



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Huaka'i Policy

Category: Operational	Policy Description: Guidelines for all Ka 'Umeke Kā'eo Huaka'i
Approved Date: 08/29/17	Replaces Policy Dated: 09/28/15
Effective Date: 08/29/17	Created By: Ka 'Umeke Kā'eo Governing Board Policy Committee

PURPOSE:

All Ka 'Umeke Kā'eo huaka'i must promote the goals and objectives of the school's educational program and comply with state law. Huaka'i may either be connected with courses of instruction, or may be school related social, educational, and cultural activities to and from places within or outside of the state or country.

DEFINITIONS:

Huaka'i: field trip or excursion

POLICY:

1. Approval:

For Hawai'i island huaka'i, a fully completed Request For Student Travel Form must be submitted 15 working days prior to the huaka'i date and for off-island huaka'i two months prior to the huaka'i date. Huaka'i that are connected with courses of instruction, or are school related social, educational, or cultural activities will be approved if the Po'okumu is assured that there is sufficient supervision, minimal disruption to the students' class time unrelated to the huaka'i activity, adequate budget to cover all huaka'i costs, and adequate and safe transportation to be provided.

The Po'okumu shall not approve activities he/she considers to be inherently dangerous to students. The Po'okumu may exclude from the huaka'i any student whose presence on the huaka'i would pose a safety or disciplinary risk.

In addition to the Request For Student Travel Form, a Huaka'i Safety Checklist and the Huaka'i Information Form must also be completed prior to the huaka'i. The Huaka'i Information Form will confirm the method of transportation and list all staff and chaperones attending the huaka'i. An itinerary will need to be attached as well as the final budget (including source of funds used) and lodging information. For off-island huaka'i flight information also needs to be attached.



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2. Non-approved Huaka'i:

Huaka'i not approved by the Po'okumu shall not be school-sponsored activities, and no school resources shall be expended with respect to such huaka'i. In such cases, employee work time should not be utilized to plan for or facilitate such huaka'i, nor should contact be made via the school e-mail network, or other school media. If a huaka'i is to occur despite not being school-sponsored, the person(s) in charge shall make it clear to the participants that the trip is not a school-sponsored activity and Ka 'Umeke Kā'eo holds no liability for the huaka'i or any activities related to the huaka'i.

If employees will be missing school by participating in a non-approved huaka'i, the employee must inform the Mālama Limahana according to applicable procedures. If students will be missing school by participating in a non-approved huaka'i, the employee in charge should also notify the Po'okumu and Registrar the names of the students participating and the number of school days they will be absent.

3. Alternative Activities During School Day:

If a huaka'i is to occur during the school day and relates to a course of instruction, the sponsoring teacher must provide alternative educational activities for those students not participating in the huaka'i due to choosing not to attend or whose parents/guardians do not give permission for the student to participate in the huaka'i.

4. Leadership:

Each huaka'i must have one nominated leader and co-leader where possible. The leader must be:

- A teacher at Ka 'Umeke Kā'eo
- Suitably qualified and experienced
- Know the huaka'i area
- Be responsible for all aspects of the huaka'i
- Have a sound awareness of the risks involved

Supervisory staff and students must be advised of the position of nominated leader for the purposes of authority and risk management.

5. Supervision:

The Huaka'i Leader must be present to supervise the huaka'i. The Po'okumu or his/her designee shall be designated as the emergency contact for the group on the huaka'i.

No person shall consume alcohol or use controlled substances (except for medications taken under a physician's orders) at any time during a huaka'i.

Any injuries or unusual incidents occurring during the field trip shall be documented in writing by the Huaka'i Leader.



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The students must be adequately supervised at all times.

Huaka'i must not include films that are of an inappropriate classification or nature.

Teachers cannot transfer their responsibilities to non-teachers.

All chaperones must be clearly briefed on their role and responsibilities prior to leaving on the huaka'i.

No supervisor is to be placed in a situation where there is potential for the making of allegations of improper conduct, e.g. accommodation or sleeping arrangements.

Students are never allowed to leave supervision unaccompanied by another (e.g. travelling, shopping, going to the restroom, etc.).

Briefings are to be held daily during overnight huaka'i.

The Huaka'i Leader should travel with students when transportation is via bus. If multiple vans are being used a teacher should be present in each van. When travelling off-island, a teacher should be on each airline flight with students and an additional chaperone will be needed if the individual student group exceeds 12. One chaperone should be added for every additional group of 12 students.

All staff should travel with the huaka'i group to ensure adequate supervision is in place for all segments of the huaka'i.

Ka 'Umeke Kā'eo values its staff and their families; however, priority should be given to the huaka'i and student learning so spouses/ children shall not accompany the huaka'i.

6. Student Behavior:

School rules are to be adhered to at all times on huaka'i. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material, and use of alcohol or controlled substances during the huaka'i is strictly prohibited.

7. Parent/Guardian Participation in Huaka'i:

Parents/guardians are encouraged to participate in huaka'i to assist with supervision of students. Parents/guardians accompanying the school group must complete the Chaperone Packet forms and shall receive clear information regarding their responsibilities from the person designated to be in charge. Prior to any overnight huaka'i, the Po'okumu or his/her designee may hold a meeting for parents/guardians accompanying the school group as supervisors to discuss, among other things, safety and the importance of safety related rules for the huaka'i, how to keep a group together, the huaka'i itinerary/specifics, and what to do if an emergency occurs.



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8. Private Travel:

Students may be transported via private vehicles when it is impractical due to availability or economic factors to use the Ka 'Umeke Kā'eo school bus, charter a bus, and or use another school vehicle. Ka 'Umeke Kā'eo's bus should be used as the primary form of transportation. If the bus is not available, Ka 'Umeke Kā'eo will consider chartering a bus to transport students. Finally, if a chartered bus is impractical, private vehicles may be used to transport students, pursuant to BOE Policy 302-1.

- Obtain general approval from the Governing Board for the authorized used of private vehicles to transport students. For purposes of liability and the State's insurance policy, the Governing Board must determine annually whether private vehicles will be permitted to transport Ka 'Umeke Kā'eo students. If the Board authorizes the use of private vehicles to transport students, then it is up to the school administrator to oversee individual trips.
- Obtain specific approval from the Po'okumu for each trip. All trips must be approved by the Po'okumu, so each application must be reviewed on a case by case basis. The Po'okumu will be tasked with, among other things, overseeing the qualifications of the drivers and that all required information and requirements are met before a driver is approved.
- All standard transportation requirements for private vehicles apply when transporting students (e.g. wearing seat belt, no student under the age of 12 should ride in the passenger seat, Hawai'i's child passenger safety law requires children ages four through seven to ride in a child safety seat or a booster seat when riding in a motor vehicle, no children in the bed of a truck at anytime).
- All potential drivers will be required to complete and comply with policies on the Application For Use of Private Vehicle to Transport Students, and to submit a copy of their drivers license, insurance card, and a driving abstract not more than 12 months old. The Po'okumu will review documents and vet all drivers. Anyone with a moving violation on their driving abstract will not be permitted to transport students.
- Pursuance to HRS 286-181, Parent/Legal Guardian Authorization for each student to ride in a privatevehicle is required in writing waiving the State's liability.

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION:

Request For Student Travel Form
Huaka'i Safety Checklist
Huaka'i Information Form



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Application For Use Of Private Vehicle To Transport Students Form
Chaperone Packet