

# Nā Wai Ola Public Charter School

## Admissions Policy

### Mission

Nā Wai Ola Public Charter School motivates and encourages students to become respectful, self-directed, life-long learners who contribute positively to their community. Nā Wai Ola Public Charter School nurtures personal growth and academic success through a rigorous curriculum, integrating Hawaiian culture with core academic subjects.

### Vision

Nā Wai Ola Public Charter School is an Agri-Science based learning community that is committed to bringing forth individual academic excellence with Hawaiian culture and values as the guiding principle.

### Philosophies and Objectives

Nā Wai Ola Public Charter School seeks to nurture the emotional, physical, and developmental needs of all its students. Therefore, the Nā Wai Ola Public Charter School will provide:

- A positive, welcoming environment with clearly stated expectations and guidelines
- An environment of courtesy with regard to race, nationality, gender, and religious beliefs
- The opportunity to express differing viewpoints in an atmosphere of mutual trust, respect, and dignity
- Health care, academic counseling, and guidance programs
- Opportunities for school, parent, and community sponsored events and extra-curricular activities
- Coordinated transitions between the levels of Na Wai Ola Public School and other schools

Nā Wai Ola Public Charter School seeks to foster intellectual growth at all grade levels. Therefore our school will maintain:

- A curriculum including instruction in mathematics, English, social studies, science, art, physical education, health, drama, and technology
- A focus on creative thinking, critical reasoning, and effective communication skills
- Admissions, placement, diagnostic, and standardized testing
- Communication with parents via evaluations, conferences, roundtable meetings, and through the school website at: <http://nawaiolapcs.org>
- Opportunities for staff to participate in continuing professional development programs

- Appropriate levels of books, teaching materials, and equipment

Nā Wai Ola Public Charter School seeks to foster positive relationships within the school and in the local and community. Therefore Nā Wai Ola Public Charter School will facilitate:

- The celebration of the many cultures represented by its students
- Cultural, artistic, athletic, and academic trips
- Participation in outdoor and environmental education programs

Nā Wai Ola Public Charter School seeks to maintain a strong governance model to ensure optimal operation of the school. Therefore, the Governing Board will:

- Provide oversight for the financial needs of the school
- Develop the policies by which the school is administered
- Provide counsel and support for the Director/Principal
- Promote good public relations for the school
- Offer a competitive salary and benefits package to attract and retain an outstanding staff
- Entrust the Director/Principal with the day-to-day administration of the school
- Appoint committees as needed

Nā Wai Ola Public Charter School seeks to provide a safe and pleasant environment by maintaining:

- Compliance with State safety and work environment laws
- Interior and exterior security systems
- An emergency evacuation plan
- Clearly stated bus rules and parking lot procedures
- A maintenance plan, including cleaning, repairs, and improvements as needed

## **Governing Board**

Chair	Renee Bellinger
Vice Chair	Emily Taaroa
Director	Jason Wong
Secretary	Lore-lin Makaiwi
Treasurer	Kiara Bianchi
Community Representative	Charlie Mapa

## **Administration, Faculty and Staff**

The administration, faculty and support staff members are listed below:

Educational Director	Jason Wong
Dean of Students	Lore-lin Makaiwi
Business Manager	Melissa Andaya
Registrar	Dara Makaiwi
Technology Coordinator	Marc Sambueno
Food Service Manager	Mandel Andaya
Bus Driver	Robert Ronia
Facilities Manager	Stephen Porter
Grade 6 Teacher	Mary Quijano
Grade 5 Teacher	Angelina Silva-Sampaio
Grade 4 Teacher	Richard Gramlich
Grade 3 Teacher	Stephanie Olson-Moore
Grade 2 Teacher	Isaac Runnels
Grade 1 Teacher	Anna Aoki
Grade K Teacher	Stephanie Alborno
Grade K Teacher	Deana Victor-Frederick
Pre K Teacher	Shane Sigetic
SPED Teacher	Mark Fontaine
Agriculture/Cultural Advisor	Shari Frias
Education Assistant	Christine Yasuhara
Education Assistant	Joseph Kaipo III
Education Assistant	Whitney Soares-Hall
Education Assistant	Claynette Funai
SPED Education Assistant/Cafeteria Helper	Dianne Simeona
Classroom Assistant	Dana Caldeira

## **Admissions**

### **Returning Students**

If your child is returning to Nā Wai Ola Public Charter School a form will be sent out sometime in March to confirm. Paperwork will be given to parents in the beginning of the new year for updates.

