

**Kihei Charter School**

**Student Handbook**

**Elementary School**

**Addendum 2019-2020**

*July 15, 2019*

## Contact Information

### Key Administrators, Faculty and Educational Assistants

Students and Parents may communicate via email by using the following format:

**First initial of first name+full last name@kiheicharter.org**

John Colson, Chief Operating Officer

Leslie Baldridge, Director K through 6<sup>th</sup> Grade; Director of Special Education

Phill Schmidt, Director of Information Services

Cheryl Zarro, Director of Finance,

Raquel Bulasan, Student Records

Lisa Whitten, Student Services Coordinator

Daina Collins, SPED

Loriana Machabee, SPED

Cory Horwitz, SPED

Amber Sampson, School Counselor

Jeremiah Michaels, School Based Behavioral Health

Heather Doughty , School Based Behavioral Health

Lauren Labat, K-5 Physical Education

Pomai Pruet, Social Studies/Music, K-6 Lead Teacher

Matt Satovich, 6<sup>th</sup> Grade Engineering/Teacher Mentor

Robin White, K-6 Grade Art

Shirah Minagawa ,Kindergarten

Emily Severson, First grade

Carol Dorland, Second grade

Crystal Gresham, Third Grade

Bridget Hogan, Fourth Grade

Christine Estomo, Fourth Grade

Jemie Godwin-Smith, Fifth Grade, Humanities

Kimberlee Baldrige, Fifth Grade, Math/Science

Shannon Satovich, Administrative EA

James Viets, Information Technology Assistant

Maribel Perez, Educational Assistant

Dawn Walker, Educational Assistant

Daeya Kealoha, Educational Assistant

Taylor Hardy, Educational Assistant

Website [www.kiheicharter.org](http://www.kiheicharter.org)

School Phone, (808) 875-0700 School Fax (KCHS): (808) 874-6745

650 Lipoa Parkway

Kihei, HI 96753

## **School Core Values**

With our focus on educating the whole child, Kihei Charter School seeks to ensure that our students become competent learners who embody our core values of:

**S – Show Integrity**

**H – Ho’omau I Ka Po’okela**

**A – Aloha**

**R – Respect**

**K – Kaizen**

**Elementary School Teacher websites-** [www.kiheicharterelementary.weebly.com](http://www.kiheicharterelementary.weebly.com) is the elementary school website. On this site you will find: grade level assignments for home and virtual work, as well as upcoming events and school announcements.

In addition, teachers also maintain teacher web sites that detail their assignments, rubrics, and offer support to students in the form of exemplars, links, Google classroom, additional resources, guided notes, etc. It is expected that parents and students check in with these websites on a regular basis in order to stay abreast of academic progress and happenings at the school.

## **Academic and Behavioral Supports for Students**

Kihei Charter School is committed to providing a nurturing, caring environment that enables all children to progress and learn. To achieve this, we have implemented **Response to Intervention (RTI)** and **Positive Behavior Interventions and Support (PBIS)** systems. These collaborative pro-active “best practices” involve the school, families and community in providing supports and services so each child will meet educational standards for their grade level.

The school has a Response to Intervention (RTI) program to insure that the academic progress of all students is monitored and that timely and appropriate interventions are implemented as needed. The RTI process includes universal screening assessments, frequent review of benchmark data sources, and differentiated instruction in the general education classroom as a starting point. All students complete a universal screener three times during the school year for English Language Arts and Math. Based on data supports and interventions are designed and provided in the regular classroom and in additional intervention classes. The goal is to provide multi-tiered supports so that all students are able to be successful in our school.

All staff members are familiar with the referral forms and processes to use when students appear to need extra support in order to make academic and behavioral gains. Supports are also delivered school-wide through overarching programs and initiatives involving teaching, learning, and behavior.

