



Ka'Umeke Kā'eo
Hawaiian Immersion Public Charter School
I N K E A U K A H A

Puke Haumāna

School Year 2020 - 2021

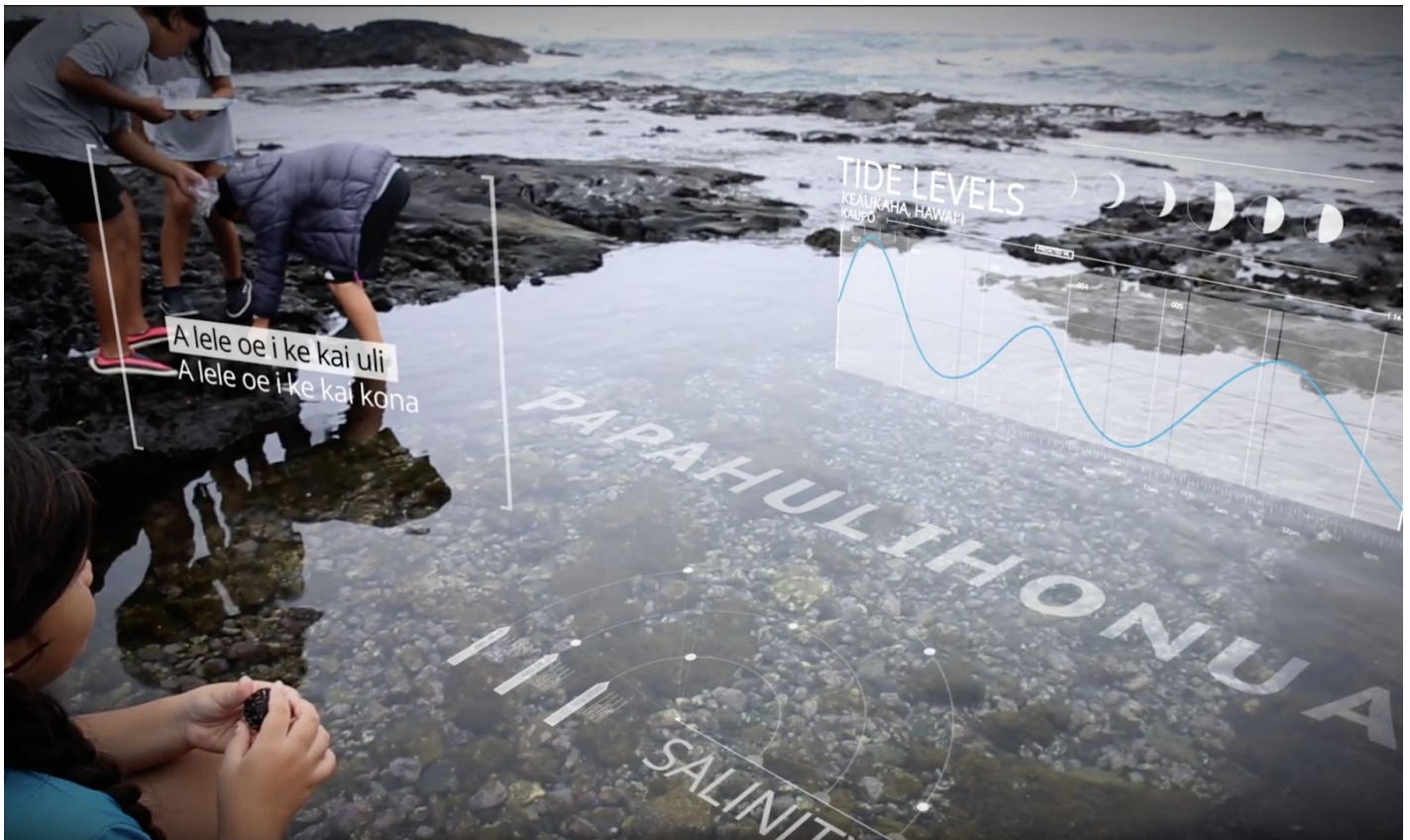




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August 14, 2020

Aloha e nā 'Ohana,

I ulu i ke kuamo'o, I mana i ka 'ōiwi, I kā'eo no ka hanauna hou! As we kick-off the 20-21 school year we want to reassure you that although we are not with your keiki physically we remain committed to their social and emotional well-being, academic progress, and connection to Hawaiian language and culture. Distance learning will be an adjustment for all of us. There will be challenges and set-backs as kumu are piloting new learning platforms and formalizing grading systems, and haumāna are getting reacquainted with their home learning environments and each other.

Adapting to these new learning structures will require us all to work together. We understand that there is no single roadmap to success in engaging with haumāna and with your kōkua we hope to develop systems that allow for personalized learning plans. It is imperative that we create effective partnerships and build trust through regular ongoing two-way communication and meaningful interactions. These partnerships will ensure we are all ready to respond to any challenge whether it's a case of COVID-19, attendance or academic struggles, tech and internet issues, or haumāna well-being. Over the next couple of weeks kumu and administration will be connecting with you to communicate learning expectations and discuss how we can best support each individual keiki. Please reach out to us if you have any questions or concerns either via phone at (808) 933-3482 (Hale Lamalama) or (808) 961-0470 (Pahoaka) or via Email at kokua@kaumeke.net.

