

Class A Offense: alcohol, burglary, dangerous weapons, dangerous instruments, drug paraphernalia, marijuana or concentrate, property damage, terroristic threatening, assault, extortion, firearms, murder, robbery, illicit substances, and sexual offences. (Ka Waihona will follow the DOE gun policy.)

Class B Offense: harassment (verbal, physical, sexual, sexual orientation, racial), gambling, theft, bullying, cyber bullying, disorderly conduct, false alarm, forgery, gambling, hazing, inappropriate or questionable uses of internet material or equipment, trespassing.

Class C Offense: class cutting, insubordination, leaving campus without permission, smoking/tobacco substances, truancy, gum chewing, cell phone use before or during school, disrespect, abusive language, dress code violations, inappropriate language, lying, physical contact, property misuse, use of social media during school hours or school events, inappropriate use of technology, tardiness (grades 7-8), teasing and taunting.

Class D Offense: contraband items, other school offenses, minor problems or behaviors, cheating.

*No disciplinary action amounting to serious discipline shall be imposed for violation of any individual school rule considered a Class D Offense.
<table>
<thead>
<tr>
<th>CLASS A</th>
<th>DISCIPLINE</th>
<th>PROCEDURES</th>
</tr>
</thead>
</table>
| 1st OFFENSE | Automatic 1-5 days Suspension | - Admin referral  
- Possible police notification  
- Warning of suspension on next offense  
- Documentation in Admin log for grades K-8  
- Documentation in TeacherEase |
| 2nd OFFENSE | Suspension                  | - Admin referral  
- Possible police notification  
- Warning of long term suspension on next offense  
- Documentation in Admin log in grades K-8  
- Documentation in TeacherEase |
| 3rd OFFENSE | Long term suspension with Administrative review | - Admin referral  
- Possible police notification  
- Admin will complete a review of the offense  
- Documentation in Admin log for grades K-8  
- Documentation in TeacherEase |

<table>
<thead>
<tr>
<th>CLASS B</th>
<th>DISCIPLINE</th>
<th>PROCEDURES</th>
</tr>
</thead>
</table>
| 1st OFFENSE | Classroom Level Consequence | - Teacher Referral  
- Documentation in Teacher log for grades K-8  
- Documentation in TeacherEase |
| 2nd OFFENSE | Detention                  | - Counselor referral  
- Documentation in Counselor log for grades K-8  
- Documentation in TeacherEase |
| 3rd OFFENSE | Suspension                  | - Admin referral  
- Documentation in Admin log for grades K-8  
- Documentation in TeacherEase |

<table>
<thead>
<tr>
<th>CLASS C</th>
<th>DISCIPLINE</th>
<th>PROCEDURES</th>
</tr>
</thead>
</table>
| 1st & 2nd OFFENSE | Classroom Level Consequence | - Teacher referral  
- Documentation in Teacher log for grades K-8  
- Documentation in TeacherEase |
| 3rd OFFENSE | Detention                  | - Counselor referral  
- Documentation in Counselor log for grades K-8  
- Documentation in TeacherEase |
| 4th OFFENSE | Action Plan Implemented | - Counselor referral  
- Documentation in Counselor log for grades K-8  
- Documentation in TeacherEase |
### 5th OFFENSE
- Review Action Plan Status
- Admin referral
- Documentation in Admin log for grades K-8
- Documentation in TeacherEase

### CLASS D DISCIPLINE PROCEDURES

<table>
<thead>
<tr>
<th>CLASS D DISCIPLINE PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st &amp; 2nd OFFENSE</td>
</tr>
<tr>
<td>- Teacher referral</td>
</tr>
<tr>
<td>- Documentation in Teacher log for grades K-8</td>
</tr>
<tr>
<td>- Documentation in TeacherEase</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd OFFENSE</th>
<th>Classroom Level Consequence</th>
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</thead>
<tbody>
<tr>
<td>- Teacher referral</td>
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<tr>
<td>- Documentation in Teacher log for grades K-8</td>
<td></td>
</tr>
<tr>
<td>- Documentation in TeacherEase</td>
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</table>

<table>
<thead>
<tr>
<th>4th OFFENSE</th>
<th>Action Plan Implemented</th>
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</thead>
<tbody>
<tr>
<td>- Teacher referral</td>
<td></td>
</tr>
<tr>
<td>- Documentation in Teacher log for grades K-8</td>
<td></td>
</tr>
<tr>
<td>- Documentation in TeacherEase</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5th OFFENSE</th>
<th>Review Action Plan Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Teacher referral</td>
<td></td>
</tr>
<tr>
<td>- Documentation in Teacher log for grades K-8</td>
<td></td>
</tr>
<tr>
<td>- Documentation in TeacherEase</td>
<td></td>
</tr>
</tbody>
</table>

### Contraband Personal Items:
- Toys (accessory type included) and balls including Fidget Spinners
- Guns and accessories (not exclusive to BB, water, air or paintball, etc.) *Class A Offense
- Gum or candy
- Medication (Prescribed or Holistic)
- Cosmetics
- Electronic devices (game systems, iPods, MP3 Players, iPads, Tablets, etc.)

