

Kuleana Education  
Parent and Student Handbook  
2021-2022

*At Kuleana Education, we believe in meeting every child where they are so they can succeed now and in the future.*

*Our mission is to empower students through an individualized curriculum utilizing experiential learning. We provide a nurturing environment that encourages exploration, community involvement, and lifelong learning.*

*By signing the enrollment contract, you are agreeing to the terms in this student handbook.*

Kuleana education is a private, not-for-profit, independent school whose students represent a broad and diverse spectrum of the West Hawaii community. Kuleana Education does not discriminate on the basis of race, color, national or ethnic origin, sex, sexual orientation or disability.

## ABSENCES

Students are required to be in attendance during the school year in order to foster consistency and to support the learning environment. Vacations and family trips should be planned to occur during school breaks. For unavoidable planned absences during the school year, you must provide the school with a written explanation prior to the scheduled absence.

In the event of sickness or other unexpected absence, notify the school office of the reason for the absence by 8:15 a.m. on each day that your child will be absent. Homework may be picked up at the end of the school day.

Students with 18 or more unexpected absences will be reported as truant to the family court.

Absences, regardless of the reasons, in excess of 30 days per school year, may result in a student repeating the current grade.

## ACCIDENTS & INJURIES

Minor skin abrasions are common in young children. Our school staff have access to a sink and a supply of band-aids for student use. Any injury requiring further care will be referred to the office.

In the event of a serious injury (broken bones, head injury, etc.), an accident report will be completed by school personnel and the student's parent/emergency contact will be called. When required, the school will call 911.

## ADMISSION

For all questions pertaining to admissions please call the Admissions Office at 987-3853 or see [kuleanaeducation.com](http://kuleanaeducation.com)

## AFTER SCHOOL PROGRAM

Students must be pre-registered for the after school program, and the additional cost will be included with the tuition cost. Students that are not registered for the after school program

MUST be picked up by 3 PM at the latest or the family will be billed \$30 for each late pickup. After five late pickups, the school reserves the right to require the family to pay the additional yearly fee for the after school program.

## ATTENDANCE

Students may not be dropped off at school prior to 7:45 a.m. School starts promptly at 8:15 a.m. and students will be marked tardy if not in class on time. Classes end at 2:30 PM daily. Pick up is 2:30 to 3 PM.

## BEHAVIOR EXPECTATIONS

Students are expected to:

- Attend all classes, activity periods, assemblies, and other required events as scheduled;
- Be prepared for class by bringing appropriate school supplies, completed assignments, and required books;
- Demonstrate and maintain behaviors that contribute to creating a positive learning environment, such as being respectful, attentive, interested, cooperative, and considerate of others;
- Read, understand, and follow all rules and regulations; and (if appropriate for the student's age) visit the school and class websites on a regular basis to stay informed regarding assignments and school happenings.

Parent/guardians are expected to:

- Support school officials in their efforts to develop and maintain a positive learning environment;
- Demonstrate and model behaviors that contribute to creating a positive learning environment, including being respectful, attentive, interested, cooperative, and considerate of others;
- Expect your child to attend class promptly and regularly, with an attitude conducive to learning;
- Teach your child to be accountable for his/her own actions and help her/him grow and develop self-discipline and self-control;
- Maintain an active interest in your child's schoolwork and activities by utilizing the school and class websites, communicating with teachers, and responding, as needed, to school related correspondence;

- Teach your child socially acceptable behavior, including respect for laws, authority, and the rights and property of others; and
- Read, understand, and support the rules, policies, and regulations of Kuleana Education;
- Read the class newsletter and other written materials sent home.

#### CLASSROOM / CAMPUS VISITS

All campus visitors must first check into the office. Classroom visits must be arranged at least 24 hours in advance with the teacher. Guests should be respectful of the instructional process. Meetings with teachers must be arranged in advance with the teacher.

#### CONTRACTS

The School Enrollment Agreement must be signed and turned in before students will be permitted to begin class.

By enrolling in Kuleana Education, parents/guardians and students further understand that the school reserves the right to dismiss or require withdrawal of any student who, in Kuleana's sole discretion and determination:

- Does not satisfactorily meet Kuleana's standards of academic performance.
- Does not satisfactorily meet Kuleana's standards of social conduct on or off campus.
- Whose Parents, Guardians, or Designated Representatives fail to support the policies and procedures of Kuleana Education.

