



2018-2019
Student and Parent Handbook

CAMPUS CONTACT INFORMATION

Kapolei Charter School by Goodwill Hawaii
2140 Lauwiliwili Street, Kapolei, Hawaii 96707
Office hours: 7:00 a.m. to 5:00 p.m., Monday-Friday

School Phone: (808) 482-3222

Website: www.kcshawaii.org

Faculty

School Director:	Wanda Villareal wvillareal@kcshawaii.org
Office Manager/Registrar:	Mailani Gaspar mgaspar@kcshawaii.org
Life Coach:	Anthony Silva asilva@kcshawaii.org
Teachers:	Rachel Lavatai rlavatai@kcshawaii.org
	Kelsie Caudill kcaudill@kcshawaii.org
	Ashley Mckenzie amckenzie@kcshawaii.org
	Irish Hays ihays@kcshawaii.org
	Frances Victorino fvictorino@kcshawaii.org
	Koty Kalili kkalili@kcshawaii.org

Kapolei Charter School faculty can be reached via email:
firstname.lastname@notes.k12.hi.us or [firstinitiallastname@kcshawaii.org](mailto:firstname.lastname@kcshawaii.org)
Example: wanda.villareal@notes.k12.hi.us or wvillareal@kcshawaii.org

Table of Contents

Statement of Handbook	1
Our Mission	2
Our Vision	2
Our Values	2
Supporting your child's education	3
Your Role as a parent	3
Admission of Students	4
New Enrollment	4
Health Requirements	4
Physical Examination	4
Tuberculosis Clearance	4
Required Immunizations	5
Non-Discrimination	5
Demographic Information	5
Our Academic Program	6
Graduation Requirements	6
Honors Recognition Certificate Program	7
Valedictorian/Salutatorian	8
Certificate of Completion	8
Commencement Exercises	8
Student with Disabilities	8
Progress Reports	8
Promotion	9
Questions and Concerns	9
Day-to-Day Student Life	10
School Hours and Attendance	10
School Rules	10
Classroom Rules	10
Purchasing Uniforms	10
School Lunch Program	11
School and Course Fees	11

School Calendar	11
School Bell Schedule	11
Athletics	11
Student Expectations	12
Student Conduct	12
Absences, Leaves & Tardiness	16
Absences	16
Leave of Absence	17
Tardiness	18
Make-Up Work	18
Truancy	18
Student Transportation	19
Kalaeloa Shuttle Schedule	19
Map of Bus Route	20
School Safety and Security	21
Island-Wide Emergencies	22
Student Health	22
Student Records and Information	23
Technology	25
Student Computer-Use Guidelines	25
Parent Acknowledgement Form	26

STATEMENT OF THE HANDBOOK

This handbook provides parents and students with information regarding Kapolei Charter School by Goodwill Hawaii (KCS) policies and services. The statements and policies in this handbook do not represent any kind of contract between parents and KCS, nor do they create or confer any legal rights. KCS will be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of KCS. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the school's administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in this handbook.

Note: References to "parents" throughout this handbook should be understood to mean "parents and legal guardians."

[Parent Acknowledgement Form]

<p style="text-align: center;">Kapolei Charter School</p> <p style="text-align: center;">2018-2019</p> <p style="text-align: center;">PARENT ACKNOWLEDGEMENT</p> <p>I have received a copy of parent handbook dated July 2018. I understand that the Handbook is not a contract, but rather a general overview of some of Kapolei Charter School's policies and procedures.</p> <p>I understand that it is my responsibility to read the guidelines and procedures contained in this Handbook. If I do not understand anything in the Handbook, I will seek clarification from the Kapolei School Director.</p> <p>I understand that Kapolei Charter School, in its sole discretion, may add, modify or cancel this handbook and any of its contents at any time.</p> <p>I understand that compliance with the rules and policies contained in the handbook is a requirement for continued enrollment and that failure to follow the rules and policies may result in consultation and disciplinary action.</p> <p>I understand that this version of the Parent/Student Handbook replaces and supersedes all previous versions and any other communications related to the same subject matter. If a previous policy, notice or communication conflicts with any provision of this handbook, I understand the provision in this handbook shall govern.</p> <p>Print Student Name _____</p> <p>Print Parent/Legal Guardian Name: _____</p> <p>Signature Parent/Legal Guardian Name: _____</p>

Inserted within this handbook is a parent Acknowledgment form. This form lets us know that you have read, fully understand, and support the information contained in the handbook. Please read and sign the form and return to Kapolei Charter School no later than August 7, 2018.

OUR MISSION

The Kapolei Charter School by Goodwill Hawaii (KCS) provides customized, meaningful, and alternative educational opportunities to students who seek an alternative to the traditional educational system. With high academic standards, KCS will assist 9th - 12th grade students to graduate with a high school diploma, while providing enriching wrap around services to help them navigate challenges and overcome barriers, allowing them to reach academic success. Students may also graduate with post-secondary credits such as a technical certification or community college credits to ensure a smooth transition into the workforce blending our vision of the power of education and work.

OUR VISION

Provide alternative opportunities for gaining meaningful education and employment to achieve personal fulfillment and self-sufficiency.

