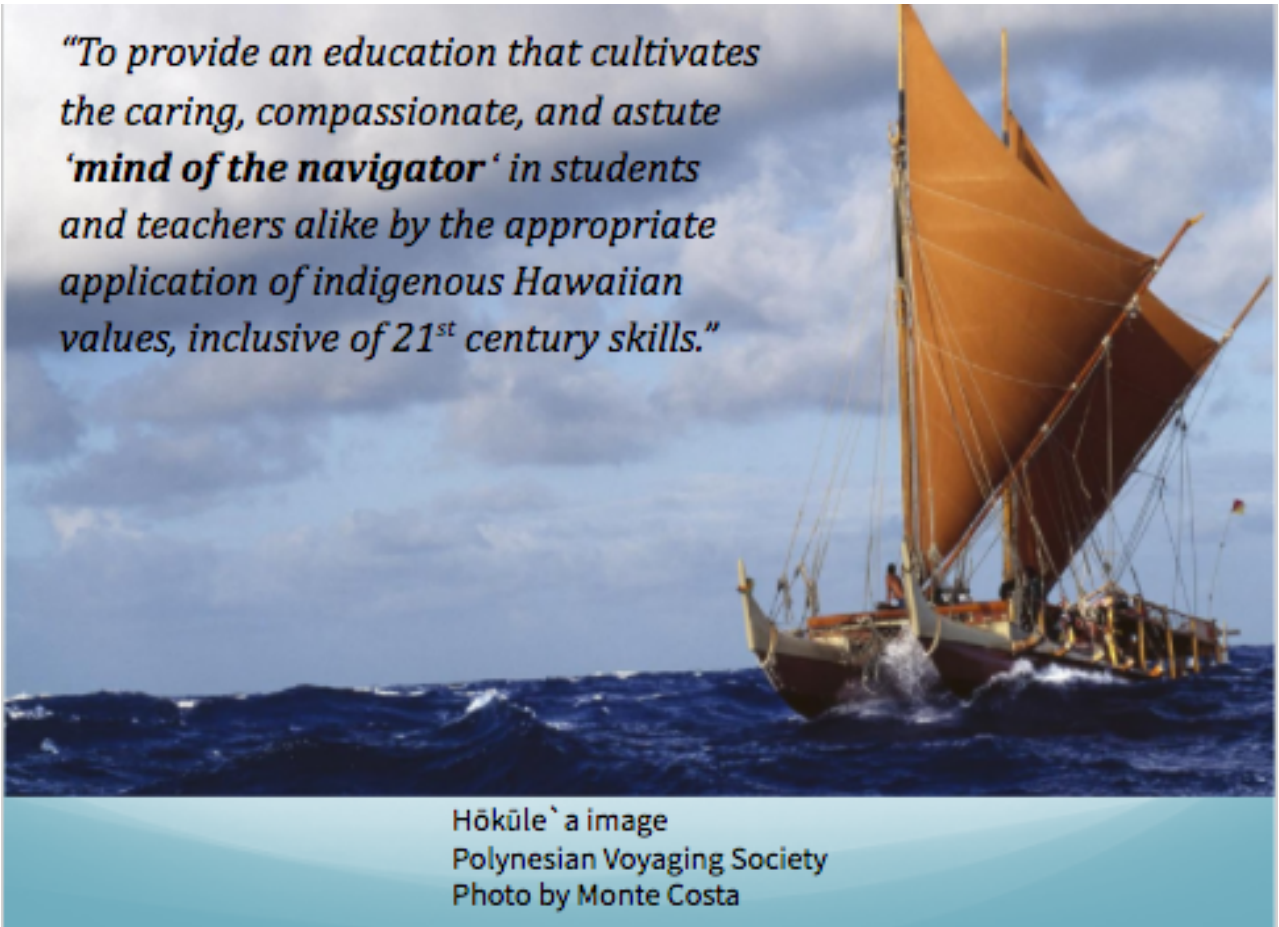


Mālama Honua

Public Charter School

Student and ‘Ohana Handbook

"To provide an education that cultivates the caring, compassionate, and astute 'mind of the navigator' in students and teachers alike by the appropriate application of indigenous Hawaiian values, inclusive of 21st century skills."