#### CRISIS MANAGEMENT / DISASTER RESPONSE PLAN

The school has a crisis management/disaster plan in place.

#### DISCIPLINE PROGRAMS

When students violate school rules, a systematic process is followed to determine the seriousness of the violation and what might stop or reduce the chances of continued misbehavior. The intention of such process is to treat students fairly, to look for ways to nurture their growth, and to protect the rights of other students as well as staff members. This is done as fairly and as consistently as possible; however, no two situations are ever exactly the same. Students involved in similar situations should expect to be treated in a similar manner, though the disposition of the cases may be somewhat different. Dangerous behaviors can result in immediate suspension or expulsion.

#### DRESS CODE

Students are required to wear a school uniform shirt Monday through Friday with either long pants, shorts, or skirts. Tennis shoes and socks are required for every day. Hats are to be removed in the classroom.

#### DRUGS, TOBACCO, AND ALCOHOL

The possession, use, consumption, purchase, or sale of alcohol, tobacco, or drugs, legal/illegal, on school premises is prohibited. If there is reasonable cause to believe that a student is carrying or using any of these substances, the administration may initiate a search of a student's person, backpack, and other belongings. The only exception would be prescription drugs needed during the school day, which must be stored and administered in the school office. The school must be notified in writing if prescription drugs are to be taken at school.

#### EXCURSIONS

Excursions are an extension of classroom learning and are required of all class members. Parents who prefer that their children not travel on school-provided transportation are asked to transport their own child to and from excursions.

Please note that no one (teacher, staff, chaperone, or student) is permitted to possess, consume, use, or purchase alcohol or illegal drugs on a school excursion. Consumption, use, or possession of any such substance during a field trip will subject the employee or student to discipline, up to and including termination or expulsion respectively, and chaperones violating this policy may be asked to leave the excursion and be barred from any future field trips.

#### GUIDANCE

Teachers and administrators are available to students for guidance in both academic and personal matters. Parent/teacher conferences are encouraged to promote open communication among parent, teacher, and child. Guidance beyond the basic academic skills may be suggested to parents, with referrals to specialists as needed.

#### HARASSMENT

The school recognizes that all students have a right to study and play in an environment free of harassment. Harassment against individuals on the basis of race, religion, color, national origin or ancestry, age, sex, sexual orientation, disability, or any other classification protected by applicable state or federal laws is in violation of Kuleana Education's policy and is prohibited. Harassment by students or parents of any school personnel, students, or others while on campus is prohibited.

Harassment includes any conduct which has the purpose or effect of interfering unreasonably with an individual's school performance, or creating an intimidating, hostile, or offensive school or working environment, or otherwise adversely affecting an individual's scholastic opportunities.

Included in the definition of harassment are the following:

- Verbal harassment, such as racial or sexual epithets (or those based on any other protected status), derogatory comments, jokes, slurs, speaking and/or shouting in an aggressive and/or disrespectful manner;
- Physical harassment, such as unwelcome repetitive touching, assault, or blocking movement;
- Visual forms of harassment, such as obscene letters or notes, displaying offensive or derogatory pictures, posters, cartoons, or drawings.

Individuals who feel that they have been harassed or who have witnessed harassment, as well as anyone who wishes to be advised on coping with current or potential harassment, should contact the teacher and head of school. The matter will be investigated, and appropriate discipline will be administered. Parents also may be subject to reprimand for inappropriate behavior.

## HEALTH

The school believes that good physical and emotional health optimizes that educational experience. Therefore, the school strives to maintain and improve student health by providing the following services:

- Administration of first aid;
- Treatment of minor medical problems such as cuts;
- Counseling and/or referral for social, emotional, and physical problems;
- Monitoring diseases to control their spread;
- Maintaining a safe and healthy school environment;
- Teaching health-related topics.

Although the school provides these services, it also recognizes that the primary responsibility for a student's health care rests with parents and guardians. Therefore, we ask that you note the following:

- All students are required to have periodic physical exams and immunization boosters (see vaccination section) unless a religious exemption is filed.
- It is highly recommended that all students undergo regularly scheduled dental check-ups.