For more information, please contact the Student Services Coordinator, Lisa Whitten at [lwhitten@kiheicharter.org](mailto:lwhitten@kiheicharter.org) or the RtI Coordinators, Shannon Satovich at [msatovich@kiheicharter.org](mailto:msatovich@kiheicharter.org).

### **State Testing**

Students in grades 3 through 8 are required to participate in state-wide testing during the designated testing weeks throughout the school year. Testing is administered on site at the School. Kihei Charter School, being a public school, is responsible for ensuring that all students, in the assigned grades, participate in state testing. The staff will work with students and provide materials to families to prepare the students for standardized testing.

### **Progress and Report Cards**

Progress reports and end of the year report cards are accessed by parents through Powerschool at the end of each semester.

### **Emergency Drills**

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities or fire protection districts in which school buildings are located.

### **Expectations of Parents**

Kihei Charter School recognizes that a child's education is a responsibility shared by the school and the family and that families play an integral role in assisting student learning. Therefore, we welcome and encourage family involvement. We pledge to promote meaningful two-way communication, to establish programs and practices that reflect the needs of our students and their families, to provide for family participation in decisions that affect their children, and to build supportive partnerships between the home, school and community to improve student learning and achievement.

The Charter School is a school of choice for students and their families. It is expected that parents who choose to enroll their child at Kihei Charter School will demonstrate a commitment to its vision, mission, curriculum, and policies. The belief of the Charter School is that students will perform best when both home and school work together to support their educational and personal growth goals. The following are the expectations of parents in the charter school:

### **Transportation**

Kihei Charter School does not provide student transportation to and from school. Parents are expected to drive their students to and from school or make the necessary arrangements for their child to safely get to and from school in a timely manner.

### **Before-school and After-school Care**

Students may be dropped off as early as 7:30. They will be supervised in the quad areas within the school grounds until classes begin.

Students in grades K-3 may attend after school care until 3:30. Students must be picked up at that time. Students in grades 4-5 may utilize transportation to Kihei Youth Center.

Open lab is also available for students in grades 4-5 for one hour after school. **There is no KYC transportation after open lab.**

#### **Elementary School Student Drop Off and Pick Up Procedures:**

No student in grades K-3 will be permitted to leave school without being accompanied by a responsible adult.

Students should not be dropped off at school before 7:15 am as there is no adult supervision. Consequently, students must be picked up no later than 3:30.

Student safety is a primary concern at Kihei Charter School. As a charter school, we do not have the ability to provide transportation for our students. It is parent/guardians responsibility to provide transportation for your child to and from school in a timely manner.

- **The drop off and pick up point for all students is in front of the school.** The area in front of the building is a loading and unloading zone only. Please say goodbye quickly to your child and keep your car moving except for during active loading and unloading of students. Please park your car on side streets if you will be stopping to enter the campus. Traffic must be able to flow during all drop off and pick up times.
- All students should be **dropped off no earlier than 7:15 am Monday through Friday.** We begin serving breakfast at 7:35 am. Once your child has been dropped off, they are not permitted to leave campus without permission.
- *Only adults listed in powerschool or the emergency contact form will be permitted to pick up students.*

#### **Elementary Dismissal**

**Monday, Tuesday, Thursday, and Friday** K through 5th through students are dismissed at 2:10pm. All students who are not involved in a supervised after school activity **must be picked up before 2:20 pm.** *Open lab is available to **students grades 4 and 5** for one hour after dismissal Monday through Thursday. **There is no open lab on Friday.***

**Wednesdays,** dismissal is at 1:10 pm. There is Open Lab after school for students in 4<sup>th</sup> and 5<sup>th</sup> grade from 1:15 pm to 2:15 pm on Wednesdays.

There is school van transportation to the Kihei Youth Center five days a week. Any student grades 4 and 5 who is unable to be picked up by 2:20 pm will be required to go to the Kihei Youth Center. As parents/guardians, you will be required to fill out the Kihei Youth Center application form and pay the yearly dues of \$10. Families under financial hardship may apply to have their dues waived. There is no KYC transportation after open lab.