Hōkūleʻa image
Polynesian Voyaging Society
Photo by Monte Costa

SY 2023-2024
Grades K-8

41-054 ‘Ehukai Street
Waimānalo, HI 96795

www.malamahonuapcs.org

info@malamahonuapcs.org

Phone: 808-259-5522

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August 2023

Aloha Kākou!

Welcome to Mālama Honua Public Charter School! We are excited that you are a part of our 'ohana as we embark on this voyage of learning! At Mālama Honua Public Charter School, we greatly value effective communication between our faculty and staff and your 'ohana; we believe that effective communication and shared expectations are essential to a student's success. We ask that you spend time as a family discussing the information found in this Student-'Ohana Handbook. These documents provide information and answer questions about our procedures and policies. As these policies will directly affect you, it is essential that you are familiar with them prior to the start of the school year.

We look forward to working with you and your keiki this year. We welcome your participation and encourage you to be involved in this educational experience. Your success at our school is very important to our faculty and staff, and our communication with each other is extremely important to that success.

Please feel free to call the school at (808) 259-5522 or contact us via email listing included on the next page if you have any questions, comments, or concerns.

Mālama pono,

A handwritten signature in black ink, appearing to read "Denise Y. Espania". The signature is fluid and cursive, with a small mark at the end.

Denise Y. Espania
School Director

SCHOOL PERSONNEL CONTACT LIST

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St. Matthews (Grades K-2)	Hui Mālama O Ke Kai (Grades 3-6)	CTEEC (Grades 7-8)

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I. ABOUT MĀLAMA HONUA PUBLIC CHARTER SCHOOL

Introduction and Mission

Mālama Honua Public Charter School (MHPCS) is a public charter school. MHPCS will provide a rigorous, values-based, and place-based education beginning with grades Kindergarten through fifth grade. The mission of MHPCS is to provide an education that integrates 21st-century skills and indigenous Hawaiian values that cultivate the caring, compassionate, and astute “mind of the navigator” in students and teachers alike. The “mind of the navigator” requires contemporary and ancient academic skills and the full recovery of endangered values like caring, courage, and integrity that are crucial for helping today’s young people chart a successful course through life.

Mission

To provide an education that cultivates the caring, compassionate, and astute "mind of the navigator" in students and teachers alike by the appropriate application of indigenous Hawaiian values, inclusive of 21st-century skills.

Keiki Mission

All haumana and kumu will become caring, compassionate, and loving navigators that live aloha, mālama, ‘imi ‘ike, loko maika‘i, na‘au pono and olakino maika‘i with the skills of a 21st-century learner.

Our founders, Nainoa Thompson and Robert Witt, envisioned a school whose mission was to create leaders who embody the attributes of *The Mind of the Navigator*. A school whose foundation and culture would live and practice the values and lessons gained from the worldwide voyage to *Mālama Honua*. Guided by our core values, we keep keiki at the center of our decision-making, striving to develop learners who can set, plot, and successfully navigate the many voyages they will have in life while being grounded and confident in their cultural identity.

Today’s local, regional, and global society demands not only the acquisition of academic skills but also the development of values and characteristics that will lead to compassionate, insightful, and courageous problem-solving. Individual and societal success will require cultivating in young people a sense of *mālama*, astute observational capabilities, and the ability to gain and apply ever-changing information in creative ways. Mālama Honua Learning Center will, therefore be a school that accepts responsibility for the “self-actualization” of every student whose understandings, dispositions, and capacities in today’s world must include (1) analytical and creative thinking and problem-solving; (2) complex oral and written communication; (3) leadership and teamwork; (4) digital and quantitative literacy; (5) global perspective; (6) adaptability, initiative and risk-taking; and (7) integrity and ethical decision making within the context of an empathetic and caring outlook.