The next quarter will be different. We are focused on the many fresh opportunities this time has offered to forge new relationships, reconnect with our 'ohana and our 'āina, and co-create new and innovative resources, policies, and traditions. These are not new practices for Ka 'Umeke rather things we have been doing since our inception. As always mahalo for your commitment to 'ōlelo Hawai'i and mahalo for your continued loyalty to Ka 'Umeke's mission and vision.

No ka pono o nā keiki a no ka pono o ka lāhui!

'O wau iho nō,

Po'okumu Nohea Nahale-a



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KA 'UMEKE KĀ'EO HIPCS 2020-2021 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 29, 2020 - January 4, 2021; 2nd Semester: January 5, 2021 - June 3, 2021

Students' Work Year - 1st Semester: August 17, 2020 - December 18, 2020; 2nd Semester: January 5, 2021 - June 2, 2021

Student		Teacher		Su	M	T	W	Th	F	Sa	
Week	Days	Days									
1st SEMESTER - 79 Student Days (Ends December 18)											
July 29: Teachers' First Day											
July 29-August 14: Teacher Work Days (no students)											
August 17th: Students begin online distance learning											
August 21: Statehood Day											
September 7: Labor Day											
October 5-9: Fall Break***											
November 3: Election Day											
November 11: Veterans Day											
November 26: Thanksgiving											
November 27: School Holiday											
December 21-January 1: Winter Break***											
December 25: Christmas											
January 1: New Year's Day											
2nd SEMESTER - 95 Student Days (Ends June 2)											
January 4: Teacher Workday (no students)*											
January 18: Dr. Martin Luther King Jr. Day											
February 11: Institute Day (no students)											
February 15: Presidents' Day											
March 15-19: Spring Break***											
March 26: Kuhio Day											
April 2: Good Friday											
April 7: Mele Manaka Holiday (no students)											
May 31: Memorial Day											
June 2nd: Last Day for Students & Second Semester Ends**											
June 3: Last Day for Teachers											

Approved May 23, 2017.
rvsd 8420

OFFICIAL STATE HOLIDAYS: 2020-21 SCHOOL YEAR

*2 Instructional days shall be converted to a non-student day for school planning and collaboration.

**The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.

Statehood Day: August 21, 2020
Labor Day: September 7, 2020
Election Day: November 3, 2020
Veterans Day: November 11, 2020
Thanksgiving Day: November 26, 2020
Christmas Day: December 25, 2020

New Year's Day: January 1, 2021
Dr. Martin Luther King Jr. Day: January 18, 2021
Presidents' Day: February 15, 2021
Prince Jonah Kuhio Kalaniana'ole Day: March 26, 2021
Good Friday: April 2, 2021
Mele Manaka Holiday: April 7, 2021
Memorial Day: May 31, 2021

Days to be used for 21 hours.

*Teacher work day between semesters: January 4 **Commencement exercises: No sooner than May 21, 2021
***For 10-month teachers - Intercession: Oct. 5-9; Recesses: Dec. 21-Jan. 1 & March 15-19
Educational Officer & Teacher Institute Days: TBD (one day per island)



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About Ka 'Umeke Kā'eo

Papa Alaka'i

Pelekikena

Board Chair:

Lima Naipo

Hope Pelekikena

Board Vice Chair:

Ka'akapua Swain

Kākau 'Ōlelo

Board Secretary:

Joel Nathansen

Board Treasurer:

Laura Acasio

'Elele Kumu

kumu Delegates:

Pohai Kyota

Ka'akapua Swain

'Elele Limahana Ke'ena

Operations Delegates:

Kelly Osorio

'Elele Makua

Parent Delegates:

Liliha Victor-Fredrick

Vacant

'Elele Kaiaulu

Community Delegates:

Laura Acasio

Joel Nathansen

Manaiakalani Kalua



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Our History

Since 1987 when Kula Kaiapuni Hawai'i first opened its doors in Keaukaha, the link between language and culture has been present. According to documents the original vision stated that: "Future generations of language speakers whose competence and proficiency enable Hawai'i to be a leader in the Asian Pacific Basin" The mission also stated that: "Language proficiency implies performing satisfactorily in all content areas through a second language. Cultural sensitivity will be an inevitable result. The development of a cultural being will nurture acceptance, appreciation, and respect for the Hawaiian language..." The vision and mission of the past and the present continue to marry language and culture.

The educational program supported the vision and mission of that time by creating a curriculum that was focused on the following themes: ke kumuhonua (creation), ka ho'okele 'ana (navigation and migration), ka lani (heavens/sky), ka 'āina (land), ke kai (ocean). Also there was "Ke Kahua" which incorporated Hawaiian cultural perspectives and values into elementary academic subjects especially in social studies and science. Lessons, units and identified mele, mo'olelo and hula were scaffolded in order to support strategies. In the Strategic Implementation Design document created in 2000 Ke Kahua/'Ōlelo Kuikahi and Experiential Based Modules were identified. However, because of the rapid enrollment growth and the creation of a middle and high school grade levels, all of this work came to a halt. Because of this foundation the recent transition to Papakū Makawalu was a logical fit and a welcomed methodology to focus the entire school's curriculum and instruction.