### **Exiting Students**

If your child is not returning to Nā Wai Ola Public Charter School, you will need to come to the office and sign a release form, so we can send records to the next school.

Any monies that are due shall be paid at the time of the release.

### **Attendance**

Parents are strongly encouraged not to take their children out of school for extended vacations.

Students who miss school disrupt not only their own educational progress but also the progress of the other members of their classes. They do this by requiring additional help upon re-entering the class from their teachers as well as requiring teachers to do extra work in preparing individual lesson plans for them. The time spent in doing this is inevitably at the expense of the class as a whole.

Nā Wai Ola Public Charter School recognizes that in special circumstances parents are compelled to take their children out of school and, in these cases, the teachers and the administration are committed to helping the students maintain their school work.

### **Report of an Absence procedures**

Parents of students that will be absent from school must call the administrative office before 8.30 AM, and leave a message giving the student's name and grade, unless the school has been informed, in writing, of the absence in advance. The Absence Call-In number is 968-2318.

### **Tardies**

Any student arriving after 8:00am will be considered tardy and will need to report to the office for a tardy slip. (3) three tardies are equivalent to (1) one absence.

## **School Hours**

Parents are asked to ensure that their children:

1. Arrive at school no sooner than 7:15 am
2. Leave school by 2:15 pm
3. On Wednesday's school ends at 12:15pm

Exceptions are made for those participating in extra-curricular activities.

## **Building Access**

All visitors or parents entering the school must use the school's main entrance and check in at the main office, where a visitor's pass will be issued.

Parents wishing to collect their students from school should wait at the administration building and not go to the student's classroom.

## **Classroom Supplies**

Students supply their own personal items such as paper, pencils, pens and notebooks. Individual teachers will notify their students or parents with specific supply requests.

## **Communication**

**School to Parent** - The Wednesday Folders are produced weekly. They communicate information of interest and importance to the school's faculty and staff, student body, and parents. The School website may also be accessed for information.

**Parent to Teacher** - Parents are requested not to call teachers at home unless there is an emergency or that individual teacher has encouraged parents to use the home telephone number. Parents should not interrupt teachers while they are with their classes. If a parent needs to see a teacher, he/she should make an appointment to see them. Parents who need access to their child during the school day are required to go through the School Office.

## **Appropriate Channels of Communication Between Parents and School**

- Consistent, timely, communication between faculty members and parents is encouraged and expected. Since both the faculty and parents have the best interests of the students in mind, it is important that communication be open and constructive.

Any problems arising at school should first be discussed in a conference with the teacher or other applicable school employee. It is anticipated that most problems can be solved at this level. If not, the parent or student should speak with the principal; if the parent is not satisfied

with the resolution, they may put it in writing to be submitted to our School Board. The chairperson of the Local School Board may choose not to add the grievance to the Board agenda. If it is added to the agenda, the Board's decision regarding the grievance shall be final.

### **Parent Conferences**

A parent/teacher conference day is scheduled twice during the year. Additionally, teachers may contact parents or vice versa to request a conference whenever circumstances warrant one.

Parents who want to review their child's progress can contact teachers at school to arrange for an appointment. The best time for an appointment is often after school due to teacher obligations at other times.

The Director/Principal or designee will be happy to be present at any conference, if requested by the teacher or parent. An appointment can be made in advance with the office.

### **Parent Visits**

A visitor's badge must be worn by parents at all times when they are in the school except between 7:30 – 8:45 AM if they are dropping off their child. These badges can be collected from the main office. You are also asked to sign in and out as this is a fire safety requirement.