While providing an exemplary place-based and project-based education for students initially from kindergarten through 2nd grade, MHPCS will also serve as a “research school” that houses an embedded professional development institute committed to actively preparing teachers and leaders for **excellence** in the face of today’s rapidly changing educational demands. MHPCS will thus develop leaders and learners of all ages who can engage with the problems and the promise of our social, educational, and ecological interdependence.

We believe these aspirations and commitments are best achieved in a diverse, strong community with partners with a sophisticated understanding of cultural values and educational instructional practice.

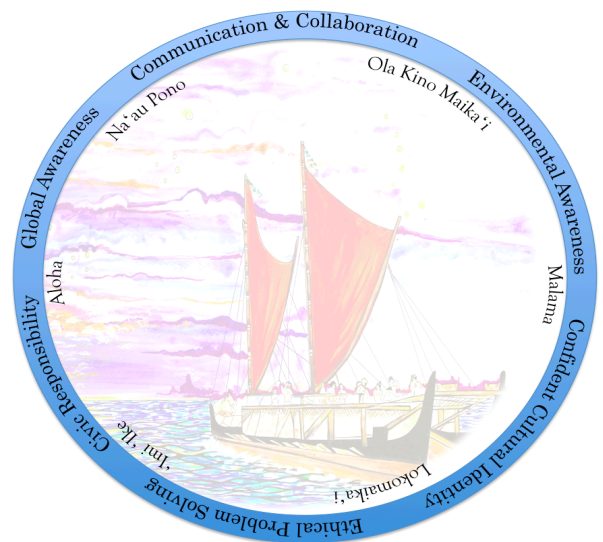
Vision, Values, Promise, and Vision of a Graduate

Vision

One day, students will possess the mind, values, capacities, and empowerment to fulfill their potential and positively impact society’s most pressing social and environmental challenges

Our Guiding Values

- Mālama: *To care for*
- Aloha: *To love*
- ‘Imi ‘Ike: *To seek knowledge*
- Lokomaika‘i: *To share with each other*
- Na‘au Pono: *To nurture a deep sense of justice*
- Olakino Maika‘i: *To live healthy*



Our Promise

Mālama Honua promises its students, educators, parents, community and investors that:

The school will be a sacred place. It will be a safe place where all are accepted and affirmed - both as learners and people. It will be a place that honors culture, invites the critical exploration of knowledge and heartens a culture of compassion.

Keiki Promise

My school is my wahi pana. I can add to a pono learning environment by showing aloha, mālama and loko maika‘i to all people. I can be respectful and compassionate of all cultures and beliefs and I can be in control of my learning.

Vision Of A Graduate

Mālama Honua graduates embody the Mind Of The Navigator.

- They are grounded in Hawaii - learning, utilizing, and perpetuating Hawaiian culture, language, practices, and values and finding connections and alignment to their own diverse family values and beliefs - to strengthen themselves in their identity and the identity of Hawaii.
- They are lifelong learners who build upon cultural foundations to inquire, research, communicate, and empower themselves
- They lead efforts to create and implement *pono* solutions for their 'ohana, community, island, and world.

Educational Foundations

Mālama Honua Public Charter School embraces a progressive, humanistic, holistic, constructivist educational philosophy guided by its mission and Hawaiian cultural values. This educational philosophy has been shaped by varied experiences, including the leadership team's reflections on their own extensive careers in the field of education and youth development – in both formal and informal settings, and in-and-out of schools. The philosophy is underpinned by the thinking and research of education, psychology, neuroscience and child development's most esteemed leaders. This synthesis of research and practice reflects the professional wisdom of educators who have successfully created personalized, equitable, safe, challenging, and high-performing schools for all students.

Guiding Principles

Mālama Honua Public Charter School is guided by ten core principles, which underpin our pedagogy and discipline our work with students and each other. These principles represent the school's guiding philosophy on the purpose and practice of education. As a school community, our guiding principles are:

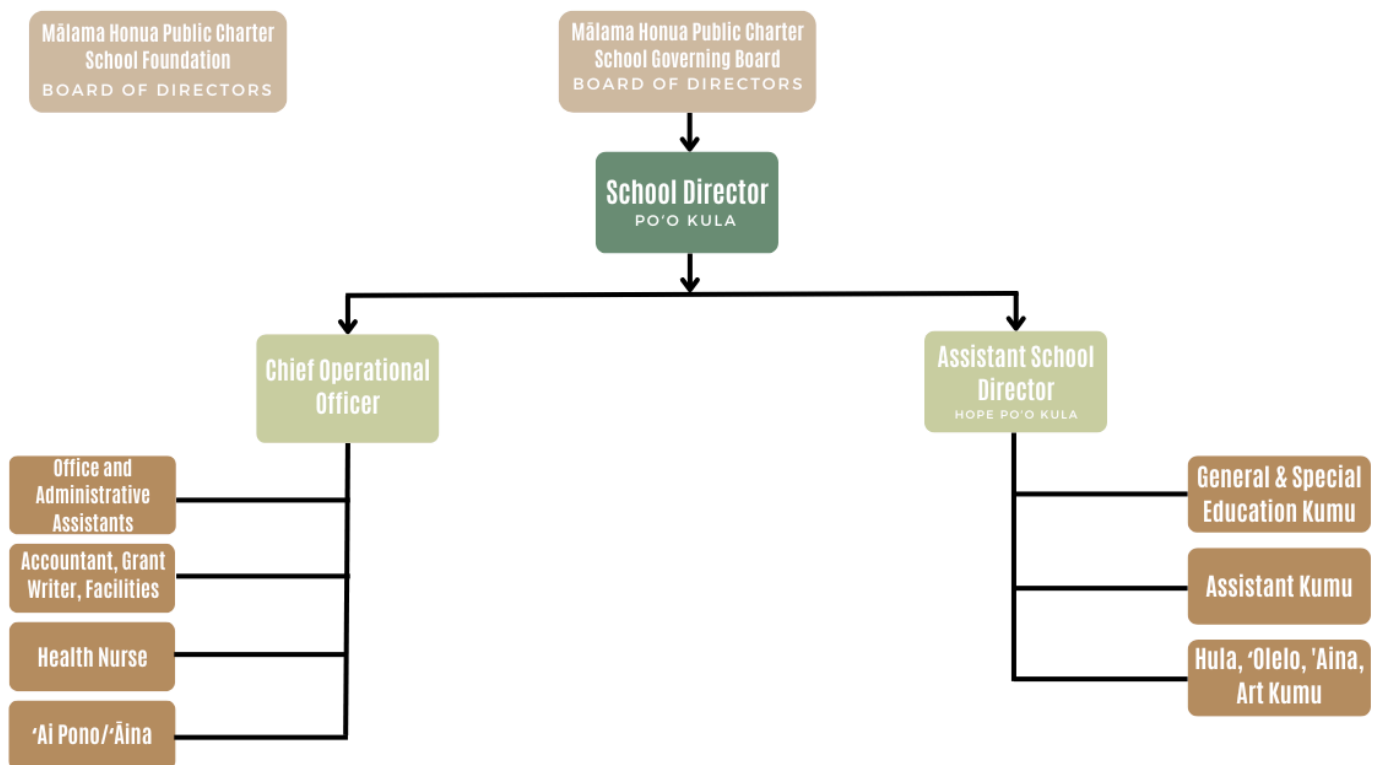
- The academic, social, emotional, and behavioral needs of our students come first.
- We provide affirmation, acceptance and accountability to each other, both as learners and individuals.
- We replace discouragement with hope by creating a structured, systematic, and supportive learning environment where students appreciate their academic and social potential.
- We strongly reflect a culture of agency, which assumes our mission and vision are achievable and that our educators and students have the ability to bring them to fruition.
- We recognize that a clearly articulated, school-wide, effective (social and emotional) curriculum is as important as academics.
- We construct our educational programs on research-based practices, established knowledge, and informed professional wisdom.
- We seek collaboration with others, both public and private, to share knowledge and best practices and advance the field of education - with particular attention to teaching and learning.
- We recognize that values, integrity, and character complete academic proficiency and are required for true success, engagement, and fulfillment in academics and life.
- We are committed to serving as a research and action setting that is disciplined and intentional in our planning, decision-making, execution, and progress assessment - in both our work and learning.
- The value of *mālama* underpins our culture, behaviors, attitudes, and expectations.