OUR VALUES

Core Values are the essential and enduring tenets of a school— a set of guiding principles that have a profound impact on how everyone in the school thinks and acts. They are the few extremely powerful guiding principles; the soul of the school - the values that guide all actions. You can think of Core Values as the glue that holds a school together through time. Core values define what a school stands for and is consistently modeled throughout the school.

People

Through respect, we treat all people with dignity. Through teamwork, we work together to combine our talents and maximize our strengths. We build trust through open communication and fulfilling our commitments to academic success.

Community

Through collaboration, we strive to be a partner in community efforts. We believe in being good corporate citizens and taking care of our island home. We seek out and share current resources and knowledge.

Leadership

Through best practices, we take on community issues that will result in helping our students achieve self-sufficiency. Internally, we inspire and coach staff/students to become leaders. We support them through education and training and by providing opportunities to lead. We foster a culture that expresses a clear expectation for honest, clear, and transparent behavior from everyone through leading by example, being a role model, and modeling our core values.

Excellence - BEST

Accountability: Build accountability and take responsibility for our actions. Quality: Exceed school and community expectations. Continuous Learning: Seek opportunities to learn and replicate successes. Innovation: Think outside the box.

SUPPORTING YOUR CHILD'S EDUCATION

Your Role as a Parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment and facilities – and by providing active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To assist us, we hold you to the following expectations:

- Enforce school rules – help your child understand and follow the rules contained in this handbook and support the school when consequences are invoked for a violation of the rules.
- Support regular attendance – make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency.
- Take an active interest in your child's learning – know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.
- Monitor your child's progress – study informal notes, progress reports and report cards. Discuss them with your child. If you have any questions, contact the School Director.
- Communicate – open communication between parents and school professionals is key to a child's academic success. Contact a teacher, life coach, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.
- Keep informed – Attend meetings and read handbooks, letters and other correspondence from the school.
- Support school activities – show support for your child's involvement in extra-curricular and athletic activities by attending the events. Your support may also include: participating in parent groups, volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from school activities.

ADMISSION OF STUDENTS

Hawaii Revised Statutes §302A-1132 requires all children ages six (6) to eighteen (18) to attend a public or private school unless excluded or excepted from attendance.

Each student enrolled in a public school is enrolled in a specific grade. Students are ineligible to enroll in a specific grade if they exceed the maximum age on the first instructional day of the school year.

Grade 9	Maximum age on the first instructional day = 16 years old
Grade 10	Maximum age on the first instructional day = 17 years old
Grade 11	Maximum age on the first instructional day = 18 years old
Grade 12	Maximum age on the first instructional day = 19 years old

New Student Enrollment

See enrollment packet at kcshawaii.org.

Health Requirements

(For private school or out-of-state enrollees)

According to the Hawaii School Attendance Law, all students who are enrolling in a Hawaii school for the first time must meet certain health requirements. Students who are new to the public school system and are planning to enroll at Kapolei Charter School must provide the following documentation before attending classes:

Physical Examination

Completed by a U.S. physician within twelve months prior to school entry.

Tuberculosis Clearance

(TB) based on a U.S. tuberculin PPD skin test or chest X- ray and completed within twelve months prior to school entry. There are no exemptions for TB clearance. Clearance must include the dates the test was administered and read; and results must be in millimeters (mm).

Required Immunizations

As shown below:

VACCINE	NO. OF DOSES
DTaP or DTP (Diphtheria, Tetanus, Pertussis)	5
Polio (IPV or OPV)	4
MMR (Measles, Mumps, Rubella)	2
Hepatitis B	3
Varicella (Chickenpox)	1 or 2

Students who are not in compliance with the health requirements will be permitted to enroll at Kapolei Charter School if they provide a signed note from a doctor or his/her authorized staff indicating the appointment date for their physical or immunization.

Non-Discrimination

Students have equal access to courses, programs and services at Kapolei Charter School without regard to race, color, national origin, sex, religion, or handicap condition. Inquiries concerning the application of Title VI of the Civil Rights Act of 1964 or the Title IX of the Rehabilitation Act of 1973 may be referred to the Principal.

Demographic Information

If the information regarding your child needs to be updated, please inform the school. If the parent/child has moved, proof of residence documents will be required also.

OUR ACADEMIC PROGRAM

Graduation Requirements

Refer to the Hawaii State Department of Education guidelines posted online at:

www.hawaiipublicschools.org/TeachingAndLearning/StudentLearning/GraduationRequirements/Pages/Graduation-Requirements-2016-and-beyond.asp

Effective 2012-13 with the graduating Class of 2016. A High School Diploma shall be issued to students who meet these minimum course and credit requirements.