Parents are often asked to assist with special events or projects. If a parent has an interest or a special skill to share, he or she is encouraged to bring it to the attention of the appropriate teacher or administrator.

Arrangements to visit your child's class must be made through the principal at least two days prior to the desired visit. Visitors must wear a visitor's badge while on campus.

## COMPUTER ACCESSIBLE USE POLICY

Internet access is available on a limited basis to students. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Nā Wai Ola Public Charter School believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantage of access. Each person has basic rights and responsibilities when using technology. Some examples of unacceptable uses are:

1. Using the network for illegal activity, including violation of copyright or other contracts.
2. Intentionally degrading or disrupting equipment, systems or data.
3. Gaining unauthorized access to resources, data, or entities.
4. Using an account owned by another user.
5. Posting personal communications without the author's consent.
6. Not following AUP guidelines limited use and selective access to predominantly recreational services..
7. Using or accessing inappropriate language, profanity, or obscenity.
8. Knowingly accessing and/or deeper exploration resulting from accidental discovery of inappropriate material - specifically, material that is counter to the intent of AUP.
9. Using the network in any other manner contrary to specific instructions of the Nā Wai Ola Public Charter School personnel responsible for the supervising the network use. Unacceptable uses of Internet while on the campus or accessed through the School facilities can result in the suspension or revoking of privileges, at the least, along with suspension or dismissal from the school for the most serious offenses.

For more information regarding Nā Wai Ola Public Charter Schools Internet Safety and Acceptable Use Policy please refer to: <https://goo.gl/ZIBHSt>

Copy short URL

## **Conduct and Discipline (Student)**

All students of Nā Wai Ola Public Charter School must understand that appropriate student conduct requires an atmosphere, which is cordial and fun, yet straightforward and firm. Students are members of a community of people who rely on each other and trust each other. It is the joint responsibility of teachers and students to create and protect the well being of each member of the community. For this reason, students will be held to certain expectations and rules:

### **Behaviour Guidelines**

1. We expect polite behaviour at all times.
2. A general atmosphere of orderliness and quiet is expected in and near the school buildings, with appropriate allowances for activities such as recess, physical education, etc.
3. Actions which hurt other people, or the property of other people, or are dangerous to the safety of any person or equipment, are inconsistent with the spirit of our School.
4. Students are expected to respect others. Any form of disrespect, and exclusion from participation in activities, any humiliation, threat or violence towards another person is contrary to the objectives of Nā Wai Ola Public Charter School.

Our simple guideline for conduct and behavior: we expect all of our students to bring honor to themselves, their parents, and their school.

### **Dismissal**

The student is excluded from attending regular school for the remainder of the school year or for a period of not less than one calendar year for a firearm violation. A student who is suspended, crisis suspended or dismissed from school is denied the privilege of coming on campus or from attending any school-sponsored activity for the duration of the disciplinary action.

Detention/Restriction: The student assigned Detention/Restriction will remain in school under the following restrictions:

- a. Report directly to the Detention/Restriction Area or Room.
- b. Remain in the supervised Detention/Restriction Area or Room for the entire time as assigned, be quiet and stay on task.
- c. Complete all assignments or tasks given by his/her regular teacher and/or the Detention/Restriction Supervisor.

Misbehavior in Detention will result in more serious disciplinary consequences.



**Suspension Transition Program (STP):**

Suspension for disorderly conduct and/or harassment, students will be required to participate in the Suspension Transition Program (STP).

- This program is designed for students returning back to school after being suspended for fighting, disorderly conduct and/or harassment.
- The goal of this program is to teach students skills to prevent, manage and resolve conflicts in constructive ways
- The program curriculum will cover five concepts of respect, maturity, recognizing your triggers, communication and asking for help.

**Classifications of Offenses w/Related Consequences**

The following prohibited conduct applies to all students in the public school system during school hours, on school premises or during department supervised activities, on or off school. Refer to Chapter 19 for definitions and explanations.

**Class A Offenses (Unlawful Conduct – Police Report as needed)**

For certain Class A Offense, see Notes 1 and 2 below.