- **All students who are attending an after school activity must be picked up at the end of that activity.** Students attending Open Lab must remain in the lab until it is over unless they are signed out by a parent. If you are not able to arrange pick up for your child in the required time frame, he or she will no longer be allowed to participate in the after school activity. All students in after school activities must leave campus within 15 minutes after the end of their activity. **There is no KYC transportation after Open Lab.**

## **Attendance Policy**

The Hawaii Compulsory Laws require regular attendance of all pupils enrolled in the public schools until the age of 18.

Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in his/her educational future as well future employment. It is the belief of the Kihei Charter School Board of Governance, that instructional time with the facilitators/teachers greatly adds value to a student's education. Students who do not attend regularly are at an educational disadvantage as they are not receiving the benefits of working collaboratively with their facilitators/teachers and peers.

Good attendance and punctuality are a fundamental part of our 21<sup>st</sup> Century Skills (self-directional skills). As such, teachers will integrate the 21<sup>st</sup> Century Skills into their coursework and the students will be held responsible for demonstration of the 21<sup>st</sup> Century Skills. It would be very difficult for a student with consistently poor attendance to demonstrate proficiency in the 21<sup>st</sup> Century Skills.

### **Extended family vacations are considered unexcused absences.**

Parents can track student attendance through PowerSchool, which will record excused and unexcused absences. In order for an absence to be deemed excused, a parent or guardian will need to contact the school by phone or by writing either prior to the absence or within three days of a student's return to school. PowerSchool will also record tardies to all classes. As a school of choice that strongly encourages parental involvement, we expect our parents to check their child's attendance record on a regular basis.

**We encourage families to phone the school in advance if they are aware a student is going to be absent or tardy, for any reason.**

## **Orientations, Open Houses, and Exhibitions**

It is expected that parents will attend any and all mandatory parent orientations, school open houses, and student exhibitions of work throughout the school year.

## **Logo Wear**

It is expected that parents will purchase the necessary logo wear and ensure that their child arrives at school wearing it.

### **Expectations of Students**

Kihei Charter School is the only one of its kind on Maui. It offers students truly unique and exceptional opportunities for academic development and personal growth. It is expected that students have chosen the Charter School in order to participate in these unique educational opportunities and activities. For the program to successfully function as envisioned, students must be willing to meet the high expectations that the school has set for them. These expectations are outlined below:

#### **Positive Behavior**

Students will be expected to maintain the highest standard of conduct. It is the intention of administration and teachers to help students achieve maximum development of individual knowledge, skills and competence and that they learn appropriate conduct which will enable them to be responsible, contributing members of society.

Students who choose not to conduct themselves in the appropriate manner as outlined by school faculty and administration will face severe consequences as a result.

A large portion of the Charter School's curriculum will involve field work and outings in the school vans. As representatives of the charter school in the community, students are expected to conduct themselves in an appropriate and responsible manner. Due to safety concerns, students who choose not to adhere to school rules and policies during school outings and field trips will also face severe consequences.

#### **Consistent Effort and Active Participation**

The foundational belief of this school is that "**EFFORT CREATES ABILITY.**" Students are expected to show up each day prepared to positively participate in all activities and to give each of their tasks their best effort. Many of our in-class projects will require the students to work together in order to complete the assigned task. In addition to giving their best effort, students are expected to display and employ positive interpersonal skills at all times. Teamwork and the idea of always "**SPEAKING WITH GOOD PURPOSE**" are two of the most important concepts when students engage in group problem-based assignments.

#### **Homework**

Students will also be required to complete extension work, virtual work, or to participate in activities and events outside of school hours (such as exhibitions) as assigned throughout the year. This is part of the commitment that families make by choosing the Charter School. All homework must be completed. Teachers may reduce grades on late homework.



## **Dress Code and Logo Wear (School Shirts)**

**Students in grades K-5 are required to wear dress code appropriate clothing and logo wear each day of school.** Students are expected to arrive at school prepared for the day's activities and in their appropriate logo wear. Students need to be appropriately dressed in order to attend class. **School logo t-shirts must be visible at all times while out in the field.**

**Inappropriately dressed students, i.e, immodest clothing or without logowear will be sent to office and unable to return to class until appropriately dressed. Parents may be called to bring suitable clothing. Dress codes violations are documented. Repeated dress code violations will result in escalating consequences**

## **Behavior of Students**

Education is our fundamental function, and we are committed to ensure that each student shall have the best opportunity possible to grow academically, emotionally, and socially to become productive citizens able to function in society. In support of this, the Kihei Charter School general discipline policies seek to:

1. Promote a safe and secure learning environment.
2. Promote positive self-esteem so as to prevent students from acts which impede the learning process or which are self-defeating, self-destructive or anti-social.
3. Promote responsible student conduct throughout the school day and at all school sponsored activities.
4. Maintain appropriate student demeanor while the student's educational activities and responsibilities remain uninterrupted.

Effective discipline requires the mutual respect and involvement of the total school community. The discipline plan is designed to support positive behavior and teach, counsel and redirect unacceptable conduct.

## **K-5 DISCIPLINE PLAN**

Most routine discipline problems at the Kihei Charter School will be dealt with in class. These steps may vary due to situations in individual classrooms and throughout the campus.

The first time a student breaks a rule; the staff member will give the student a verbal warning, or take other appropriate action. First time problem behaviors include but not limited to:

- Defiance

- Disrespect
- Non-compliance
- Insubordination
- Minor disruption
- Inappropriate language
- Horseplay
- Dress code violations
- Unsafe behavior
- Minor property misuse
- Tardiness
- Technology violation

The second time the student misbehaves, the staff may decide to take away a privilege or take other appropriate actions. This action will be logged in Powerschool by the staff member. The student may be asked to complete a reflection sheet regarding his/her actions. For the third offense, the discipline support staff will contact the parents/guardians telling them of their child's unacceptable behavior. A meeting may be scheduled at that time with parents to determine the most appropriate course of action, ie. Implementation of a behavior plan, weekly parent communications or detention. The staff may also administer a consequence, and log in Powerschool.

On the fourth offense, the student will be referred to the Dean of Students. The Dean will also administer a consequence ranging from detention to out-of school suspension, etc. If the student is kept after school, the parents will be notified in advance.

These routine steps will take care of most problems with misbehavior. However, steps have been determined for more serious or continued behavior. Repeated offenses or major problem behaviors include but not limited to:

- Repeated documented minor offences (4 or more)
- Abusive language
- Arson
- Bomb threat

- Major disruption
- Fighting or physical aggression
- Physical attack/assault
- Forgery
- Harassment
- Bullying
- Cyberbullying
- Threat or implied threat to student/school employee or their property
- Persistent disobedience/Inappropriate Aggressive Behavior toward staff
- Cheating or academic dishonesty
- Property damage or vandalism
- False fire alarms
- Use or possession of alcohol, drugs, tobacco, combustibles or weapons

The purpose of a discipline system is to:

- \* Improve the educational environment for students, teachers, parents and staff.
- \* Inform students and parents of rules and policies.
- \* Record discipline violations in a systematic way.
- \* Predetermine disposition for violations, when possible.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools, school vehicles, etc. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

At all levels of repeated offenses parents or guardians will be notified by telephone contact, a copy of referral form may be sent home to be signed and returned, or information emailed home informing parents or guardians of violations of this behavior code. Parental conferences may also be necessary at various times during the year to help modify behavior.

Whenever deemed appropriate, counselors, outside agencies, and law enforcement officials may be brought into the process.