Hawaii High School Diploma		
Course Requirements	Credits	NOTES**
English	4.0 credits	Including: English LA 1 & 2; Expository Writing
Social Studies	4.0 credits	Including: Modern History of Hawaii & Participation in a Democracy
Mathematics	3.0 credits	Including: Algebra 1 & Geometry
Science	3.0 credits	Including: Biology 1 & Laboratory Science electives (2 cr.)
World Language OR Fine Arts OR Career & Technical Education (CTE)	2.0 credits in one (1) program of study	For World Language: Two credits earned must be taken in sequence with consecutive course numbers in the study of one language. For Fine Arts: Two credits in a Fine Arts discipline: Visual Arts, Music, Drama, or Dance. Credits do not need to be in a single discipline. For CTE: Two credits need to be in a single career pathway program of study sequence.
Physical Education (PE)	1.0 credit	
Health	.5 credit	
Personal Transition Plan (PTP)	.5 credit	
Electives (any subject area)	6.0 credits	May include 1.0 elective credit for Senior Project
TOTAL	24.0 credits	

***Honors Recognition Certificate Program**

Effective SY2012-13 with the graduating Class of 2016. In addition to meeting the requirements for the High School Diploma, the following must be met with a cumulative GPA of 3.0 or above:

Academic Honors	CTE Honors	STEM Honors
<p><u>4 credits of Math:</u> The 4th credit beyond Algebra 2 must be earned via a combination of the following half-credit courses (or equivalent IB math courses): Algebra 3, Trigonometry, Analytic Geometry, and Pre-calculus.</p> <p><u>4 credits of Science:</u> Of the 4 credits, one credit must be in Biology 1 (or equivalent IB Biology; or AP Biology courses); and the other 3 credits must be lab-based science credits.</p> <p>Two credits minimum must be from AP/IB/Running Start courses (equivalent to credits for 2 college courses).</p>	<p>Completes program of study (2-3 courses in sequence plus a state-identified specific academic course requirement).</p> <ul style="list-style-type: none"> • Earn a ‘B’ or better in each required program of study (coursework). • Meet or exceed proficiency on performance-based assessments for corresponding program of study. <p>Completes one of the following written assessments for the corresponding program of study:</p> <ul style="list-style-type: none"> • Earn at least 70% on each end- of-course assessment • Earn a nationally-recognized certificate • Earn a passing score on a Dual Credit Articulated Program of Study assessment 	<p><u>4 credits of Math:</u> The 4th credit beyond Algebra 2 must be earned via a combination of the following half-credit courses (or equivalent IB math courses): Algebra 3, Trigonometry, Analytic Geometry, and Pre-calculus.</p> <p><u>4 credits of Science:</u> Of the 4 credits, one credit must be in Biology 1 (or equivalent IB Biology; or AP Biology courses); and the other 3 credits must be lab-based science credits.</p> <p>A STEM Capstone/STEM Senior Project</p>

Graduation Requirements (for the classes of 2016 and on) *

(Continued from previous page)

Cumulative Grade Point Averages (GPA) applies to all graduates: Cum Laude with a cumulative GPA of 3.000 to 3.5004 Magna Cum Laude with a cumulative GPA of 3.501 to 3.800 Summa Cum Laude with a cumulative GPA of 3.801 and above

Subject to BOE changes; Parents and students interested in the Honors Recognition Certificate Requirements should check with a counselor to ensure that all requirements are:

Valedictorian/Salutatorian

The valedictorian criteria have been approved by the Hawaii High School Principal Forum. The selection of the valedictorian and salutatorian will be based on the cumulative grade point averages of students at the end of the third quarter in the senior year. The cumulative GPA is based on semester/year grades only, beginning with the first semester of the ninth grade and ending with the third quarter of the senior year; however, the final determination of the cumulative GPA will be computed by the State and will also include the grades earned at the middle school if a child earned high school credit. All seniors with a cumulative grade point average of 4.00 and above shall be declared Valedictorians. If more than one senior is declared Valedictorian, no Salutatorian will be declared. Effective with the Class of 2016 and beyond, graduating seniors will be declared valedictorian if the following criteria are met:

- Cumulative GPA of 4.0; and
- Earned and met the requirements of one of the Honor Recognition Certificates

Certificate of Completion

Students who are serviced by the Special Education Department with an Individually Prescribed Program are eligible to receive a Certificate of Completion when all of the requirements set by their program have been completed.

Commencement Exercises

Students shall be permitted to participate in commencement if they:

- Meet the requirements for a diploma or a certificate;
- Have fulfilled their financial obligations (example: student government fees, class dues, athletics, books and supplies, etc.); and,
- Meet other conditions, established by the Department of Education, which meet the standards of clarity, reasonableness, and justifiability.

Students with Disabilities

The American's with Disabilities Act prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KCS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program or activity. If there are further questions, please contact the School Director.

Progress Reports

The academic progress of each student is reported three times a year through a report card. These report cards will be distributed to students and taken home, or may be received by parents electronically.

Promotion

Each student must earn a minimum number of credits to be promoted:

- From Grade 9 to Grade 10 Minimum of 5.0 credits
- From Grade 10 to Grade 11 Minimum of 11.0 credits
- From Grade 11 to Grade 12 Minimum of 17.0 credits

Questions & Concerns

Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child's education, the following process is suggested:

1. If the issue concerns your child's learning, approach his or her teachers first. You may also contact your child's assigned Life Coach.
2. If the concern or question is not resolved satisfactorily, please contact the School Director.

When in doubt, please call the school office with your question or concern. The office staff will find the appropriate person to help you. Contact information can be found on the front cover of the handbook

DAY-TO-DAY STUDENT LIFE

School Hours & Attendance

Students are expected to be on campus during the entire school day from 8:30 to 3:30. Students are to remain on campus even if the student has a free period. They may leave campus at the end of the last period of the day or required activity if they are not taking part in activities or engaged in study help. The daily schedule may be modified to accommodate special school events. Information on schedule changes will be communicated to students as needed.