### Additional Note for Offenses Committed by 8th Grade Students:
Students will not commit any Class A or B offense in Semester 2 of grade 8 or they may risk the following (determined by Administration on a case-by-case basis):
- Denial of participation in Ka Waihona 8th grade graduation ceremony
- Denial of participation in end of the year class activities
- Denial of awarding of certificate of completion

### SUSPENSION POLICY FOR MISSED WORK

#### GRADE K-4
- **Class work, Homework Assignments and Projects:**
  - On the first day back from suspension, the student will be provided all missed assignments and will be expected to turn in all projects. Students are required to complete all assignments for full credit.
- **Assessments:**
  - Quizzes, tests, or exams missed during suspension will be made up during the week the student returns to school.
GRADE 5-8

- **Class work or Homework Assignments:**
  - On the first day back from suspension, the student will need to request, from each individual teacher, classwork or homework assigned during suspension. The student is required to complete all missed assignments, for partial credit.
- **Projects:**
  - A project due during a suspension period must be dropped off at the Admin Office on the designated due date.
- **Assessments:**
  - Quizzes, tests, or exams missed during suspension will need to be made up on the first day back to class.

Attendance Expectations

School is a place skills are acquired and refined through attentiveness, determination, practice, consistency and endurance over time. Getting students to school daily, and on time, affords students a complete instructional day and teaches many lessons associated with preparedness, responsibility, achievement, school success, and future employment. Ka Waihona o ka Na’auao’s commitment to our students’ future success with regard to attendance is detailed below.

Absences

- Excused absences include the following:
  - Documentation of medical condition on Form 14 and medical doctor’s note
  - Surgery with doctor’s note
  - Hospitalization with doctor’s note
  - Illness with a doctor’s note
  - Death in the family
  - Funeral with obituary or program
  - Court or legal proceedings with court documentation

- All other absences not listed above are considered unexcused
- Excessive Absences (15 or more unexcused absences) in a school year will result in an attendance action plan (attendance monitoring) the first semester of the following school year
- Excessive absences may result in the following:
  - Home visits
  - Reports of educational neglect to CPS
  - Student reapplication the following year
  - Denial of participation in Ka Waihona 8th grade graduation ceremony, end of the year class activities, and/or not receiving certificate of completion (determined by Administration on a case-by-case basis)

Tardiness/Early Release Expectations

- Early release will not be allowed after 2 p.m. Monday-Thursday or after 12 p.m.
Exceptions to early release include dire emergencies and pre-scheduled appointments. Students will be called to the office when parent or guardian arrives at the school office. Patterns of excessive tardiness or early release may result in:

- Contact by Dean of Students and/or Vice-Principal
- Home visits by Counselor, Dean of Students, and/or Vice-Principal
- Reports of educational neglect to Child Protective Services
- Student reapplication for the following year
- Monitoring of tardiness and early release habits

Drop-off and Pick-up Expectations

- Unsupervised students will be required to leave campus by 3 p.m. Monday-Thursday and 1:30 p.m. on Friday.
- Students not picked-up by the designated time:
  - Must contact parent for immediate pick-up
  - Student will attend A+ until parent arrives (A+ fees will apply)

Late Pick-Up

Any student on campus and unsupervised after 3 p.m. Monday-Thursday and 1:30 p.m. on Friday will be required to leave campus, call home for pick-up, and/or attend A+ until parents arrive (A+ fees will apply).

Parents/Visitors Expectations

A priority for the school is ensuring the safety of all students, faculty, staff, and visitors on campus. Ka Waihona o ka Na’auao employs security to monitor and secure drop-off and pick-up lanes, parking lots, buildings, and fields. To assist security in keeping the school safe, cooperation of all visitors is a school expectation.