- Students with a fever must not be at school. They must be at least 24 hours fever-free to return to school.
- A student with an illness that requires antibiotics, such as strep throat, may not return to school until the student has taken the antibiotics for at least 24 hours and has been cleared by a doctor.
- A student with a contagious illness (such as chicken pox) must be kept at home until the contagious period is over. The period of contagion must be determined by the child's physician.
- Students should be checked regularly at home for the presence of head lice ("ukus"), a continuing problem among school children. If lice are found, please inform the child's teacher and the office. The student needs to be lice and nit free before returning to school.
- Students should never be given medicine to come to school sick. If they are sick, they must stay home.
- A student's teacher and the office must be informed of the reason for a child's absence from school, particularly if it is due to a contagious illness.
- Wasp and bee stings are not uncommon in Hawai`i. If a student is allergic to bee stings, the parents must supply an epi pen.
- An inhaler should be provided for a child suffering from asthma.

Students who have any of the following must have a doctor's release to return to school:

Chicken pox

Conjunctivitis

Hand, Foot, Mouth

Flu

Measles

Mumps

Rubella

Scabies

Scarlet fever

TB

Finally, situations outside of the school often affect a child's health or lack of health at school. It is in the child's interest that the teacher or the Head of School be made aware of any situation that may be distressing the child (e.g., illness or death in the family, parental separation or

divorce, other trouble at home or in extracurricular activities). It is our policy to encourage open communication between the school and families of students.

#### HEALTHY LIFESTYLES

Gum, candy and soda are not allowed. One of the learning objectives of Kuleana Education is to promote a healthy lifestyle. Please support us in keeping your children healthy by not allowing them to bring candy, gum and soda to school! Please ensure your child has a healthy snack and lunch each day.

#### INFORMATION SECURITY

Confidential Information -- Student financial, grade, and health information are considered confidential, but school personnel will be informed of such information to the extent that it is reasonably necessary to perform their duties.

Computer Files -- Files on computers or media used in classes should not be considered confidential. Kuleana Education reserves the right to examine any e-mail or file of any student. In addition, Kuleana Education has the right to monitor a student's use of computers on campus and to remove computer privileges in the event of misuse.

#### COMPUTER AND INTERNET USE POLICY

The smooth operation of the computer network and its resources relies upon the proper conduct of the users. These guidelines are provided so that you may become aware of the responsibilities you are about to acquire. If a user violates any of these provisions, disciplinary action will be taken.

Please read the following terms and conditions carefully. They apply to all computers, ipads, and internet use. Your signature indicates that you understand, accept, and intend to abide by them.

Along with the wealth of information and resources on the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. On such a vast global network it is impossible to control all materials, and users may uncover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may locate material that is not consistent with the educational goals of Kuleana Education.

#### Terms and Conditions:

1. Acceptable Use – Kuleana Education is providing Internet access through the wireless network or the school computer network to support the curricular goals of the school. Use of Kuleana's computing facilities/resources and use of the Internet must be consistent with the

educational objectives of the school. Transmission of any material that is in violation of U.S., state law or regulation is prohibited. This includes, but is not limited to, threatening or obscene material and material protected by trademarks. Users shall respect all U.S. copyright laws and licensing agreements pertaining to material entered into and obtained via the system.

Kuleana also prohibits transmitting or storing pornography, unethical or illegal solicitation; and sexually explicit or inappropriate language, graphics, or audio segments. Students doing legitimate Internet research on controversial topics should do so with the guidance of a faculty member to be sure that Kuleana's acceptable use policies are being followed. Also, commercial activity of any sort is prohibited.

Students are prohibited from storing the following in their school file folders: programs, software/executable files, games, and music/video files (unless the latter are original work or clips being used as part of a school project).

2. Privileges - The use of Kuleana's computing facilities/resources and the Internet is a privilege, not a right. Inappropriate use of these resources will result in a cancellation of your privileges and other school disciplinary actions as deemed appropriate.

3. Privacy – E-mail, web use, and files on personal computers are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' use of Internet applications may be subject to periodic checks by faculty or by our technology staff. Kuleana teachers and technology staff have access to student files on our school server and/or the Kuleana Google Apps account.

4. Etiquette – Students are expected to abide by the generally accepted rules of computing and network etiquette. These include (but are not limited to) the following:

a) Be polite

b) Use appropriate language. Do not swear, use vulgarities or other inappropriate language.

c) Do not reveal the home address, email address, or phone numbers of other students and be careful about your own personal information.

d) Do not use computers or networks in any way that would disrupt their use by others.

5. Responsibility – As a user of the Kuleana online network, you must remember that when you telecommunicate with individuals, groups, or institutions, you do so as an individual. You should not present your views, ideas, questions, or actions as representing Kuleana without specific permission from a dean or other administrator. Remember to make it clear that these communications represent you and not the institution.