In recent years Ka 'Umeke refined its focus to include, along with language preservation, the cultural learning methodology called Papakū Makawalu. The utilization of the Papakū Makawalu methodology take us back to the mole (root) as it requires fluency in Hawaiian language and necessitates the development of that language to express scientific observation, data collection and analysis as well as the language skills necessary to compose and communicate these observations into traditional information dissemination practices such as mele and oli. Hawaiian language remains essential to meeting Ka 'Umeke's educational vision and the new focus should not be viewed as a shift away from language preservation but a focus on language acquisition for inquiry learning. Hawaiian language arts is taught exclusively in Papa Malaa'o through Papa 'Ekolu and then in Papa 'Ehā haumāna are introduced to the instruction of English Language Arts this and will continue until Papa 'Umikūmālua.



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Ka 'Umeke Kā'eo Mission Statement

I ulu i ke kuamo'o. I mana i ka 'ōiwi. I kā'eo no ka hanauna hou.

Inspired by our past. Empowered by our identity. Prepared for our future.

Ka 'Umeke Kā'eo Educational Vision Statement

Ka 'Umeke Kā'eo is a Hawaiian language immersion pre K-12, learning community, where haumāna and their families are safe, nurtured, and challenged. Utilizing Keaukaha as our learning laboratory, haumāna develop environmental literacy skills and a deep connection and understanding of place that will allow them to enrich their communities and take positions of responsibility beyond the boundaries of the school. All members of Ka 'Umeke Kā'eo's learning 'ohana are seen as contributing to the success of our haumāna.

Our academically challenging curriculum is aligned with common core standards and centered on a culture of Native Hawaiian language, knowledge, and the Papakū Makawalu methodology. Kumu work collaboratively to ensure a school wide curriculum that promotes an environment of inquiry, communication, collaboration, sustainable innovation, and advances in individual and collective learning.

Instruction at Ka 'Umeke Kā'eo is interdisciplinary with science and the natural environment leading content area studies. Haumāna investigate and analyze environmental issues developing critical thinking skills through observation, problem solving, and reflection. Kumu facilitate haumāna access and use of ancient and modern technologies, allowing them to analyze, synthesize, evaluate, and create new knowledge.

Haumāna at Ka 'Umeke Kā'eo are expected to listen and communicate effectively in Hawaiian and English. Through use of systems thinking and reasoning haumāna will demonstrate an ability to address challenges and make effective judgments and decisions. To support these processes haumāna will be adept at the application and use of technology to access and manage information. With these skills haumāna will be prepared for post secondary educational success.

Assessments are a Hawaiian cultural norm. Ka 'Umeke Kā'eo utilize various types of assessments allowing us to collect valuable data that informs instructional, programmatic, and operational decision-making for continuous school improvement.

Ka 'Umeke Kā'eo Values

Mālama, Aloha, Kuleana



Contact Information

Kai Koholā (Pre-K)

Malia Puka O Kalani Church
326 Desha Avenue
Hilo, Hawai'i 96720

Kula Ha'aha'a: Papa M-3

Hale Lamalama (808) 933-3482
113 Kuawa Street
Hilo, Hawai'i 96720

Kula Waena/Kula Ki'eki'e: Papa 4-11

Pā Hoaka (808) 961-0470
1500 Kalaniana'ole Ave
Hilo Hawai'i 96720

Po'okumu:

Nohea Nahale-a
nohea@kaumeke.net (808)961-0470

Student Services Coordinator (SSC)/Counselor:

Stephanie Olson-Moore
solsonmoore@kaumeke.net (808)961-0470 ext. 224

Office Hours: Po'akahi – Po'alima 7:30 a.m. – 4:00 p.m.

Our voicemail is also on after hours, please leave a message if you are calling before and after our office hours.



Academic Information

Grading Policy

Papa Mālaa‘o – Papa 5

Each individual kumu is responsible for the advancement of each haumāna. Therefore, grading is reflective of the haumāna’s progress and status as compared to the standards. If there are any concerns regarding your haumāna’s grade and/or progress please contact the kumu. Constant communication between ‘ohana and kumu give the haumāna a great advantage toward academic success.

Papa 6 – Papa 11

Each individual kumu are required to give the ‘ohana a syllabus at the beginning of the year so that all are aware of the grading policies and expectations of each subject area. If you did not receive a syllabus, contact the kumu and ask for one. Please contact the kumu if there are any concerns regarding your haumāna’s grade and/or performance and well-being in school.

Grades earned will be based on the standard letter grading scale:

LETTER GRADE	PERCENT
A	3.7 - 4.0 / 90 - 100
B	2.7 - 3.6 / 80 - 89
C	1.7 - 2.6 / 70 - 79
D	1.0 - 1.6 / 60 - 69
F	≤ 0.9 / 59

Grades are calculated based on points accumulated for each assignment, and final grades are calculated by converting points accumulated to a letter grade as indicated above.

