



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Keiki on Campus Policy

Category: Facilities, Equipment, and Property	Policy Description: Guidelines for Keiki on Campus
Approved Date: 07/27/16	Replaces Policy Dated: 06/25/13
Effective Date: 07/27/16	Created By:

PURPOSE:

The purpose of this policy is to ensure that Ka 'Umeke Kā'eo is in compliance with occupational health and safety requirements in order to protect all persons (including children) from exposure to risk when on any of Ka 'Umeke Kā'eo's campuses or associated sites.

DEFINITIONS:

POLICY:

No non-Ka 'Umeke Kā'eo children shall be on campus during instructional hours Monday-Friday between the hours of 8:00 a.m. and 3:00 p.m.

1. Any Ka 'Umeke Kā'eo haumāna who is sick or unable to attend school or normal childcare facilities due to illness will not be allowed on campus.
2. Any child of an employee who is on campus during non-instructional hours must be under constant supervision.
3. Children of employees who are brought to work during non-instructional hours must remain in their designated areas. If a child is old enough to be left alone for short periods of time they must remain in a certain conference room, restroom, break room, etc. If the child is under the age of six they must remain within close proximity and within view of their parent/ guardian and cannot be left in the care of another staff member or student.
4. No non-Ka 'Umeke Kā'eo children will be allowed to ride in the School Van, Bus, or other designated school vehicle.
5. Failure to comply with this policy will result in disciplinary action in the following order: Oral Caution (noted verbal warning, reminder of rule or direction that needs to be followed), Oral Reprimand (oral caution has failed, informs employee of action,



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review the expectation and rule, review non-compliance, warn of further discipline),
Written Reprimand (summary of conference, suspension without pay, discharge).

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION: