



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Policy on Policies

Category: Operational	Policy Description: Writing, Issuing, and Maintaining Ka 'Umeke Kā'eo Policies
Approved Date: 09/16/2014	Replaces Policy Dated:
Effective Date: 09/16/2014	Created By: Ka 'Umeke Kā'eo Governing Board Policy Committee

PURPOSE:

The purpose of this policy is to ensure that the Ka 'Umeke Kā'eo community has ready access to well-developed and understandable school policies. Policies that are easy to find, read, and understand will:

1. Support the Ka 'Umeke Kā'eo mission.
2. Provide faculty, staff, students, and families with clear, concise guidelines.
3. Document how Ka 'Umeke Kā'eo conducts business.

Ka 'Umeke Kā'eo polices will be:

1. Presented in a common format.
2. Formally approved by the Ka 'Umeke Kā'eo Governing Board.
3. Maintained centrally and accessible to all interested parties.
4. Linked electronically to procedures for implementing the policy.
5. Kept current when the framework of an organized system of change control.

Polices will be clearly distinguished from related procedures according to the definitions stated below. Individuals who are responsible for writing, updating, and distributing school-wide policies must comply with this policy.

DEFINITIONS:

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the school community in the conduct of school affairs. A school policy:

- Is a governing principle that mandates or constrains actions,
- Changes infrequently and sets a course for the foreseeable future,
- Helps insure compliance with applicable laws and regulations



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- Reduces institutional risk, and
- Is approved by the Ka 'Umeke Kā' eo Governing Board

Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy. School procedures:

- Should identify and link to applicable school policy,
- Should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed,
- Should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy, and
- Generally do not require formal approval by the Ka 'Umeke Kā' eo Governing Board

POLICY:

A. Policy Development

a) Policy Format

A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, Ka 'Umeke Kā' eo policies will be written and maintained following the format described below:

1. Header information:

- a. Policy Title
- b. Category
- c. Policy Description
- d. Approved Date
- e. Replaces Policy Dated
- f. Effective Date: same as Approval Date unless otherwise stated
- g. Created By

2. Purpose: (mandatory element) Purpose of the policy and the statement of philosophy, position, rule, regulation, or direction.

3. Definitions: (optional element) Meaning and interpretation of terms used in the policy.

- Policy: (mandatory element) Description of the actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.



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4. Applicable Procedures: (optional element) list any applicable procedures.
5. Other Related Information: (optional element) list any applicable related information such as reference web pages and attachments.

- NOTE: For Ka ' Umeke Kā' eo policies that predate this policy, the format described above is not applicable. If it is feasible, revised policies should be written in the approved policy format.

b) Policy Creation/Revision

Any Ka 'Umeke Kā'eo stakeholder may submit a policy for approval by the Governing Board. Policies will be approved/revised twice a year during the August and January Governing Board meetings. Proposed new/revised policies must be submitted to the Executive Board at the Executive Board August or January meetings to be added to the Governing Board agenda for approval.

Policies may be submitted for approval to the Governing Board at any time if a policy is required by the Hawai'i State Charter School Commission or deemed necessary by an emergent situation.

B) Location of Policies

To ensure ready access to all policies, Ka ' Umeke Kā' eo will maintain an official policies web page found at the Governance section of the Ka 'Umeke Kā'eo website (<http://www.kaumeke.net>) with the most current approved version of all school policies, with links to applicable procedures. The documents on the Ka ' Umeke Kā' eo Policies web page will constitute the official electronic depository for school-wide policies for Ka ' Umeke Kā' eo.

For those that don't have access to Ka 'Umeke Kā' eo's official policies web page, a printed copy of all policies will be maintained in a binder in each Ka ' Umeke Kā' eo campus school office. The office binders will be maintained by the Mālama Kula.

D) Structure and Organization of Ka ' Umeke Kā' eo Policies

The Ka ' Umeke Kā' eo Policies web site will list all policies by name and category and will provide links to related procedures. Policies will be assigned to one or more of the following categories:

Academic/Research- Policies that relate to teaching, research, and outreach.

Employment, Benefits, and Workplace- Policies, rules, and related procedures and information impacting working relationships with the school for all employee groups.



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Ethics, Integrity, and Legal Compliance- Policies concerning appropriate conduct and/or compliance with the law.

Facilities, Equipment, and Property- Policies concerning security and safety fo faculty, staff, students, and guests.

Financial- Polices related to accounting, budgeting, procurement, travel, and other financial functions.

Governance- Policies that provide the framework for administration to implement and comply with the intent of the Board of Trustees.

Information Technology- Policies that cover systems, access, data, and related issues.

Operational- Policies that are of a general administrative or operational nature.

Safety- Policies concerning security and safety of faculty, staff, students, and guests.

Student- Policies applicable to the status as a student.

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION:

Policy Template

Procedure Template