6. Warranties – Kuleana makes no warranties of any kind, expressed or implied, for the service it is providing. Kuleana will not be responsible for any damages you suffer. This includes loss of data resulting from delay, non-delivery, mis-delivery, virus, worm, or service interruptions. Use of any information obtained via Kuleana’s network is at your own risk. Kuleana specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify our technology staff. Do not demonstrate the problem to other users. Do not give your access information to another person and do not use another individual’s access information.

8. Vandalism – Vandalism will result in cancellation of privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm, subvert, or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses, worms, or the like.

9. Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to Kuleana facilities and networks.

This policy extends to any computer, tablet device, or mobile phone connected to the Kuleana network or while using any Kuleana online based property on or off campus including the Kuleana Google apps account or any other school account.

10. Students may provide their own tablet and will be given a \$400 discount off of the one-time technology fee that is due upon enrollment. Student provided ipads will be reformatted by Kuleana Staff, and no personal or non-school related programs may be downloaded. If staff finds programs which are not acceptable for school, the staff has the right to delete such programs. If staff has to format ipad for inappropriate programs more than two times, the student will be required to pay the remaining \$400 technology fee, and a school ipad will be provided.

11. all ipads may only be brought home with teacher permission for the purpose of completing school work on them.

12. ipads remain the property of Kuleana Education should the student no longer be enrolled unless ipad was provided by student themselves.

#### INVITATIONS

To foster sensitivity towards others, only invitations to parties that include the whole class may be distributed at school. In the case of an over-night sleepover party, all of the students in the class of the appropriate gender must be invited if invitations are distributed at school.

#### LIBRARY

Students spend class time in the library based on grade level. All students may check out books from the library in accordance with library rules. Students who do not return books on time will

be unable to borrow additional books until overdue books are returned. Lost books are charged to parents after parents have been notified and given sufficient time to locate the lost books.

#### LOST AND FOUND

The school recommends that all personal articles be labeled with the student's name. Articles of clothing or belongings left at school will be stored in the office for a week. Unclaimed items will be given to a local charity. The school is not responsible for lost items.

#### LUNCH RULES

No soda, gum or candy in lunches, please.

Students are required to bring a lunch in a cooler every day. The following website may be helpful for a variety of ideas for lunches brought from home:

[http://www.healthychild.com/school\\_lunches.htm](http://www.healthychild.com/school_lunches.htm)

Lunchtime expectations for students are:

- Walk to the lunch area
- Be seated quietly
- Use good table manners
- Talk quietly to other students at the table
- Clean up around your lunch area
- When a signal is given, be silent and focus on the speaker, waiting to be dismissed
- Put lunch boxes away
- Walk to the play area

#### OPEN DOOR

Kuleana Education encourages parents to share concerns, questions, and ideas about the school. To bring these issues to light, please discuss them with the classroom teacher first, particularly regarding a classroom issue. If necessary, you may also bring concerns to the Head of School. Students are also encouraged to bring concerns or ideas to their teachers or head of school. Whether raised by a parent or student, the school will give fair and sincere consideration to the matters raised and attempt to settle problems or complaints in an equitable manner. Since

there are at minimum two sides to an issue, an equitable resolution may depend on obtaining all pertinent facts and points of view. Solutions to apparently similar issues may not always be the same.

Everyone is expected to share ideas and concerns in a respectful and appropriate manner, in keeping with the school's policies. Disrespectful behavior by students or parents will not be tolerated and may result in a request to leave the school.

#### PAST DUE BALANCES

If balances are more than 30 days past due, Kuleana reserves the right to unenroll your child from either the after-school program or the entire school program. If balances become more than 60 days past due, Kuleana reserves the right to unenroll your child for the following school year.

#### PHYSICAL EDUCATION EXCUSE

To excuse a student from PE due to illness or injury, a note to the PE teacher is necessary. All physical activity will be limited when a child is excused from PE. Students may still be required to attend class even if they are excused from participating.

#### PUBLICATIONS / COMMUNICATION

Elementary school teachers write newsletters which sent by email and/or are distributed in hard copy. The office also sends weekly emails to parents and will send photos or videos of children on occasion. We also encourage parents to follow us on Facebook for updates and events. Critical information is often communicated via these publications, and it is the parent's responsibility to stay informed by reading them.