SCHOOL VISITOR CODE OF CONDUCT

To ensure the safety of all students and adults on campus, all school visitors will be expected to conduct themselves in the following manner:

- Campus Visits:
  - Check in at the Admin Office so the office staff can inform Security and applicable faculty of your presence
  - Visitors walking through the campus without first checking-in at the Admin Office will be directed to the Office by security or school employees.
  - At the end of the school day, visitors must wait until the final school bell rings to walk into the campus or they will be directed to the cafeteria lanai by security or school employees.
  - Parking:
Curbside parking at anytime is prohibited
Double parking is prohibited
Parking is allowed in any non-reserved parking stall labeled as such
Children are not to be left unattended in a vehicle
Children should be escorted while walking through the parking lot
Ignition should be turned off in a parking stall
Pick-up and Drop-off of students is allowed ONLY in the designated pick-up and drop-off lane, which is coned off for parent convenience and school safety
Vehicles are not allowed in the bus lane

Communication between Parents and Staff:
- All communication (phone, face-to-face, online, etc.) between school employees, school visitors, parents, and students will reflect the school’s core values, or Nā Mea Waivai
- Approaching any student regarding a concern or issue between students, teachers, or parents is strictly prohibited
- Inappropriate language, yelling, harassment, threatening, and/or intimidation of any student, school employee, or member of the school community is strictly prohibited

FINANCIAL OBLIGATIONS EXPECTATIONS

- All outstanding fees/charges must be paid in full by the first business day in May
- Fees include, but are not limited to, books, supplies, field trips, lei kāmoe, graduation attire costs, fines, lunch payments, etc.

FUNDRAISING AND VOLUNTEERING EXPECTATIONS

- Students will participate in fundraising and volunteering efforts to assist their classes with acquiring necessary resources for class activities, which may include field trips, class needs, graduation, and/or class events
- Unwillingness to participate in these requirements will result in one or more of the following:
  - Inability to participate in designated class activity
  - Inability to participate in graduation ceremony
  - Denial of Certificate of Completion
  - Expectation of payment of all applicable fees, which may include those associated with field trips, class needs, graduation, and/or class events

PROTOCOL FOR PARENT CONCERNS:

1. Parents should contact the homeroom teacher to address the concern.
2. Parents, in partnership with the teacher, should create a plan that addresses the concern.
3. If no improvements are made after consistent implementation of the agreed upon plan, parents may contact the school counselor for further assistance.
4. If no improvements are made after the agreed upon plan involving the counselor has been implemented, parents should contact administration.
5. Should parents feel their concerns have not been addressed properly by administration, concerns may be submitted in writing to the LSB Chair.
6. The LSB Chair will investigate the concern and discuss any findings with the parent.
7. Should the LSB’s investigation and findings be unsatisfactory, parents may address concerns with the Charter School Commission Office.
8. Should the Commission’s investigation and findings be unsatisfactory, parents may address concerns with the Board of Education.

PARENT COFFEE HOURS

Parent Coffee Hours are designed to connect students’ school experiences with their home lives through increased parent engagement and awareness. At Coffee Hours, selected experts, partners, and school community members facilitate discussions and presentations that address the academic, social, and/or cultural perspectives of the school. Through this venue, parents are invited to discuss ways in which they might further the school’s and students’ success. Child care is provided free of charge.

Student Health & Safety

ENROLLMENT REQUIREMENTS

- TB Clearance (Required by Department of Health)
- Annual Physical Exam by a medical doctor (Required for all incoming Kindergarteners and 7th Grade Students)
- Updated immunizations

HEALTH ROOM POLICIES

- Fever/Illness
  - When a child has a fever or symptoms of illness, parents will be contacted. Parents must pick up child for further treatment.
  - If a child needs to borrow a school uniform due to illness, the cleaned uniform must be returned to the office the next school day.
- Head Lice
  - If a child contracts head lice, parents must immediately pick up the child from the school.
  - Upon returning to school, the health aide must first clear the child before he/she is allowed to return to the classroom.
- Injury
  - If a child has an abrasion, staff will apply first aid by first cleaning the wound with water and then by applying a band aid or dressing.
  - Ice may also be used if swelling occurs.
  - If a child is injured while under school care, and requires medical
attention, parents will be contacted. If necessary, an ambulance will be called. Again, if necessary, the child will be transported to the nearest hospital.

○ Should serious injury occur, the child will remain in the position in which he/she was injured. Staff will call for an ambulance and contact parents as immediately as possible.

● Medication

○ The school is not permitted to administer medication without proper doctor’s consent.

○ If medication must be administered during the school day, a parent or authorized adult must administer the medication.

○ Children are not allowed to independently imbibe any type of medication (prescribed, over-the-counter, holistic, or other) during the school day.

○ If a child has documented medical needs that require the administration of medication during the school day, the school will assess the possible administration of medication on a case by case basis.

○ If a child takes medication that affects his/her behavior, the parent should notify the respective teachers and the school office.