- Assault
- Burglary
- Dangerous weapons, substances or instruments; possession or use of
- Extortion
- Firearms; possession or use of
- Marijuana or marijuana concentrate; possession or use of
- Alcohol, intoxicating compounds; possession or use of
- Illicit substances (other than marijuana, marijuana concentrate, alcohol or other intoxicating compounds); possession or use of
- Drug paraphernalia
- SALE of illicit substances (including marijuana, marijuana concentrate, alcohol, or other intoxicating compounds)
- Murder
- Property damage; Vandalism
- Robbery
- Sexual offenses
- Terroristic threatening

Consequences:

1st Offense:	Crisis suspension and/or 1-10 days Suspension and/or Dismissal; parent notification
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2nd Offense:	Crisis suspension and/or 5-10 days Suspension and/or Dismissal; parent notification
3rd Offense:	Disciplinary transfer and/or placement in an alternative educational setting and/or Dismissal; parent notification
<i>Note 1:</i>	<i>Any student found to be in possession of a firearm shall be dismissed</i>
<i>Note 2:</i>	<i>Any student found to be in possession of a dangerous weapon, switchblade knife or any improperly used knife, intoxicating liquor or illicit drugs while attending school or attending school supervised activities held on or off school property may be excluded from attending school for up to ninety-two (92) school days. In determining sanctions, the school shall consider the nature and/or severity of the offense and/or the impact of the offense on others and/or the age of the offender as well as whether the offender is a repeat offender.</i>

\* Any drug/alcohol related offense refer to Act 205

### **Class B Offense (Unlawful Conduct – Police Report as Needed)**

- a. Disorderly conduct
- b. False alarm; rendering of
- c. Gambling
- d. Harassment – Verbal, physical, racial, sexual, sexual orientation
- e. Theft
- f. Trespassing (Suspended KMS Students)

Consequences for: *Disorderly conduct, False alarm, Gambling, Harassment, Theft*

1st Offense:	Crisis suspension and/or 1-3 days Suspension or as deemed appropriate by administration; parent notification
2nd Offense:	Crisis suspension and/or 3-5 days Suspension or consequences as deemed appropriate by school administration may be put in Interim Alternative Educational Placement; parent notification
3rd Offense:	Crisis suspension and/or 3-5 days Suspension or consequences as appropriate by school administration; parent notification

Consequences for: *Trespassing (Suspended KMS Students)*

1st Offense:	Warning
2nd Offense:	Issue trespass notice
3rd Offense:	Police called; trespassing charges filed

***Class C Offense (Department-Prohibited Conduct)***

- a. Class cutting
- b. Insubordination
- c. Leaving campus without consent
- d. Smoking, use of tobacco substances
- e. Truancy
- f. Laser pen/Laser pointer; possession or use of

Consequences for: *Major insubordination/insolence (swearing, belligerent attitude to staff), smoking, possession of tobacco substance*

1st Offense:	1-3 days LRC or 1-3 days suspension; parent notification
2nd Offense:	3-5 days suspension; parent notification
3rd Offense:	3-5 day suspension; parent notification
4th Offense:	Serious discipline; parent notification

Consequences for: *Leaving campus without consent*

1st Offense:	Notify parents – safety consideration
2nd Offense:	Treated as major insubordination – Class C offense – 2 days LRC or 1 day suspension; parent notification
3rd Offense:	3 days suspension; mandatory parent conference; parent notification setting and/or Dismissal; parent notification
4th Offense	5 days suspension; parent notification
5th Offense	Dismissal; disciplinary transfer; parent notification

Consequences for: *Cutting class*

1st Offense:	Teacher notify parent
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2nd Offense:	Teacher notify parent – 2 days detention (determined by teacher whose class was skipped)
3rd Offense:	Refer to administration; 2 days LRC or 1 day suspension; parent notification
4th Offense	Treat as major insubordination – Class C offense – Notification to family court; parent notification

Consequences for: *Truancy*

- After 10 days of unexcused absences, parent/guardian notification
- Over 20 days of unexcused absences, court petition will be generated