If you have additional questions and/or concerns, please meet the necessary kumu for further explanations.

Credit Recovery

We want to be sure our haumāna have all of the tools and skills they will need to navigate through life, therefore we require each student to successfully pass each core middle and high school course. Credit recovery courses can be taken by middle school and high school haumāna that fail a required core course (reading, writing, math, science, social studies). These credit recovery courses are offered through outside companies at the expense of the ‘ohana. Ka ‘Umeke will assist ‘ohanas with registration of Credit Recovery courses but will not assume the financial responsibilities nor the responsibility of any deadlines to turn in assignments. *Any student that fails 2 or more core courses in middle or high school will not advance to the next grade unless credit recovery courses are completed and grades submitted to Ka ‘Umeke at least one week before the first day of the next school year.*



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Recognition of Achievement – Nā Lā Ho'ohanohano

Ka 'Umeke Kā'eo is fortunate to have 'ohana who are committed to the mission and vision of this school. This commitment is often reflected in the academic performance of the haumāna. Ka 'Umeke Kā'eo's faculty and staff find much joy in rewarding the achievements of these haumāna and 'ohana. In grades M-5 quarterly awards in academic, social, and attendance achievements are given. The dates for this year's Lā Ho'ohanohano awards are as follows:

Quarter 1 - October 23, 2019

Quarter 2 - January 15, 2020

Quarter 3 - April 1st, 2020

Quarter 4 - May 22nd, 2020

Haumāna Support System

We at Ka 'Umeke Kā'eo view your keiki in a holistic way and realize that they have many diverse needs. At the most basic level Ka 'Umeke Kā'eo kumu are available to discuss issues concerning friends, other haumāna, and any other subjects that may arise as an obstacle to learning. If you have a concern regarding your child's academic progress or emotional wellbeing, please discuss these concerns with your child's teacher first. Our School Counselor is available for haumāna to speak with during school hours for social and emotional support. If you have any further academic or social/ emotional concerns, please contact our Student Services Coordinator (SSC) who can coordinate a Student Focused Team meeting with your child's teacher(s) and administration to discuss concerns and create a plan to address concerns.

Discipline Plan and Chapter 19

Classroom Behavior

At the beginning of the school year, kumu will create with haumāna agreements about classroom behavior. If a haumāna is misbehaving in class and that behavior is an obstacle to his/her learning or the learning of hoā papa (classmates), the first step will be for the kumu to utilize their classroom management plan. If the behavior continues or escalates, a Behavior Referral will be issued and administration will decide on an appropriate consequence. One copy of Behavior Referral will go home to be signed by parents. A phone call will alert parents of Behavior Referral and consequences. The School Counselor will follow up with the haumāna and teach necessary social skills or deescalation strategies. If inappropriate behavior continues, a Student Focused Team meeting will be scheduled for 'ohana, haumāna, kumu and the Po'okumu. Intervention and support plans will be created and regular communication and follow up with 'ohana will continue in order to support the haumāna.



Chapter 19

In the fall of 2010, the Local School Board of Ka 'Umeke Kā'eo passed the proposal to adopt the State of Hawai'i's Chapter 19 Discipline Haumāna Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism or HAR 19-2. Please see the website <http://lilinode.k12.hi.us/PUBLIC/ADMINR1.NSF/85255a0a0010ae82852555340060479d/4996c004afd7cbaf0a25675f006efbd9?OpenDocument> for the full document. A hard copy will be given to the 'ohana on request.

Prohibited student conduct; class offenses. (a) The following prohibited conduct applies to all students in the public school system, on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property.

Class A offenses:

- (A) Assault;
- (B) Burglary;
- (C) Dangerous instrument, or substance; possession or use of;
- (D) Dangerous weapons; possession, or use of;
- (E) Drug paraphernalia; possession, use, or sale of;
- (F) Extortion;
- (G) Fighting;
- (H) Firearms; possession or use of;
- (I) Homicide;
- (J) Illicit drugs; possession, use, or sale of;
- (K) Intoxicating substances; possession, use, or sale of;
- (L) Property damage or vandalism;
- (M) Robbery;
- (N) Sexual offenses; or
- (O) Terroristic threatening.

Class B offenses:

- (A) Bullying;
- (B) Cyberbullying;
- (C) Disorderly conduct;
- (D) False alarm;
- (E) Forgery;
- (F) Gambling;
- (G) Harassment;
- (H) Hazing;
- (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both;
- (J) Theft; or§8-19-6



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(K) Trespassing.

Class C offenses:

- (A) Abusive language;
- (B) Class cutting;
- (C) Insubordination;
- (D) Laser pen/laser pointer; possession or use of;
- (E) Leaving campus without consent;
- (F) Smoking or use of tobacco substances; or
- (G) Truancy.

Class D offenses:

- (A) Contraband; possession or use of;
- (B) Minor problem behaviors; or
- (C) Other school rules.

Contraband:

Alcohol, tobacco products, e-cigarettes and paraphernalia, drugs (including prescription and over-the-counter drugs), drug paraphernalia, weapons of any sort, and any electronic devices unless previously approved by Po'okumu.