School Expectations

1. Students are expected to be in class on time and remain in class until dismissed.
2. Students may leave the classroom with permission from teacher and signed passes in student planner, or alternative method.
3. Students will dress appropriately during school hours. Students will be provided with 3 KCS T-Shirts which will serve as the school uniform. During optional, non-uniform days, the following are considered inappropriate:
 - Spaghetti straps or strapless tops and dresses, short dresses
 - Short and/or tight skirts or shorts (skirts/shorts must be at least fingertip length)
 - Bare midriff, halter tube tops, backless, or off the shoulder clothing
 - Tank tops — for boys
 - Gang related colors and/or symbols on clothing, accessories
 - T-shirts or clothing with drug paraphernalia words or symbols on them
 - Headgear (caps, hats, beanies, etc.) worn in buildings or classrooms
 - Bandanas and do-rags
 - Dark glasses indoors
4. Loitering will not be allowed, specifically in the following areas:
 - Stairwells inside and outside of the buildings
 - Parking lot before, during, and after school hours
 - Entry/Common areas of buildings

Classroom Expectations

1. **BE RESPECTFUL** to yourself and others at all times, both in verbal language and written communication.
2. **BE PREPARED** by bringing materials to class daily.
3. **BE PRESENT** as learning happens every day.
4. **PARTICIPATE** and complete assignments on time.
5. **BE INQUISITIVE.** Asking questions helps you and the class as a whole.
6. **DO YOUR BEST.** You don't know how much you know unless you try.

Purchasing Uniforms

Student will be provided with 3 T-Shirts (included in student registration fee), additional shirts may be purchased at a cost of \$10. School Uniforms consist of the KCS T-Shirt with shorts, or long pants.

School Lunch Program

For this school year 17-19, KCS will not be providing breakfast or lunch at school, students must bring their own lunch. There may be vending machines available with limited options for food and beverages.

School and Course Fees

See enrollment packet at kcs-hawaii.org.

School Calendar

Refer to the calendar posted on the school's website: www.kcs-hawaii.org

School Bell Schedule

Timeframe:	Period:
8:30-9:30	Period 1
9:35-10:35	Period 2
10:40-11:40	Period 3
11:35-12:15	Lunch (Period 4)
12:20-1:20	Period 5
1:25-2:25	Period 6
2:30-3:30	Period 7

Note: Subject to Change

Athletics

During the 17-18 School Year, KCS will not have an athletic program. Students who are interested in playing high school sports can play for the high school their district is in. Students should contact their assigned life coach for more information and assistance in making these connections.

STUDENT EXPECTATIONS

Student Conduct

Kapolei Charter School (KCS) and its staff will take every reasonable precaution in order to maintain a safe and orderly environment and to protect the health and safety of its students and faculty. In order to maintain a safe and secure environment, all faculty will be made aware of the school's policies, procedures and discipline policies during staff orientation, and all students will be made aware of the same policies and procedures during student orientation. -

The philosophy of KCS regarding student behavior and discipline is that all students – regardless of race, gender, age, background, ability, or any other factor – have the basic right to an education and the opportunity to earn a high school diploma as well as maintaining their basic health, safety and security. KCS expects all members of the school community to conduct themselves in a manner to uphold and maintain these rights. Students or faculty who engage in behaviors that negatively impact students or any individual's health or safety will be dismissed from KCS immediately. This philosophy is consistent with the school's model, mission and educational philosophy because it places an emphasis on students and enabling them to overcome any and all barriers in order to achieve a high school diploma.

KCS takes discipline very seriously and views suspensions as a “last resort” option to ensure a safe and secure school environment. These steps are taken to help ensure students are well prepared for the workforce after graduation and to ensure students are provided ample opportunities to adjust their behavior prior to leading to a suspension. The school's discipline plan is outlined below.

When applicable, Kapolei Charter School will also utilize Chapter 19 as a reference when reviewing and deciding on disciplinary response.

Restorative Justice and Positive Behavioral and Interventions Support

- KCS employs Restorative Justice to build community and respond to student misconduct, with the goals of repairing harm and restoring relationships between those impacted. The Restorative Justice Program utilizes a three-tiered model of prevention, intervention, and supported re-entry in response to conflict/harm. KCS' practice of restorative justice emphasizes the importance of
 - Identifying the harm,
 - Involving all stakeholders to their desired comfort level, and
 - True accountability – taking steps to repair the harm and address its causes to the degree possible.
- KCS is committed to creating and maintaining a safe, positive, learning community that nurtures and inspires every student to thrive academically, socially, and emotionally. Restorative practices are used to build a sense of school community and resolve conflict by repairing harm and restoring positive relationships through problem-solving sessions where students and educators work together to set academic goals, develop core values

for the classroom community, and resolve conflicts. Goals of the School Discipline Policy include

- Set high expectations for behavior and adopt an instructional approach to discipline.
- Involve families, students, and school personnel, and communicate regularly and clearly.
- Ensure clear, developmentally appropriate, and proportional consequences apply for misbehavior.
- Create policies that include appropriate procedures for students with disabilities and due process for all students.
- Remove students from the classroom only as a last resort, ensure alternative settings provide academic instruction, and return students to the classroom as soon as possible

Grounds for Disciplinary Action

- All students are subject to disciplinary action when involved in any of the acts listed below, while on school grounds or at a school activity, during breaks (on or off campus), or while going to or coming from school or any activity. Severe behavioral infractions may lead to immediate suspension.
- In determining disciplinary actions, the School Director or designee shall consider the intention of the offender, the nature and severity of the offense, the impact of the offense on others including whether the action was committed by an individual or a group of individuals such as a gang, the age of the offender, and if the offender was a repeat offender.
- Grounds for disciplinary action include: violence/threat of physical aggression; possession of a weapon on school property; being under the influence and/or being in possession of illegal substances (alcohol, drugs, drug paraphernalia, tobacco, and lighter); bullying; cheating/plagiarism; theft or vandalism; chronic misbehavior, including disrespect and classroom disruption; chronic insubordination; and chronic tardiness and/or absences.

Suspension Procedure

- When the School Director determines a student should be suspended out of school, the following process is initiated:
 - Incident Review: A discussion between the staff member requesting a student suspension and the School Director will be held prior to the suspension of any student and parent/guardian notification, unless circumstances dictate a more immediate removal of the student from school premises. Follow-up discussion regarding the situation and consequences will take place as soon as possible after the incident.
 - Parent Notification: The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.
 - The suspended student shall be provided alternate educational activities or other appropriate assistance.
 - Intake Meeting: Upon return from suspension the student will participate in an intake meeting with the School Director; if determined as necessary, the student's

parent/guardian may participate. At this time, a behavior contract may be introduced, stating that further misbehavior will result in a recommendation for suspension.

- KCS will follow the Hawaii Department of Education policy, within Chapter 19, that requires a one- year suspension if a student possesses a firearm on campus, on transportation, or during a school-sponsored activity or event on or off school property. A firearm is defined as any instrument that can project an object that can cause harm upon impact. This includes BB, water, air, or paintball guns.

Discipline for Students with Disabilities

KCS will use the following discipline procedures for students with and IEP:

- School personnel may remove the student with a disability who violates the code of conduct from his or her current placement to an appropriate interim alternative educational setting (IAES), another setting, or suspension, for not more than 10 consecutive school days to the extent those alternatives are applied to students without disabilities.
- School personnel may remove the student with a disability who violates the code of conduct from his or her current placement for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a change of placements.
- School personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures that would be applied to students without disabilities, if:
 - In the MANIFESTATION DETERMINATION review, the behavior that gave rise to the violation of the code of conduct is determined not to be a manifestation of the student's disability;
 - SERVICES DURING PERIODS OF REMOVAL are provided to the student; and
 - Notification of a CHANGE OF PLACEMENT is given to the student
- School personnel must provide the students removed to a disciplinary alternative education program with written notice of the school's obligation to provide the student with an opportunity to complete coursework required for graduation that: Includes information regarding all methods available for completing the coursework; and states that the methods available for completing the coursework are available at no cost to the student. School personnel may remove the student to an IAES without regard to whether the behavior is determined to be a manifestation of the student's disability, if: There are SPECIAL CIRCUMSTANCES; and The removal is for not more than 45 school days. Students will be removed from the school immediately for the same length of time as a student without an IEP.

Out-of-School and Off-Campus Behavior:

- Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from KCS. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the

school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KCS and KCS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances.

- Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Absences, Leaves & Tardiness

Absences

Absences from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Students and parents are responsible for maintaining academic progress during absences from school. Please follow the appropriate procedure when the absence occurs:

Absences due to illness or injury:

- Phone Call – please call the office line before 9:00am on the day of the absence and for each additional day your child is absent. Be prepared to give your child's name and reason for absence. Please let the office staff know if you anticipate an extended absence.
- Returning to School – on return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence. After an absence of five or more consecutive days, your child must submit a written statement from his/her doctor which notes: the illness, the treatment, directions for follow-up, and directions for activities such as physical education.
- Communicable Diseases – if your child contracts a communicable disease (i.e.: chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to the school office before your child may return to school.

Anticipated absences:

- If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit a written request to the school office no less than seven (7) calendar days prior to the date of the absence. The School Director reviews all absence requests. If approved, the absence is considered excused. Students are responsible to follow-up with his/her instructors to meet coursework expectations such as deadlines, make-up work, etc. for excused absences.
- In the event the request is denied, the absence shall be considered unexcused. Teachers are not required to provide make-up work, tests (including final exams) or tutoring due to students' unexcused absences.
- Medical Appointments – non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the School Director is required in a student must be excused during school hours.
- Family Vacations – extended student absences can have a negative impact on student academic progress. For this reason, we strongly encourage families to plan trips during regular school vacation periods. The school calendar is designed to allow several long breaks that are conducive to travel.
- College visits – students will be allowed three days for college visits during their high school career. A written request should be submitted by the student's parents to the School Director at least two weeks before the visit.

- Funerals/Memorial Services – parents must notify the office of any absence to attend the funeral/memorial services of an immediate family member. Students may request an excused absence to attend the funeral.
- Off-Campus Pass – if it is necessary for a student to leave campus during the school day, he or she must present a parent note at the office and obtain an off-campus pass. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement officer, the student should show the pass and student ID card immediately.

Participation in Special Events:

- In order to participate and attend any evening or afterschool event, students must be in school **for the entire day** (this includes unscheduled periods) of the event or the day before if the event falls on a weekend or non-school day.

Absence Examples

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> ▪ Personal illness ▪ Medical, dental, or mental health appointment ▪ Serious illness in the student’s immediate family ▪ A death in the student’s immediate family or of a relative ▪ Emergency conditions such as fire, flood or storm ▪ Unique family circumstances warranting absence and coordinated with school administration. 	<ul style="list-style-type: none"> ▪ Absences not confirmed by a phone call or written note from parent or legal guardian ▪ Cutting class or a required activity ▪ Truancy

Leave of Absence

Students who need to leave KCS to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the School Director prior to the leave and be available for a leave conference.

Educational & Personal Leaves:

Examples of such leaves include those to address:

- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (i.e.: cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a chance in school is recommended to support a student’s progress in therapy, and
- Family relocation for military or employment reasons on a limited-time basis.

Return to School:

- Conditions for a student's return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

Tardiness

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 8:30am. Students who arrive after 8:30am must report to the office to obtain an admittance slip before going to class. Students who anticipate being tardy must bring a note to the school office or have a parent or legal guardian call the school's office.

Make-Up Work

- Excused Absence – it is a student's responsibility to arrange make-up of missed assignments due to absence by the required deadline. Ways to request homework assignments include: emailing or calling the teacher, checking online resources, or calling a classmate for homework assignments.
- Unexcused Absence – Teachers have the discretion not to prepare homework or other assignments in advance for unexcused absences. Teachers also have the discretion not to allow students to make-up work or tests on days when they have an unexcused absence. These assignments will be recorded as a "zero" and may affect the student's final quarterly grade.

Truancy

The Department of Education and the Honolulu Police Department (HPD) cooperate in dealing with students who are truant. When a student is picked up for being truant by HPD, the following procedure will be exercised:

- 1st offense - Police returns student to school for disciplinary action. Name of student is placed in HPD computer bank. Parent is informed.
- 2nd offense - Student is taken to the police station and arrested for truancy. Parent must claim Student for release.
- 3rd offense - Student is arrested and must go to Family Court for disposition

STUDENT TRANSPORTATION

Kapolei Charter School does not provide transportation to the school. The school's parking lot is available for student parking and for vehicle pickups and drop-offs. Parking and traffic regulations are in place to ensure the safety of all students, and to maintain the appropriate academic atmosphere throughout the day within the school campus and with its neighbors. All vehicles parked by school staff or students must be registered at the main office. Anyone transporting a student to the school may only drop off/pick-up at the designated area and time. Guests must park in marked parking stalls and register the vehicle at the front desk. Loitering of any kind is not permitted in the parking areas.

Students also have access to free transportation to/from the school via Goodwill Hawaii's Kalaeloa Shuttle service. Service is provided to students Monday through Friday before and after school times.

Students may check the Shuttle schedule for exact times. A sample of the shuttle schedule and route is below:

Kalaeloa Shuttle Schedule

Monday - Friday

Morning: 7:00 AM, 8:00 AM, 10:00 AM, 11:30 AM

Afternoon: 1:00 PM, 2:30 PM, 3:45 PM, 7:30 PM

Saturday - Sunday & Holidays

Morning: 8:30 AM, 10:00 AM, 11:30 AM

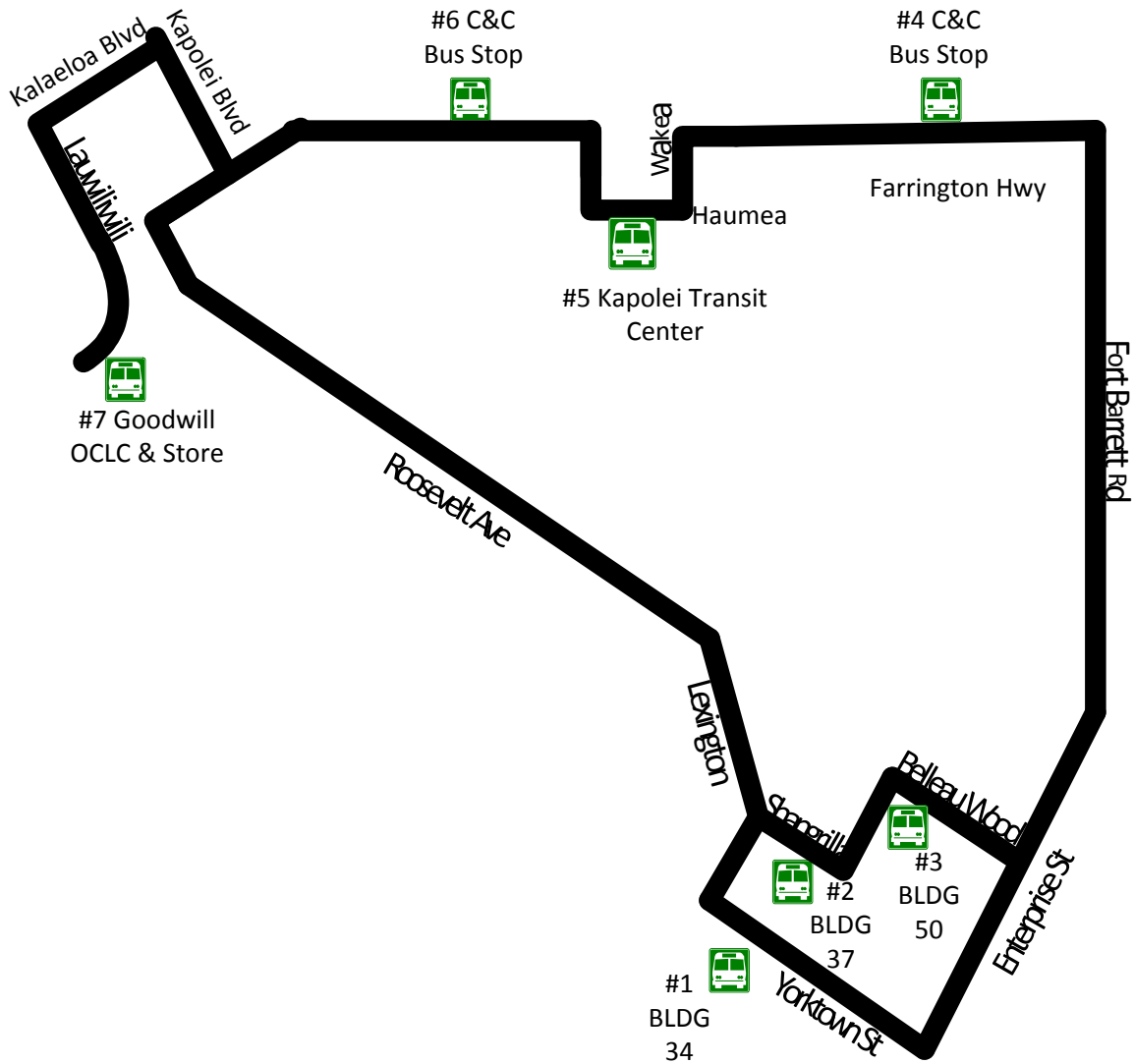
Afternoon: 1:00 PM, 2:30 PM, 4:00 PM

Kalaeloa Shuttle Stops

- #1 - Yorktown, BLDG 34
- #2 - Shangri-La, BLDG 37
- #3 - Belleau Wood, BLDG 50
- #4 - C&C Bus Stop, Fronting KFC & Taco Bell
- #5 - Kapolei Transit Center
- #6 - C&C Bus Stop, Fronting Kmart
- #7 - Kapolei Charter School/Goodwill

For passengers that require wheelchair assistance, contact 24hrs in advance, **284-1197**.

Map of Bus Route



Kalaeloa Shuttle Stops

- #1 - Yorktown, BLDG 34
- #2 - Shangrilla, BLDG 37
- #3 - Belleau Wood, BLDG 50
- #4 - C&C Bus Stop, Fronting KFC & Taco Bell
- #5 - Kapolei Transit Center
- #6 - C&C Bus Stop, Fronting Kmart
- #7 - Kapolei Charter School/Goodwill

SCHOOL SAFETY AND SECURITY

Kapolei Charter School is committed to providing a safe, secure and orderly environment for students, faculty, staff and visitors on campus. All visitors to KCS are expected to check in at the main office and wear a guest pass while on campus. A campus staff/supervisor monitors school security and safety. Students may not leave campus during school hours without permission from the main office and authorized by their parent/guardian. Parents must provide KCS with information as to how their children may exit school campus after hours.

Reporting school infractions & unlawful activity:

- If you or your child witness a school infraction – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to School Director or staff member immediately to permit KCS to take appropriate action. KCS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views.
- After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the infraction is serious and circumstances so warrant. KCS may take disciplinary action, up to and including suspension or release, as determined by KCS at its sole discretion. A detailed list of infractions and disciplinary actions can be found in the “Student Discipline” section of the handbook. For more information about how to report a school infraction, please contact the School Director.
- If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-use please report it immediately to KCS faculty or staff members. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

Off-limit Areas on Campus:

- To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are not allowed in the following campus areas
 - During School Hours:
 - Parking Lot and Student Vehicles
 - Any other areas identified and communicated by faculty and/or staff

Skateboarding/Rollerblading:

Students are not to bring skateboard, Razors, rollerblades, etc. on campus at any time.

Student Guests:

A written request from parents of the host student and the guest’s parent must be submitted to the School Director at least two days prior to the visit. Host students are responsible for their guest’s behavior. Guests must accompany host student for the entire day.

Securing Valuables:

As a safeguard, never leave valuable items unattended or unsecured. **Kapolei Charter School will not be responsible for replacing lost, stolen or damaged items.**

Reporting Child Abuse &/or Neglect:

KCS complies with the Child Abuse Law, the Child Protective Act and the Domestic Abuse Protective Orders. To the extent permitted by these laws, KCS strives to balance the rights of students with the rights of parents and family members. In compliance with the Child Abuse Law, KCS is required to report any suspected child abuse or neglect to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter. Under the law, DHS or the police can interview the child without parental consent or presence. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in Your Child's Custodial Status:

It is the policy of KCS to remain a neutral party in parental disputes concerning the care or custody of their child. It is the obligation of parents and legal guardian to notify KCS in the event there is a legal change in their children's custodial status. Copies of any court orders, decrees, power of attorneys that affect your child's legal status must be sent to the School Director. In the absence of any legal documentation, KCS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record. KCS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

Emergency Procedures and Contact Information

KCS uses an electronic text/email notification system to alert students and parents when an emergency happens on or off-campus, as well as for general communication information. Students and Parents may sign up for system alerts through agreement on the emergency contact form, or by calling or emailing the office for assistance.