Our website is [www.kuleanaeducation.com](http://www.kuleanaeducation.com)

#### PLAYGROUND EQUIPMENT

Recess Equipment: Students should ask permission to retrieve balls when they go outside of a fence or outside of our building. Students must be accompanied by a staff member to retrieve them. Students are responsible for returning any equipment used to the storage area.

Soccer: Soccer is played according to AYSO soccer rules. Due to limited space, play may be restricted to certain days or times.

Football: Only touch football is permitted. Tackling and pushing are not allowed.

#### PLAYGROUND RULES

- Treat each other with respect.
- Stay off slopes, rocks, railings, and fences.

- Walk on gravel slopes. Running is not permitted anywhere except on the grassy playing field.
- Stay off fences, gates, and goal nets.
- Do not sit or stand on bars or railings.
- Snacks are to be eaten at the tables, not on the field.

#### REPORTS/CONFERENCES

Report cards are given out at the end of each trimester. Conferences are scheduled as requested from parents.

#### SCHOOL OFFICE

The office opens at 8:00 a.m. and closes at 3:00 p.m. Quiet conversation is requested in the office.

#### SMOKING

Smoking is not permitted anywhere on the school campus, including all buildings, the field, open areas, and parking lots.

#### TELEPHONE/CELL PHONE AND CAMERA PHONE USE

Student telephone use is limited to emergencies or requests by teachers. Arrangements for out-of-school activities should be made outside of school. Students may have cell phones at school and at school-related functions provided they are NOT used during the school day. This includes calls to or from parents except in emergencies. With the teacher's permission, students may use their cell phones for parental or other non/social calls in the administration building or specifically designated area. Teachers will confiscate any cell/camera phones when used without permission. We ask that parents who wish to contact their child during the school day do so by calling the office at 808-987-3853

#### VACCINATIONS

Before entering school students must have the following:

- A clear certificate of TB examination;
- A physical exam within 12 months of first school attendance;
- Certain immunizations.

The following immunizations are required:

- 5 total DTaP

- 4 total Polio
- 2 total MMR
- 3 total Hep B
- 1 or 2 varicella (chicken pox or documented history of varicella signed by a US licensed physician).

Exemptions may apply to immunizations, but not for TB clearance.

Medical or religious exemptions are the only types available.

Medical exemptions may be granted by a US licensed physician and must state the length of medical exemption for a specific vaccine.

Religious exemptions require that a parent or guardian sign a statement certifying that the person's religious beliefs prohibit the practice of immunization. This statement must apply to all vaccines, not a specific vaccine.

If the student does not have the required vaccines and physical exam, he/she may attend school for three months—called provisional attendance—upon submission of evidence that the student is in the process of completing the missing requirements.

## VALUABLES

Students should not bring valuables or money to school. This includes electronic devices such as hand held electronic toys. While the school will assist a student in attempting to find lost belongings and, if necessary, in filing police reports, it is not responsible for a student's property brought to the school campus.

## VIOLENCE AND WEAPONS

Kuleana Education promotes an atmosphere in which students will not feel the need to fight or to bring a weapon to school.

## NO-WEAPONS POLICY

Kuleana forbids the bringing of weapons to school. Weapons include pocketknives and box cutters, in addition to firearms, explosives, machetes, bowie knives, switchblades, straight-edged razors, ice picks, chains, toy weapons and blackjacks. This list is necessarily incomplete. Students bringing any weapon to school will be subject both to school discipline and arrest by police. If there is reasonable cause to believe that a student has a weapon, the administration may initiate a search of a student's person, backpack, or other belongings.

Agreement Concerning the Handbook (YOUR COPY – keep for your records, but sign the other copy and return to school). This handbook may be updated at any time as needed during the school year.

Student

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

We have reviewed and understood and we agree to support the policies set forth in the School Handbook. We agree to the ipad and internet policy. We understand that violating the policies in the Handbook or other school rules may lead to consequences up to and possibly including dismissal from the school, and we agree not to hold Kuleana Education liable for damages for any such actions taken in good faith

Signature of:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

We agree to the Computer and Internet Use Policy.

Signature of:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

We have reviewed and understood, and we agree to support the policies set forth in the School Handbook. We agree to the ipad and internet policy. We understand that violating the policies in the Handbook or other school rules may lead to consequences up to and possibly including dismissal from the school, and we agree not to hold Kuleana Education liable for damages for any such actions taken in good faith.

Signature of:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student Grade \_\_\_\_\_