***Class D Offenses (School-Prohibited Conduct)***

- Contraband; possession or use of, or
- Any other conduct as may be prescribed and prohibited by school rules (i.e., Classroom disruption, Dress Standard, Disrespect/Non-Compliance, Inappropriate Language, Lying, Cheating, Plagiarism, Property Misuse and Tardy (see Attendance Policy)
- Unattended bags of any kind will be subject to search
- Off limits and no loitering areas

Consequences for: ***ALL Contraband***

1st Offense:	Contraband item taken from student and returned at the end of the day by Administration (Vice Principal); parent notification
2nd Offense:	Contraband item taken from student. Parent/Guardian will need to pick up from Administration (Vice Principal); parent notification
3rd Offense:	Contraband item taken from student and not returned until the end of the school year; parent notification

*Note: 3rd Offense reverts to consequences of Class D offense consequences listed below*

Consequences:

1st Offense:	1-5 days Detention/Restriction, LRC, Suspension or consequences as deemed appropriate by school administration; parent notification
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2nd Offense:	3-7 days Detention/Restriction, LRC, Suspension or consequences as deemed appropriate by school administration; parent notification
3rd Offense:	5-10 days Detention/Restriction, LRC, Suspension or consequences as deemed appropriate by school administration; parent notification

Other Offenses: *Inappropriate Use of the Internet*

1st Offense:	Ban from school internet access for up to 45 school days; LRC as deemed appropriate by school administration; parent notification
2nd Offense:	Ban from school internet access for up to 120 school days; LRC as deemed appropriate by school administration; parent notification
3rd Offense:	Ban from school internet access for up to one school year; parent notification

**Relating to Marijuana, Illicit Substances, Alcohol or Intoxicating Compounds:**

In accordance with Act 205, relating to Student Substance Abuse Referrals, any student who (1) is in violation of possession, selling, consumption or use of intoxicating liquor or illegal drugs, or (2) who reasonably appears to have consumed or used intoxicating liquor or illegal drugs prior to attending school or attending department supervised activities held on or off school property shall be subject to the department's disciplinary rules (i.e., exclusion from school up to ninety-two school days).

Act 205, Relating to Student Substance Abuse Referrals, states that any student found to be in violation of the above provisions shall be allowed to return to school earlier than the department's original disciplinary determination; provided that the student gives the school evidence of the following:

- a. A substance abuse assessment was completed and the student is progressing toward clinical discharge from any substance abuse treatment or substance abuse counseling recommended by the substance abuse assessment, or
- b. If the substance abuse assessment finds the student does not need substance abuse treatment or substance abuse counseling, the school may allow the student to return to school earlier than originally indicated; provided that the student provides a certified copy of the assessment and the student's parent or legal guardian consents to the student receiving follow-up counseling or other student support services to be provided by the department.

## **School Rules**

Only those students who cooperate with the rules and regulations of the school, as designed by the faculty and administration, will be permitted to attend Nā Wai Ola Public Charter School. Generally, teachers handle discipline problems. The administration will provide assistance in chronic or severe cases.

1. Skateboards, play guns (including squirt guns) and dangerous objects are not allowed.
2. Roller blades and roller skates may only be used if appropriate protective headgear is worn.
3. Gum chewing is not permitted
4. Public displays of affection are in poor taste and not considered acceptable behavior.
5. The use of "MP3"-type devices is generally limited to before and after school, and at lunch periods. The use of "MP3" type devices is inappropriate in classes and study hall.
6. Office phones are for emergency use only. Students are not allowed to use mobile telephones from 8:00am-2:15pm
7. If a student intentionally breaks a door or window, parents will be billed for the cost of repair.
8. Students must make sure that all expensive pieces of equipment like computers, calculators, watches, "MP3's", sports equipment and shoes have their name permanently marked in them before they bring them to school.

## **Closed Campus**

Nā Wai Ola Public Charter School operates with a closed campus for students in Pre-Kindergarten to Grade 6. Students may not leave school during the day without permission and proper authorization. Normally, a note signed by a parent or guardian is necessary.

## **Detention**

Teachers will, in conjunction with the school administration, monitor the school detention program.