Updated plans for quick response to fire, natural disasters, bomb threats, utility failures, medical emergencies and safety during violent or other threatening situations are located in the Red Folders at all KCS facilities and sites, and are regularly practiced at each location. Copies of emergency response and evacuation plans are maintained by the Safety Department.

Training of emergency plans is held so that our students and employees may make the quickest and safest exit possible from the facility in case of fire or other emergencies. Every student and employee has an important role in KCS's emergency program. The main facilities, retail stores, and all outside locations have evacuation procedures.

Student Health

Rest Area:

Students who become ill or are injured during the school day should obtain a pass from their teacher and report the School Directors office. A resting space is available in a semi-private health area until they are able to return to class or are picked up by a parent/legal guardian or other designated adult.

Medication Administration:

School will not be administering medication

Contacting Parents:

In cases of emergency or if a child needs to be picked up from school, the School Director will attempt to call one of the child's parents. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Further treatment by a private physician or an emergency room is at the discretion of parents. Students will be sent home from school if they have any of the following:

- A temperature of 100.5° F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea
- Infectious disease (chicken pox, pink eye, influenza, head lice, etc.)

IMPORTANT: Please notify the main office immediately of a change of address or phone number.

Student Records & Information

Parents and students are allowed:

- To inspect, review and obtain copies of the student's education record.
- To request that others review the student's education record (except where KCS is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the School Director, or his/her designee.
- To obtain copies of KCS's policies and procedures concerning parent/ student access to education records. Requests should be made at the School Director's office.

Directory information:

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken. The school will then contact the student and/or parents, who may then decide if they wish to contact the caller.

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Email
- Activities
- Clubs and sports
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

IMPORTANT: Please notify the high school office in writing IMMEDIATELY, if your home address or phone numbers change – including home, business and cell phone numbers and e-mail address, along with any legal matters.

Release of information to colleges:

As part of the college application process, KCS may be asked to release information to post-high institutions and scholarship organizations regarding student performance and behavior. This may include answering questions regarding academics, conduct, and/or disciplinary issues. When specifically asked, KCS will do what is right and respond to such requests truthfully. Our expectation is that our students will do the same. In addition, students may request that teachers or administrators submit letters of recommendation to these organizations to give insight into their academic achievement and character. All statements, opinions, assessments, and other information provided by faculty or staff members are considered confidential. If you do not wish KCS faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding your child, you must notify the School Director in writing, by the first day of school. Please note that KCS will be unable to process any college applications on your child's behalf should you ask to withhold the information.

TECHNOLOGY

Kapolei Charter School allows students the use of the internet and e-mail system to support education-related communication and research. The use of the system and its support facilities is a privilege, not a right, and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege and/or release from Kapolei Charter School.

Student Computer-Use Guidelines

Use KCS Computer Lab for educational purposes

- Students should use KCS computer equipment, Internet, software programs for the purpose of education-related communication and research.
- Use of KCS computer equipment and systems for personal communication and internet browsing should be kept to a minimum.
- Use only school provided software on KCS computers
- Do not use the KCS systems to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications; or to do things that are illegal or unethical.

Practice Responsible computer use

- Ask a teacher or computer lab resource person if you have questions or concerns about the KCS computer equipment or systems.
- Report problems with equipment or software to a teacher and they will work with KCS information Technology professionals to resolve the problem(s).

Keeping Safe

- Stay clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
- Do not visit chat rooms or others sites where people may misrepresent themselves and try to gain the confidence of chat users in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first checking with staff- if it does not relate to school curriculum and expectations, it will not be accepted.
- Never give out personal information online- including full name, telephone number, address, and social security number. You may become a victim of a phishing scam or phony contest.

Respecting others

- Do not use KCS systems to harm others, alter other people's materials, or misrepresent you identity.
- Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing resources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

**Kapolei Charter School
SY: 2018-2019**

PARENT ACKNOWLEDGEMENT

I have received a copy of parent handbook dated July 2018. I understand that the Handbook is not a contract, but rather a general overview of some of Kapolei Charter School’s policies and procedures.

I understand that it is my responsibility to read the guidelines and procedures contained in this Handbook. If I do not understand anything in the Handbook, I will seek clarification from the Kapolei School Director.

I understand that Kapolei Charter School, in its sole discretion, may add, modify or cancel this handbook and any of its contents at any time.

I understand that compliance with the rules and policies contained in the handbook is a requirement for continued enrollment and that failure to follow the rules and policies may result in consultation and disciplinary action.

I understand that this version of the Parent/Student Handbook replaces and supersedes all previous versions and any other communications related to the same subject matter. If a previous policy, notice or communication conflicts with any provision of this handbook, I understand the provision in this handbook shall govern.

Print Student Name Date

Print Parent/Legal Guardian Name Signature Parent/Legal Guardian Date

Print Parent/Legal Guardian Name Signature Parent/Legal Guardian Date

Please read and sign the form and return to Kapolei Charter School no later than August 7, 2018