NOTE: Out of school suspensions totaling no more than ten (10) days may be imposed on Special Education students under an existing IEP. Each time a new IEP is held, a new ten (10) day "clock" begins. In the event that a longer term of suspension is sought for a special education student, a conference must be convened to determine whether the student's program is appropriate, whether the student was aware of and understood the rules and whether the misbehavior was a manifestation of the student's handicap. If the IEP established that the student's program was appropriate, that the student was aware of and understood the rules, and that the student's misbehavior was not manifestation of the handicap (and this determination is not appealed) then a suspension of more than ten (10) days may be imposed. However, even under such circumstances, the school is not permitted to terminate special education services, but must continue to provide special education services even during the course of a long-term (more than ten (10) days) suspension, it is appropriate that another conference be convened to determine what certain special education services will be provided to the student during the suspension term.

Please refer to the Kihei Charter School Student Handbook for all other necessary information regarding discipline policies and procedures.

### **Visitors to the School**

#### **All visitors must report to the front office before entering the campus.**

The instruction of students will not be interrupted to meet with a parent, nor will the office staff be responsible for transmitting any messages. Parents/guardians dropping off items for students must check the items in at the front desk. Parents must not go directly to student classrooms to bring lunch or other items to students.

### **Lost and Found**

Articles of value found by students should be submitted to the front desk or the Director of the Lower School. Inquiries regarding lost articles should also be made at the same locations.

### **Checking Students Out of School**

Students may need to leave school for appointments and other reasons. We require that requests are accompanied by a written note from the parent or guardian upon arrival in the morning. Please notify the school early if the student is released for a scheduled appointment.

### **Wellness Policy for Kihei Charter School**

***The Kihei Charter School Board of Governance is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement and personal satisfaction.***

### ***Parent Responsibility***

We understand that there are special events that students want to share with their classmates. Due to allergies and other food items that do not fall within the school wellness policy, the following food items are highly discouraged and may not be allowed in school:

- Cupcakes
- Doughnuts
- Gum
- Sugary drinks and/or soda
- Candy
- Cake or brownies
- Homemade foods

Muffins, fruit and non-frosted store bought baked goods are acceptable substitutes. Please check with your child's teacher if you have any questions about bringing food items to school. All items brought to school will be sent home at the end of the school day so parents are aware of what food their child has been offered.

Some events or holidays may be observed and teachers will communicate guidelines well in advance. Please refrain from sending students with inflated balloons or other gifts for individual students during school hours. Outside school activities and plans should be communicated by parents outside of school.

**Below are some FAQ's that will assist parents in supporting our students:**

- *What are the drop off/pick up times and protocol / carpool procedure?*

**Elementary - 8:10 – 2:10; Wednesday 8:10-1:10 Early drop off 7:15 Late pick up 15 minutes after dismissal.**

**.Open Lab one hour after school for students in grades 4 – 5 Monday through Thursday. There is no KYC transportation after open lab.**

Students should be dropped off in front of school. Parents must NOT park in drop off lane.

Elementary parents may occasionally park on the side street and walk their child to the front of the school.

Students will line up in front of their classrooms at 8:10. Parents should say their good-byes to students at the drop off location.

Pick up in front of school. Traffic must be able to flow. If your child is late getting out, please circle around so that other parents may pick up their child.

- *Is there breakfast available?* Breakfast is available from 7:35-8:05
- *What are the open lab times and requirement for students?* One hour after school Monday through Thursday. Students MUST have schoolwork to complete – there are no opportunities to play games.

Open lab begins 5 minutes after dismissal for students in grades 4-5. Students will not be admitted into the lab after that time. Students do not have to sign up for lab time, but it is first come first serve basis. Parents are required to pick up students immediately after lab is over. There is no KYC transportation after open lab