Bullying:

Any written, verbal, graphic, or physical act that a haumāna or group of haumāna exhibits toward other particular(s) and the behavior causes mental or physical harm; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other haumāna.

Cyberbullying:

Electronically transmitted acts, i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a Haumāna has exhibited toward another Haumāna or employee of the department which causes mental or physical harm to the other Haumāna(s) or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment:

- (1) On campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property;
- (2) Through a department of education data system without department of education authorized communication; or



(3) Through an off campus computer network that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other Haumāna or school personnel, or both.

Electronic transmissions include but are not limited to the use of data, computer software that is accessed through a computer, a computer network system, other computerized systems, cellular phones or other similar electronic devices that display email, text messaging, blogs, photos, drawings, video clips, online community websites, or faxes, or a combination of the foregoing.

Harassment:

A haumāna who is harassing, bullying, including cyberbullying, annoying, or alarming another person by engaging in the following conduct that includes but is not limited to:

- (1) Striking, shoving, kicking, or otherwise touching a person in an offensive manner or subjecting such person to offensive physical contact;
- (2) Insulting, taunting, or challenging another person in a manner likely to provoke a violent response;
- (3) Making verbal or nonverbal expressions that causes others to feel uncomfortable, pressured, threatened, or endangered because of reasons that include but are not limited to the person's race, color, national origin, ancestry, sex, including gender identity and expression, religion, disability, or sexual orientation that creates an intimidating, hostile, or offensive educational environment, or interferes with the education of haumāna, or otherwise adversely affects the educational opportunity of Haumāna;
- (4) Name calling, making rude gestures, insulting, or teasing another person who feels humiliated, intimidated, threatened, or embarrassed;
- (5) Making a telephone call without purpose of legitimate communication;
- (6) Making repeated communications anonymously, or at extremely inconvenient hours, or in offensively coarse language on campus or, other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property;
- (7) Causing fear as to prevent others from gaining legitimate access to or use of school buildings, facilities, services, or grounds such as, but is not limited to, restroom facilities; or
- (8) Physically harming, physically restraining, threatening, or stalking, or a combination of the foregoing.



School Policies and Information

Non – discriminatory and Equal Education Opportunity

As a matter of compliance and commitment to the Federal and State nondiscrimination laws, Ka 'Umeke Kā'eo does not discriminate on the basis of a person's race, color, national origin, age in any educational program or activity conducted by Ka 'Umeke Kā'eo. Harassment based on these protected categories including sexual and racial harassment is a form of discrimination and is prohibited at our school.

This nondiscrimination policy covers admission and access to, and treatment in, the department's educational programs and activities, including vocational education.

Health Requirements

Haumāna new to Ka 'Umeke Kā'eo must turn in an updated health record or physical completed by a physician. Each new haumāna is to complete and hand in a negative Tuberculosis test. Each haumāna entering the 6th grade must complete a physical exam and turn that into the office prior to the first day of school.

Reporting Child Abuse and Neglect

§350-1.1Hawai'i Revised Statutes (HRS) mandated all Department of Education personnel to report suspected cases of child abuse and neglect to the proper authorities. The 2006 Hawaii Legislature passed Act 193 which became law in June 2006. Act 193 amended HRS §350-1.1 to require **all** school staff members to report any suspicions of child abuse **directly to Child Welfare Service (CWS) or police** rather than the past practice of reporting to the principal.

§350-1.1Hawaii Revised Statutes (HRS) as amended by Act 193 are in keeping with the Board of Education's (BOE's) expectation that schools provide caring learning environments and "services to safeguard Haumāna from the deviant behavior of those who fail to conform to standards of conduct compatible with the best interests of all" (see **Reference (c) BOE Policy 4200**).

Guidelines Definitions. The following definitions below are based on the requirements of Act 193.

School staff - persons working at the school in the following capacities: full time employees, casual employees, temporary contracted employees, and volunteers.

Reporting - a telephone call to CWS to report any suspicion of child abuse and neglect and as soon as possible, completion and fax of form DHS 1516, Mandated Reporter Checklist for Suspected Child Abuse and Neglect to Child Welfare Service pursuant to § 350-1.1, HRS.

School Staff Responsibility. School staff must a) report any suspected case of child abuse and neglect **directly**



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to CWS by telephone; b) as soon as possible, complete and fax the **form DHS 1516**, Mandated Reporter Checklist for Suspected Child Abuse and Neglect to CWS; c) **send the original** form DHS 1516 to the educational specialist designated by the Superintendent for processing to CWS; and d) **immediately** notify the po'okumu or the designee of the report made to CWS. In addition, if a school staff member calls the county police, that staff member shall **immediately** notify the principal/designee of the call.

NOTE #1: If the suspected abuse to the haumāna is sexual in nature or it is determined that the Haumāna may be in imminent danger, the school staff member should contact CWS and then immediately inform the principal/designee who may delegate the staff person to contact the county police.

NOTE #2: Any school staff member who knowingly prevents another person from reporting, or who knowingly fails to provide information, as required by §350-1.1 Hawaii Revised Statutes (HRS) may be charged with a petty misdemeanor pursuant to §350-1.2, HRS. Petty misdemeanor is defined in §707-107, HRS.