● Doctor Appointments

○ To avoid missing school, whether through absences, tardiness, or early release, dental or doctor appointments should be scheduled after school or on weekends.

○ Should missing school be necessary, a doctor’s note must be submitted to excuse an absence.

**EMERGENCY CONDITIONS**

● Emergency Drills

○ The school participates regularly in Drill Preparedness Sessions (DPS).

○ All adults on campus during DPSs are required to participate.

● Emergency Response Plan (ERP)

○ The goals of the ERP are intended to ensure the safety and security of the campus community, minimize the disruption of academic programs and business operations, prevent property loss, and assist the community-at-large.

○ The ERP is activated any time a CIVIL DEFENSE WARNING is issued.

○ General, public information can be obtained through television and radio. Information specific to Ka Waihona o ka Na‘auao will be disseminated through the school call system and the school website.

○ In the event of a major emergency, the decision to close the school will be made by the school’s administration. Please note that while a neighboring school may remain open, Ka Waihona o ka Na‘auao services students in multiple neighborhoods and districts, which may be affected by a major emergency.

○ Faculty, staff, and students are not authorized to independently disseminate emergency information or post information on social media.
sites on behalf of the school during the implementation of any ERP.

● **Lock-Downs**
  ○ The decision to implement a school lock down will be made by the school’s administration
  ○ The Crisis Management Team will be activated and meet at the identified location.
  ○ School personnel will be briefed on the method of notification for the particular lock-down.
  ○ Classroom instruction will cease, students will remain quiet and indoors, away from exits and in a low position, until the All Clear announcement is given.
  ○ Following a lock-down, the school will notify parents of the incident through the call system.
  ○ Triggers for a lock down can include:
    ■ A hostage situation
    ■ Firearms or other dangerous weapons on, or around, the campus
    ■ Riots or a campus disturbance
    ■ Disorderly or unruly adults on campus
    ■ A hazardous material spill on campus
    ■ Other emergency situations

● **Evacuations**
  ○ If evacuation includes parent pick-up procedures and a parent is unable to be reached to pick-up a student, the student will remain with staff until an authorized persons can be contacted.
  ○ If evacuation requires the student body to be moved off the campus, school staff will ensure students are moved to a safe, pre-designated location.
  ○ Ka Waihona o ka Na’auao’s designated evacuation site is Nānākuli High School football field.
  ○ **School Evacuation Expectations for Parents**
    ■ Do not call or rush to school.
    ■ Do not call the school as phone lines and staff are needed for emergency response efforts.
    ■ Do not call your child’s cell phone directly. Students are not authorized to use cell phones during the school day and will require administrative approval during an ERP.
    ■ Do obtain general news updates via radio and/or television.
    ■ Updates particular to Ka Waihona o ka Na’auao school emergencies will be provided via the school’s call system and/or the school website.

● **Fire Emergencies**
  ○ In the event of a fire, staff and students will evacuate classrooms in an orderly fashion and walk quickly to a designated area.
  ○ Staff and students will remain quietly in the designated area until the All Clear announcement is given.

● **Extreme Weather Conditions**
Hurricanes or Tropical Storms
- Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects.
- When a WATCH is issued, Administration will monitor the storm and make decisions to close before a WARNING is issued.
- Hurricane or Tropical Storm WARNINGS are issued 24 hours in advance of reaching Hawai‘i.

Flooding
- In the event of flooding, the school will evacuate immediately and move to higher ground.
- Ka Waihona o ka Na‘auao’s designated evacuation site is Nānākuli High School football field.
- Parents are asked to follow the School Evacuation Expectations for Parents detailed above.

Tsunami Emergencies
- If a tsunami occurs, the first level is a watch, the second level is an advisory, and the next level is a warning and indicates the tsunami is imminent.
- If a WARNING is issued while school is in session, students will remain with staff until parents can safely pick up students.
- Parents should remain in a safe area until the All Clear announcement is given by officials.
- If evacuation is required, the school will evacuate to the designated location: Nānākuli High School football field.
- If a WARNING is issued before the school day begins, school will be cancelled and the campus will be closed.