Governance Structure of Mālama Honua Public Charter School

In accordance with Hawai'i charter school law, the Governing Board holds the charter for the MHPCS. The School's Governing Board is the independent board of the school that is responsible for the financial, organizational, and academic viability of the School and possesses the independent authority to determine the organization and management of the School, the curriculum, and the instructional methods; has the power to negotiate supplemental collective bargaining agreements with exclusive representatives of their employees and is considered the employer of School employees for purposes of Chapters 76, 78, and 89; and ensures compliance with applicable laws. The Board shall consist of ten (10) members. The School Director shall serve as an ex-officio, non-voting member of the Board. No more than thirty percent (30%) of the members of the Board shall be employees of the School or relatives of employees of the School.

The term of office of the Board members is 2 years except as provided for in the initial appointment under these amended By-laws. Board members shall serve after their terms expire until their replacement is selected.

Organizational Structure Mālama Honua Public Charter School



Founders

Robert Witt, Chair and Co-Founder

Nainoa Thompson, Co-Founder

Governing Board Members

Ulalia Woodside, Board Chair

Vance Martin, Board Vice Chair

Kapono Ciotti, Board Treasurer

Lisa Takatsugi

Puanani Kama

Todd Cullison

Ardis Eschenberg

Foundation Board Members

Michael Buck, Board Chair

Melissa Rietfors

Kalei Stern McDonnell

Mehana Makainai

Herb Lee

Denise Espania, School Director (ex-officio)

Mālama Honua Public Charter School Educational Philosophy

Our educational philosophy is informed by and complementary to, our guiding principles. The educational philosophy translates the school's mission, values, and principles into instructional practice and an educational program.

It is through the guiding principles and these research-based pedagogical principles that MHPCS incorporates so that its students will develop into educated, compassionate global citizens of the 21st century.

- **Authentic:** We all learn best when ideas, concepts, and tasks are relevant to our lives. Students learn best when they engage content within a meaningful context. Content is made relevant by connecting it to the passions, wonders, and lives of students that they possess both inside and outside the classroom. We also provide students with authentic ways to demonstrate their learning. This is reflected in the school's curriculum, instructional tasks, assessment, and commitment to informal learning sites off campus.
- **Developmental:** Teaching and learning should match a student's developmental level. Students are capable of learning sophisticated material if the instruction is appropriately organized and supported. Students must be an active constructor of their own knowledge and an independent

explorer. When provided the appropriate scaffolding, students are the artisans of their own learning, doings, and lives; and, in turn, contribute to the learning and doings of others.

- **Critical Exploration:** Critical exploration is an approach to teaching, learning, and curriculum that engages students directly with the subject matter, invites them to express their thoughts, and listens carefully to their thinking. It inspires student minds to “awaken.” At its core are the beliefs that students bring their prior expectations, interests, and knowledge to the learning experience; students need something complex that ignites their curiosity and challenges them to explore; and teachers need to be facilitators with a researcher mindset. By observing students, following their thinking, and asking informed questions, teachers guide students on their unique paths to deeper understanding. Students’ explorations allow them to think critically, be engaged, and construct their own knowledge in exciting and creative ways.
- **Critical Pedagogy of Place:** A synthesis of “critical pedagogy” and “place-based education” that is mutually supportive of each educational tradition. We engage students to learn about the experiences, problems, cultures, and histories that construct the narrative and collective identity of their community. We work with our students to identify, recover, and create settings that teach us how to live well in our total environment and to identify and change mindsets that injure and exploit other people and places. In order to transform oppressive conditions, we must have an empathetic connection to others. “If we want children to flourish, to become truly empowered, then let us allow them to love the earth before we ask them to save it.” We create experiences where students can build relationships of care for each other, the natural world, and places close to home. Therefore, the school extends the learning experience beyond the classroom to the gardens, navigation sites, and other socio-ecological places of importance.