School Administrator Responsibility. School administrators must a) inform all those defined as *school staff* (see Definition above) of their responsibility pursuant to §350-1.1 Hawaii Revised Statutes (HRS) and the consequences of failing to report and/or preventing others from reporting suspected child abuse and neglect; b) make certain reporting procedures are reflected in their respective school handbooks; and c) inform staff of their responsibility in helping to ensure the confidentiality of those involved in any suspected case of child abuse and neglect.

Child Custody Documentation

The school must be given a copy of all custody information in all special circumstances for the purpose of custodial avoidance that may affect the school in any manner. These forms include but are not limited to foster ad litem, TRO, guardianship or power of attorney, and educational custody documentation.

Arrival

The doors will open at 7:30 a.m. each morning. Haumāna will not be supervised or allowed into the building before that time. All haumāna arriving after 8:00 a.m. must be escorted by a parent or authorized adult into the office and check-in. Haumāna will receive a tardy slip, which must be given to their teacher upon entering.

Dismissal

Dismissal will be 2:10pm Monday, Tuesday, Thursday, and Friday. Dismissal will be at 1:00pm on Wednesday. If your child is a car rider, please be on time for dismissal.



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Attendance, Compulsory: THE LAW HRS 302A-1132

All school age children must attend either a public or private school unless exempted. School age children are children who will be at least six years old and who will not be 18 years by January 1, on any school year. This section states that the child attends school unless exempted by law.

Furthermore 302A-1132 H.R.S. provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty of a petty misdemeanor is a fine of up to \$1,000.00 (HRS 706-640) or jail time up to thirty (30) days (H.R.S. 796-5663).

Enforcement of H.R.S. 302A-1132 is the responsibility of the school. Agreements have been developed with all departments within the state regarding truant Haumāna. Haumāna who are chronic absentees may be referred to Family Court. Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or are not receiving the educational services required by law. Exemption for the compulsory attendance law is permitted only under specified conditions pursuant to 320A-1132 H.R.S

Ka 'Umeke Kā'eo Attendance Policy

In compliance with compulsory school attendance law of the State of Hawai'i, Ka 'Umeke Kā'eo requires that haumāna enrolled during the school year attend school on a regular basis. The following policy has been approved by the Governing Board to ensure the prompt, regular and intentional school attendance of all Ka 'Umeke Kā'eo haumāna. Our philosophy of experiential based curriculum requires that our haumāna experience the lesson first hand, thereby insisting upon regular school attendance. The following guidelines have been established to minimize absenteeism. Ka 'Umeke Kā'eo allows for documented absences due to:

- Personal illness
- Death or serious illness in the family
- Recognized religious holidays
- Absences caused by order of government
- Inclement weather or dangerous conditions
- Voter registration or voting in a public election, not to exceed one (1) day per school year

If a haumāna misses the bus or oversleeps, it is the parent's responsibility to find a way for the child to get to school. Transportation problems are not considered excused absences.

Haumāna and 'ohana are responsible for all work missed during absence. If your haumāna is absent you can anticipate the following:

1. 'Ohana who have 15 or more absences from the previous school year will begin the year with a meeting with the Po'okumu and will be asked to sign an attendance contract.



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2. Every absence will get a call from the office. We care about our haumāna and want to be sure they are safe and present.
3. After five unexcused absences your keiki's kumu will contact you.
4. Seven unexcused absences haumāna/'ohana will be referred to School Counselor for a meeting. Counselor will follow up with 'ohana to discuss concerns as they relate to haumāna learning and achievement as well as discuss any support the school can offer the 'ohana. School Counselor will communicate with Po'okumu.
5. Ten (10) absences (excused or unexcused) within a semester: conference with Po'okumu. Examination of these absences occurs on a case-by-case basis and may result in immediate withdrawal from Ka 'Umeke Kā'eo.
6. Five (5) consecutive days of unexcused absences will result in immediate meeting with Po'okumu and/or School Counselor.
7. 15 unexcused absences Family Court is contacted.

Tardies

1. Parents/guardians must call the school if a haumāna will be tardy to ensure that lunch is provided.
2. For all haumāna in grades Mālaa'ō to 3rd, if arriving late, please bring your child onto the school grounds and to the office for check-in.
3. Haumāna will be marked absent if school arrival is after the 10:00 am hour, please remember that if a child is marked absent from school due to non-arrival or late arrival, the care of the Haumāna is not the responsibility of the school.

*The Po'okumu has the authority to excuse haumāna from this policy if permission is given via letter of meeting. Please be aware that Ka 'Umeke Kā'eo is an experiential based school therefore planned absences should allow the haumāna to experience and learn new things.

*Also, critical medical conditions will also serve as an excuse to this policy. Doctor's explanations are required for this excuse.

Health Room Policy

The purpose of our health room/health nurse, kahu ma'i, is to assess the immediate health issues of the haumāna and communicate with the 'ohana during school hours. The health room is available for all haumāna at Ka 'Umeke Kā'eo. 'Ohana must provide up to date personal information such as contact numbers, emergency contact numbers, and address. We ask the 'ohana to become available to pick up the haumāna when deemed necessary by the school.