Earthquakes
- Should an earthquake of significant magnitude occur, and the campus and surrounding roads impaired, the following protocol will be followed:
  - Those indoors during the earthquake remain indoors and take cover under desks and tables.
  - Those outdoors, will remain outdoors and move toward a designated safe area away from electrical lines, tall trees and buildings.
  - After the earthquake and tremors have ceased, any injured parties will be treated while the structural integrity of the school is investigated.
  - If buildings are found to be sound, staff and students will remain in place. If buildings are found unsound, staff and students will engage evacuation procedures.
  - Parents are asked to follow the School Evacuation Expectations for Parents detailed above.
Supplemental School Programs

● BUS PROGRAM
  ○ Bus transportation is provided by Ground Transport.
  ○ Bus service is one pick-up and drop-off destination. NO exceptions will be made.
  ○ Transportation changes must be reported to the office by 2 p.m., Monday-Thursday and by 12:30 p.m. on Fridays.
  ○ Excessive transportation changes will be monitored.
  ○ Non-refundable, non-transferable, prepaid, quarterly/annual bus pass are available for purchase in the office.
  ○ Bus passes are required for participation in the bus program.
  ○ When exiting the bus in the morning, upon arriving at school, riders will present their bus passes.
  ○ When boarding the bus at the end of the school day, riders will present their bus passes.
  ○ A non-refundable and non-transferrable fee will be charged for replacement bus passes.
  ○ All rules and regulations must be followed by bus riders.
  ○ Should a bus driver submit an incident report to the school regarding a student’s behavior on the bus, the parent of the student will be contacted by the counselor with the appropriate, established consequences.

<table>
<thead>
<tr>
<th>Morning Pick-up Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>7:00am</td>
<td>Wai’anae Boat Harbor</td>
</tr>
<tr>
<td>7:10am</td>
<td>Wai’anae Mall</td>
</tr>
<tr>
<td>7:10am</td>
<td>Mā’ili Park</td>
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</table>

<table>
<thead>
<tr>
<th>Afternoon Drop-off Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>pm</td>
<td>Wai’anae Boat Harbor</td>
</tr>
<tr>
<td>pm</td>
<td>Wai’anae Mall</td>
</tr>
<tr>
<td>pm</td>
<td>Mā’ili Park</td>
</tr>
</tbody>
</table>

● Clubs and Organizations
  ● Ha'eha'e (Before School Program) is the school’s staff-supervised, morning program to ensure the safety of all students before the school day begins.
  ● Intramurals is a district-wide, sports program for students in Grades 7 & 8. Students compete in basketball, track, bowling, and other team sports.
  ● Glee is the school’s music program for students in grades 7-8. Students sing and dance in school performances.
  ● Kani Pū is the school’s program for students who wish to participate in Ka Waihona o ka Na’auao’s established Protocol, which includes formal greetings, and the opening and closing of school programs and events.
  ● The school’s Student Council consists of designated students in grades
7 & 8 who coordinate assemblies and/or assist with school events and projects.

- **A+** is the school’s after school program, which includes study hall, activities, and games for students in grades K-8. A+ runs from 2:40-5:30 p.m., Monday-Thursday, and from 1-5:30 p.m. on Fridays. Monthly and late fees apply.

- **PALS** is Ka Waihona o ka Na‘auao’s after school, club program for students in the upper grades. These clubs have included Media, Robotics, Kaiāulu (‘Ukulele Club), KWON Conservationist Society, Random Acts of Kindness, Nā Kama o ka ‘Āina, Pathfinders Hiking Club, and Mine Crafting Ka Honua

**Food Programs/Expectations**

- **National School Lunch Program (NSLP)**
  - Breakfast and lunch is available to all students regardless of their ability to pay.
  - The NSLP application is available at the School Office.
  - Applications are available in the office throughout the school year.
  - Enrollment in the NSLP is dependent on family income.

- **General School Lunch Program (Non-NSLP Students)**
  - Meals must be paid for in advance.
  - Student lunch statements will be sent home monthly to keep parents apprised of student meal accounts/funds.
  - All remaining meal charges should be paid in full by the last day of school.
  - Meal charges left unpaid will be sent to a collection agency.

- **Food from Home**
  - **Breakfast**
    - Parents may provide a nutritious home breakfast for their child or buy breakfast through the school’s breakfast program.
    - Breakfast is served from 7:15-8 a.m.
  - **Snacks**
    - Students are allowed to bring snacks from home for consumption during morning and afternoon recesses.
    - Snack should not be eaten during class.
    - Candy is not permitted.
  - **Lunch**
    - Parents may purchase lunch for their student or provide a balanced and nutritious home lunch.
    - Home lunch should be made ready to eat; microwaves are not available for students.
    - Home lunches should include a main entree, drink, napkin, and utensils.
    - A school lunch may be provided for a student whose home lunch is found to be inadequate (fees will apply).
- **Food for Special Occasions**
  - Parents should consult with the classroom teacher prior to delivering any food designated for classwide consumption.
  - Once approval from the teacher is obtained, parents should provide the school with two weeks notice of food delivery.
  - When dropping off food items, parents should first check-in at the office.