## **Abuse or Vandalism of School Property**

When school property is defaced or damaged by the actions of a student, the student and/or parents or guardians are responsible for restoration or payment of damage. Penalties for vandalism will be severe.

## **Drug or Alcohol Use**

The use of drugs or alcohol is expressly forbidden at school or at any school-sponsored activity. Penalties for drug or alcohol offences will be severe.

## **Smoking**

Nā Wai Ola Public Charter School is a completely smoke-free environment. Smoking is not permitted on campus or at any activity in which the School participates or is sponsoring.

## **Student-Faculty/Staff Relations**

Students are to use good manners at school and show respect for teachers and school personnel at all times. Students are to address members of the faculty/staff by the appropriate title: Kumu

## **Confidentiality of Student Records**

When a child officially enrolls, an enrollment form is completed and a student file is begun. Report cards, transcripts, standardized test scores, etc., from other schools should be presented at the time of enrollment; until these records have been received enrollment at the school can only be on a provisional basis. Such records will become a part of the student's file and will accompany the student again when he/she transfers to another school.

Student files contain information that is pertinent to daily functioning at Nā Wai Ola Public Charter School. Notes on academic, social, and behavioral programs are included. Occasionally, some items will be confidential. In most cases, however, the teacher, and principal will be happy to share all material included in the file. Files may not be removed from the school on a temporary basis and some items, such as some standardized test results, must be interpreted to the parents by the teacher, counselor or, principal.

## **Notice of Non Highly Qualified Teacher**

The No Child Left Behind federal law requires teachers to be, or become "Highly Qualified." The law requires that all teachers teaching core academic classes must meet a specific, federal definition of "Highly Qualified."

The Hawaii Department of Education expects all schools to notify parents if their child is being taught for more than four hours a week by teacher who does not yet meet the federal definition of "Highly Qualified."

While we believe that all of our teachers in our school are qualified for their teaching assignments, some teachers have not met all of their requirements for the federal designation.

## **Dress and Grooming**

Students are required to dress in school uniforms daily Monday - Thursday. Common sense and prevailing standards will be the criteria by which the school's judgments on dress are made. We ask that parents assist us by exercising some control on what their children wear to school.

Other dress attire worn with school gear, needs to be appropriate and not revealing. Prohibited clothing includes:

- Form fitting clothes that are unduly revealing or tight
- Bare midriffs and very short shorts are not acceptable at school
- Loose fitting clothes that reveal undergarments or torso

Free Dress Days (Fridays): students will not be required to wear the school uniform unless they are going on a fieldtrip or some other special occasion that may occur on campus.

## **Field Trips**

Because of the wealth of sights available to visit around Big Island, Nā Wai Ola Public Charter School encourages field trips.

1. Field trips are sometimes limited to a certain number of students
2. Parents may be asked to chaperone.
3. Parents are asked to sign a general form granting permission for their children to attend field trips and will be informed in advance whenever their child leaves the campus to take part in a field trip.

## **Student Meals**

Nā Wai Ola Public Charter School participates in the National School Lunch Program, which means that all students are able to eat breakfast and lunch for free.

## **Sick Students**

If a student becomes ill at school; the student will go to the school registrar. The registrar will then determine whether to contact the parents to come and collect the student. In the event of an emergency requiring transportation to the hospital, the parents (or emergency contact) will be notified.

## **Library**

Library materials can be checked out at the discretion of the School Instructional Staff. The library will accept donations of books, but reserves the right to decide what is appropriate.



Each student is responsible for any books that they borrow. Any lost or damaged books are expected to be replaced by the students and their families.

### **Lost and Found**

Items that are found in the school are handed into the lost and found, that is operated by the registrar.