Visitors

Visitors to Ka 'Umeke Kā'eo Kai Kohola, Hale Lamalama and Pā Hoaka campuses are welcome. All visitors must sign in at the office stating their purpose and specific destination. The office will then give them a visitor



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pass and offer them directions to their destination. All visitors who do not sign into the office or notify the principal of the purpose for their visit will be asked by the administration to leave campus.

Communication

Our mākua and 'ohana updates and open lines of communication are of utmost importance. We are in this together. Therefore, mākua and 'ohana are always welcome to visit. If there is a need to contact a kumu and the kumu has not given the haumāna a contact number or email, please call the school office. We also check our email daily, so this will be a great form of contact.

If 'ohana need to contact their child during instructional hours please call the school office. We require that all haumāna turn off and store cell phone at the start of the school day.

Also in effect at Ka 'Umeke Kā'eo is the "One-Call" system where events, huaka'i information, school closures and any other special occasion are announced to each individual 'ohana via the phone contact provided to the school. If you have not provided an updated contact number to the school please do so right away to receive this service from Ka 'Umeke Kā'eo.

'Ohana Engagement

To promote positive student outcomes and overall school improvement Ka 'Umeke Kā'eo's 'Ohana Engagement Program brings together 'ohana, haumāna, kumu, and staff as partners with the goal to provide a balanced and quality education through quarterly 'Ohana Nights, monthly Pō Ho'onui 'Ike events and activities (Huaka'i to experience the various wahi pana of Hawai'i island, educational workshops, community events, lectures by local scholars), monthly Ka Lama newsletter, curriculum (homework, pāhana, huaka'i) and consistent classroom communication that will foster the partnerships that will make a significant difference in the educational experience at Ka 'Umeke Kā'eo.

Haumāna Conference

The Haumāna conference is an integral part of the academic program. We encourage 'ohana to contact the school and/or the kumu if a parent-kumu or perhaps a parent-school conference is desired. There are parent kumu conferences scheduled twice a year. Parents/'ohana are required to attend these conferences to obtain important academic information and report cards. Those 'ohana who do not attend scheduled parent conferences will not be able to receive a report card for that quarter until a kumu meeting occurs. If there are any questions, please call the school and ask to speak with the kumu.

School Lunches, Breakfasts, Snacks, Home Lunch

We believe that a healthy breakfast and lunch are essential to optimal brain function. Haumāna will be offered a morning meal and lunch. Haumāna will also be allowed to bring lunch from home, however, there must be



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nutritional value to the meal brought from home. Drinks such as energy drinks, Gatorade, and soda will not be allowed.

Request for Transcripts

Throughout your haumāna's schooling there will be many reasons why a transcript is needed especially through high school. An unofficial transcript consists of a printed copy of the haumāna's grades and can be requested and obtained the same day. However if an official sealed transcript is needed you must give the school at least 24 hours to prepare a printout. The fee for an official sealed transcript is \$1.00.

Bus and Other Forms of Transportation

Ka 'Umeke Kā'eo offers bus pick-ups from specific sites around Hilo to school. Currently our bus does pick-ups in Panaewa, Kea'au and Kawanākoia Hall. All school children ride the same bus. If a 'ohana chooses, they may sign up for bus service with the ke'ena at any time during the school year.

The bus schedule will change every year depending upon the amount of riders we have for each pick up. There will be a schedule given to parents at the beginning of the year and 'ohana will be told of any changes of bus schedule via "one-call" or email. At the present time there is no fee for the bus, however, as the year goes on this policy may be subject to change.

To minimize unsafe situations, haumāna are responsible for abiding by the Code of Conduct and the State of Hawai'i's Chapter 19 Discipline Haumāna Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism. Due to our charter school status we are not mandated to supply public transportation to our haumāna therefore, bad behavior that causes unsafe situations will result in consequences including but not limited to limited bus riding, public apology, and/or prohibited bus riding.

All school rules including the Code of Conduct and the State of Hawai'i's Chapter 19 are expected to be followed by haumāna at all times. If haumāna fail to follow these rules they may be denied transportation.

- No eating on the bus.
- All haumāna should be seated in assigned seats at all times.
- No yelling, standing, swearing or hands out of windows.
- No calling names, teasing or causing trouble.
- Absolutely no hitting or threatening.

1st Offense:

Depending on severity of offense: Clean bus - 2 days bus suspension.

2nd Offense:

Depending on severity of offense: 2 - 4 days bus suspension.

3rd Offense:

Depending on severity of offense: 4 days - entire year bus suspension.



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Off Limits Area

Off limits areas are in force from when the haumāna arrive to school and until they leave on the bus or are picked up by an authorized adult. At the Pā Hoaka site, the off limit areas are past the yellow gates/chain link fence and beyond in front of the kumu niu bordering the back. Haumāna should never be beyond the line of sight of any kumu. The forested areas around Pā Hoaka are all beyond the kumu line of sight. Once haumāna arrive at a school campus or activity site they are **not allowed to leave the area unless picked up by an approved adult**. An approved adult is anyone on the emergency card prepared by parents/guardians at the beginning of the year. Off limit areas at the Hale Lamalama site during school hours are beyond the fenced in area around the school.