- *Is there before/after school care available?:*
  - Students in grades K-5 may be dropped off as early as 7:30. They will be supervised by EA's.
  - Students in grades K-3 may stay after school ends. They will be supervised by EA's until 3:30.
  - Students in grades 4-5 may utilize school transportation to KYC if not being picked up when school is over.
  - Students in grades 4-5 will be transported to KYC after school ends.
- *How does my child pay for lunch?* Parents may pay for student lunches at the front desk. School lunch is \$4.00
- *How will I learn about the variety of online curriculum and powerschool grading procedures?* Parent orientations will be held one week after the beginning of the school year. These trainings are mandatory and needed for the success of the student(s). Parents are responsible for checking powerschool gradebook regularly

- *How often will I get to talk with my child's teacher?*
  - Parent/teacher conferences are scheduled in the Fall and Spring for elementary school students.
  - Students in grades 6 will participate in student led conferences twice during the school year. Students will share their digital portfolio with parents and share plans for growth during their academic term. Parents also may schedule a conference with their child's teacher at any time by sending a request to the teacher via email.
  - Parent participation during conference times are mandatory and necessary for the success of the student.
  
- *Are there any open house events I am able to attend?*
  - Parents are invited to attend student exhibitions twice/year at the end of each semester. The purpose of the exhibitions are for students to showcase what they have learned throughout the semester.
  
- *Where can I go if I need more information?*
  - The front desk is open from 7:30 – 4:00 Monday through Friday.
  - Teacher emails are first initial, last name @kiheicharter.org.  
  
Ex: Tiger Shark is [tshark@kiheicharter.org](mailto:tshark@kiheicharter.org)
  - Administration contact is [lbaldridge@kiheicharter.org](mailto:lbaldridge@kiheicharter.org) (808) 357-5213 or [ppruett@kiheicharter.org](mailto:ppruett@kiheicharter.org)

**Kihei Charter School**

**2019 – 2020**

**Consent and Agreement and Photo Release**

- I have read the Kihei Charter School Student Handbook
- I understand the policies and procedures explained in the handbook
- I agree to comply with all policies and procedures of Kihei Charter School

Parent Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

In addition, I hereby authorize and consent to the taking of photographs and video recordings of my child by Kihei Charter School and its partners. I hereby authorize and consent to the use of such photographs and video recordings in connection with newspaper stories, television programs, teaching, website, and publicity about the school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*OR*

No, I do not authorize and consent to the taking of photographs and video recordings of my child by Kihei Charter School and its partners, nor do I authorize and consent to the use of such photographs and video recordings in connection with newspaper stories, television programs, teaching, web site, and publicity about the school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Kihei Charter School –Parent Authorization for Travel 2019 - 2020

Dear Parents and Guardians:

Permission is requested for your student to participate in many out-of-school/field-based activities for the 2017-2018 school year. This permission slip will serve as the universal permission for your child this school year.

Name of Student: \_\_\_\_\_ Home Phone:(\_\_\_\_\_)\_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_ Phone #1(\_\_\_\_\_)\_\_\_\_\_

Emergency Contact #1 relationship to student: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Phone #2: (\_\_\_\_\_)\_\_\_\_\_

Emergency Contact #2 relationship to student: \_\_\_\_\_

Emergency Contact #3: \_\_\_\_\_ Phone #3: (\_\_\_\_\_)\_\_\_\_\_

Emergency Contact #3 relationship to student: \_\_\_\_\_

My student **HAS** permission to participate in out-of-school activities this school year: \_\_\_\_\_

### ***MEDICAL INSURANCE COVERAGE***

**In order to participate, students must be covered by medical insurance.**

My student has medical coverage with: \_\_\_\_\_ Policy # \_\_\_\_\_

I grant permission for said student to participate in out-of-school activities, and to travel by means of transportation as required. In the case of an emergency, every effort will be made to contact the number listed on this form. In the case of illness or injury to said student, I hereby consent and authorize such medical or dental treatment as deemed necessary, and agree to pay for such medical and dental costs if incurred. I hereby release Kihei Charter School and all adult leaders from any liability and from any and all claims against them, individually or collectively, for any injury that might be received during this field trip or activity, or in traveling to and from such field trip destinations.

Print or type Parent's/Guardian's name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_