### **Medication**

While the use of medication at school by students is discouraged, it occasionally may be necessary for a student to use a medication during school hours. In these instances, the following guidelines must be observed:

1. Any medication to be taken by a student must be known in advance by the Nā Wai Ola Public Charter School Administration office.
2. A note, signed by the parent, must accompany this medication. The note must specify:
  - the name of the student to take the medication
  - the name of the medication taken
  - the reason for taking the medication
  - the frequency and amounts with which the medication must be taken
  - the specific time period during which the medication must be taken

For the purpose of this policy, medication is defined as any substance, which is or may be taken for the treatment of an illness, discomfort, or injury. This includes cough drops and paracetamol as well as stronger substances.

The school will not, under any circumstances, give medication, including paracetamol, to students from the first aid supplies on hand in the office without permission from parents. All medication taken by students must be prescribed by a doctor and/or permission granted by parents must be established. Parents may sign a release for their children to be given a paracetamol tablet.

### **Transportation and Parking Rules**

Parking space for staff and parents is limited at NWOPCS. All parking will be monitored by the NWOPCS Office Manager.

### **Withdrawal from Nā Wai Ola Public Charter School**

Parents are asked to inform the office at least two weeks prior to the planned withdrawal of a student. This will allow time for the student's final transfer records to be prepared prior to

departure. If such notification is not received, the student's records will be forwarded to the student's new school at the request of the parents.

### **Visitors and Volunteers at School**

All visitors to school including student's guests, substitutes, volunteers and parents must sign in at the school office and collect and wear a visitor's pass before entering other areas of the school. Individuals found in the school without a pass will be escorted to the office to sign in. This is required for the school to be in compliance with the safety rules.

### **Student Guests**

Students wishing to invite friends to visit the school must ask permission of the Director/Principal at least three days in advance. No visitors will be allowed without the appropriate notification being given.

### **Attendance Guidelines**

The following absences will be excused:

- a. **Illness** -- If accompanied by an excuse note signed by parent, guardian, or doctor. This written explanation must be submitted on the student's first day back to be considered an excused absence. The note should include the student's name, the reasons for the absence, the date of the absence, and the parent's signature.
- b. **Appointments with physicians and dentists** - If accompanied by an excuse note signed by parent, guardian, or doctor. The school encourages parents to attempt to schedule appointments outside of academic time whenever possible.
- c. **School-sponsored trips and activities** - Provided the student has a completed permission slip signed by ALL class teachers. This must be turned in to the sponsor the week before the purchase of the tickets.

Parents are asked to call the school absence line before 8:30AM (968-2318) if a child is staying home. If they would like assignments gathered by the school office, this must be stated as part of the message. Homework cannot be collected until the following day (24 hours after the request). In the event of an extended absence, parents should send a note to the teacher at least one week prior to the absence. It should be recognized that there is work that cannot be made up when a child is absent from school, i.e. classroom discussion, group work etc. However, that work which can be completed independently should be completed in a timely manner. Homework for one week will be given prior to the extended absence. Homework for any additional time will be given upon the student's return.

Students who have missed school for an excused activity will have twice the length of time absent to complete work missed during the absence (e.g. if a student misses two days of school, he/she will have four days of school to make up the work). This starts from the first day they return to school. Students whose absence is due to illness will be required to do only the work that their teachers deem to be necessary for them to function successfully in their classes.

The school will discipline students who are absent or tardy without a valid reason.

**Tardies** - An unexcused tardy is when a student is late to school and he/she does not have a parental note. Teachers will permit only three unexcused tardies per nine weeks' grading period.

**Absences** – Students missing 15 days or more in a school year, are considered chronically absent. For an absence to be considered excused a student must have a doctors note.

Parents are strongly encouraged not to take their children out of school for extended vacations. Parents who do are required to make prior arrangements with the principal to ensure that missed work is made up. Credit may be withheld if these steps are not followed.

## **ESL**

Students whose primary language is not English will be required to complete placement assessment in English on admission. The purpose of this is to ensure success.

## **Student Progress Reports and Grading**

Report cards will be issued at the end of each nine week grading period. Students in danger of failing or showing significant change in academic achievement will receive a progress report during mid-term of the grading period in progress.

## **Homework**

Homework is the natural extension of classroom work that is necessary for reinforcement, remediation, relearning, and/or extension of skills already introduced in the classroom. Homework should not be used for the introduction of new topics which demand teaching skills from the parents in addition to their supervisory roles.