Dress Code

Ka 'Umeke Kā'eo's dress code is an important part of the daily activities. All haumāna are required to wear a t-shirt with the Ka 'Umeke Kā'eo name and design across the front from 8:00 am to 2:10 pm from Monday to Thursday unless told otherwise by the Po'okumu. Haumāna will be permitted to wear other Ka 'Umeke shirts on Wednesdays (for example, Hanana Hi'iaka Summer School shirt). Haumāna will not be required to wear a uniform on Fridays, HOWEVER the following dress will NOT be allowed...

- Shorts shorter than a stretched out arm length
- Strapless blouses
- Bikini tops or bathing suit tops unless otherwise specified by kumu
- Any item of clothing with drug, profanity, gang related items.

If haumāna arrive at school with inappropriate clothing the school will provide appropriate wear which must be washed at home and returned in a timely fashion. The school will hold "kōkua kula" sessions until the borrowed clothes are returned. Please note that this is a very crucial part of our daily activities and will greatly assist the administrator with safety and accountability.

Driving and Parking on School Sites

Kai Koholā

For 'ohana dropping and picking up their haumāna please park in the marked parking stalls at Malia Puka o Kalani in order to sign in and walk your haumāna into class.

Hale Lamalama Site

For 'ohana dropping and picking up their haumāna off at Hale Lamalama site please use the front parking lot to drop off and pick up. It is a one-way only traffic flow in the morning and afternoon.

Pā Hoaka Site

For 'ohana dropping and picking up their haumāna off at the Pā Hoaka site the traffic flow will enter into Pā Hoaka at the Hilo gate and proceed to the Ka 'Umeke Kā'eo office (below the sign) and then exit out by the container to the Puna Gate. This is a one way traffic pattern. If 'ohana need to visit the office or the kumu parking is available fronting the Hale Kula (front building) on the grass. Please do not block the road in and



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out and please do not park in the paved parking stalls. Those are for Edith Kanaka'ole Foundation personnel and Hi'ikeaikamālama parents and staff.

Safety Plan

All staff have assigned walkie-talkies to communicate with administration and/or designee.

Fire drills for all sites will be done monthly. Hale Lamalama haumāna evacuate to the parking lot and to the front of the school. Pā Hoaka Campus and Kai Koholā haumāna evacuate and proceed to the Assembly Areas.

Tsunami Drills. Once a month when the State of Hawai'i Civil Defense test their alarm system, all of our campuses practice the tsunami drill evacuation. These drills are necessary due to our proximity to the ocean and are done with fidelity. For Kai Koholā practice to their assembly area, Hale Lamalama haumāna practice evacuation to HPM and Pā Hoaka evacuate on the trail to Todd Avenue. Once every 3 years all schools located in Keaukaha cross the runway to the terminal. This practice is of utmost importance to our existence in Keaukaha.

Evacuation when it is not a drill. Ka 'Umeke Kā'eo will evacuate all campuses when either the Civil Defense siren is sounded and/or we receive notification that a large earthquake has occurred that may generate a tsunami. During the evacuation administration and/or designee will be in immediate contact with Civil Defense to determine if the earthquake has generated a tsunami threat. If no tsunami has been generated then haumāna and staff will return to campus. At that time 'ohana will be contacted to pick up their keiki. Last year in light of multiple evacuations within one day, Ka 'Umeke has determined that for both keiki and kumu it is safer and healthier for us to end the school day.

In the event that a tsunami has been generated then the following is the current plan.

Hale Lamalama

1. Haumāna file out of classroom, kumu gives roll to designated staff
2. Kumu, limahana, and haumāna file out of school grounds and limahana will proceed to Big Island Candies. At that point a bus will be sent from Civil Defense to transport Ka 'Umeke to the Panaewa gym for pick up.
3. Haumāna will only be released to 'ohana designated on the haumāna's emergency card.

Pā Hoaka/Kai Koholā Campus

1. Haumāna file out of classroom, kumu gives roll to designated staff
2. Kumu, limahana and haumāna wall off of school grounds utilizing evacuation route in the back of the property. The evacuation route opens up to Todd Avenue.
3. kumu, haumāna, and limahana then take a quick count of Haumāna and then proceed on to Andrews Avenue all the way to the Hilo International Airport runway



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4. Kumu, haumāna, and limahana then cross the runway and remain at the Airport baggage claim on the Puna side of the terminal until a bus arrives to transport haumāna to Panaewa gym.
5. The haumāna will only be released to 'ohana designated on the haumāna's emergency card.

Shelter In Place

If indoors, stay indoors well away from windows. Haumāna at Pā Hoaka who are in classrooms without walls must quickly move to the closest enclosed space and stay well away from windows. If you are outdoors, seek immediate shelter in a building. If on the bus or school authorized vehicle, the vehicle will pull safely to the side of the road and stop in a shelter and move into that structure. If not, remain in the vehicle. Remain sheltered until you are told it is safe to leave.