Teachers at Nā Wai Ola Public Charter School do not assign homework just for the sake of it. The concept of "busy work" as compared to homework is not consistent with the philosophy of Nā Wai Ola Public Charter School. Although homework is acceptable practice at every level, an important consideration will depend upon the maturity level of the student and/or the level and depth of the curricular area.

## **Make-Up of Work Missed Due to School Trips or Illness**

Students who have missed school for an excused activity will have twice the length of time for which they were absent in order to complete work that was missed. School holidays are counted in this calculation. (E.g. a student who has missed two days of school will have four school days to complete their make-up work. Please note that in the case of extended projects, this would mean four days added to the deadline provided that the deadline would have fallen in the time frame of the absence.) Students whose absence is due to illness will be required to do only the work that their teachers deem to be necessary for them to function successfully in their classes.

## **Sports Teams**

Nā Wai Ola Public Charter School fields several sports teams. The age guideline cut-off date is September 1 of the current school year. Students must be enrolled in a regular, established program with a minimum of four class periods daily.

Students are encouraged to try out for our teams. These activities are designed to provide positive athletic experience for our students. Selection is based on athletic performance, scholarship, attitude, conduct, effort, and co-operation.

Further, before participation, the athletes and their parents must sign:

- The Athletic Code of Conduct
- A Medical Release Form
- The Athletic Department Information Form

It is the responsibility of the student who misses instructional time due to Nā Wai Ola Public Charter School sponsored trips to complete assignments beforehand or make provision for make-up work to the teacher's satisfaction.

Academics come before activities. Exceptions to these guidelines can only be made by the Director/Principal who will consult with the teachers and coaches of the student in question. The purpose of these guidelines is to encourage students to do their best.

## **Trip Regulations**

Students travelling under the auspices of the Nā Wai Ola Public Charter School are expected to conduct themselves in accordance with school rules and policies. It is important that each individual uses good judgment in making choices when confronted with situations that can lead to rule violations. Participation in activities that take school-sponsored trips is optional; therefore, one should not become involved unless he or she feels that they can honor the commitment of abiding by the prescribed regulations. The school policy concerning smoking, drugs, and alcohol on school trips is as follows: In any extracurricular activities.

**The following is a set of procedures for student travel:**

1. A student shall not be deemed eligible to travel on a school trip if in the last quarter prior to the commencement of the season, the student has not maintained any U grades for conduct, or any F grades. Students who failed to make up their work for the last trip will also not be deemed to be eligible. A student's eligibility will, from this standpoint, be determined at the start of each season.
2. Students are expected to be at school on the day following the return from a school trip.

**Public Displays of Affection**

Public displays of affection are inappropriate at school. Teachers will report students who violate the Nā Wai Ola Public Charter School code for PDA to the Director/Principal. It is inappropriate for students to kiss and cuddle in school hallways for example. Students who are reported to the Director/Principal will initially receive a warning, and then a letter will be sent home to their parents. If the PDA code continues to be disregarded, first a detention will be assigned and finally a student will be suspended.

**McKinney-Vento Homeless Assistance Improvement Act of 2001**

Your rights under the McKinney-Vento Act are available on the DOE website:

[http://www.hawaiipublicschools.org/DOE Forms/Enrollment/McKinneyVentobrochure.pdf](http://www.hawaiipublicschools.org/DOE%20Forms/Enrollment/McKinneyVentobrochure.pdf)

**Non-discrimination Statement**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326 W. Whitten Building, 1400, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (Voice and TDD) USDA is an equal opportunity provider and employer.

**Acknowledgment of Receipt of Parent Handbook**

The Parent Handbook describes important information about Nā Wai Ola Public Charter School, and I understand that I should consult the Administration Department regarding any questions not answered in the Parent Handbook.

Since the information and policies, described here are necessarily subject to change, I acknowledge that revisions to the Parent Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Parent Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Parent Handbook and any revisions made to it.

Student(s) Name: \_\_\_\_\_

Parent(s) Name (printed): \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_