II. SCHOOL INFORMATION

Enrollment and the Lottery

Our school serves students primarily from the eastern Kona *moku* to the southeastern Ko’olaupoko *moku*. This area comprises the following seven (7) *ahupua’a*: Wailupe, Niu, Kuliouou, Maunalua, Koko, Waimānalo, and Kailua. Based on the demographics of this region, the school will serve a predominantly Native Hawaiian community within a statewide public-school system whose largest group is Native Hawaiian. As a charter school, MHPCS is required to comply with state law and be free and open to all students. Students are selected from applications received in the designated time frame for application submittals for each school year. Once a family submits an application, they will receive a letter confirming their application has been received, along with a timeline of milestones along the enrollment process – including the lottery if necessary. Currently enrolled MHPCS students are assured admission the following year and do not need to re-enroll. The school does ask that our current families confirm the intent-to-return by March 1st of every year so that MHPCS can recruit and plan accordingly.

If MHPCS receives more applications than seats available, a lottery will be held. The lottery date varies from year to year but will typically be held between mid-March and mid-April. Families will be notified of the lottery date and their lottery number. MHPCS lottery priority will be given as such:

1. Siblings of currently enrolled MHPCS students
2. Students who reside in the geographic catchment area of the school
3. Students of current MHPCS staff

Enrollment Process

As a public charter school, MHPCS will comply with HRS 302B-5 and be free and open to all students. Potential students will be considered for admission without regard to race, ethnicity, creed, national origin, gender, disability or achievement level; however, the school does require an application, which families may obtain from the school office or digitally via the school's website. The enrollment process is scheduled to include a timeline that appropriately allows the school to recruit in a diverse and inclusive manner, and for families to navigate the application process comfortably. The school will accept applications during a specific timeframe, typically November to March (phase 1). Once a family submits an application, it will receive a letter confirming their application has been received, along with a timeline of milestones along the enrollment process- including the lottery, if necessary. Currently enrolled MHPCS students are assured admission the following year and do not need to re-enroll. The school does ask that those current families confirm their intent-to-return by March 1st so the school can recruit and plan accordingly.

Phase I of the Enrollment Process - November to March

If there are more applicants than spots available, a lottery will be held (see Lottery below). If there are more spots than applicants, all current applicants will be admitted and the enrollment process will enter phase II.

Phase II of the Enrollment Process - April

After March 31st, students will be enrolled as they submit an application if there is available space. In the event that the school is at capacity, a waitlist will be created. As spaces become available, families will be called in the order their applications were received.

Student Lottery

If the school receives more applications than seats available, a lottery will be held. Applicants who are siblings of current enrolled families or children of current school staff will be exempt from the lottery process (20 U.S.C. 7221b(b)(3)(I) and 7221i(1)(E), (G), and (H)). The lottery date will vary each year but will typically be held between mid-March – mid-April. Families will be notified of the lottery date.

Acceptance letters will be mailed the day after the lottery event. Students who are offered enrollment at MHPCS must accept or decline by the deadline stated in the acceptance letter. Students who were not selected in the lottery will be placed on a grade-specific waitlist in the order selected in the lottery.

Post-Acceptance Process

Once a student has been admitted to MHPCS, we request that the family participate in an “in-take process.” Participation is strongly encouraged as the school views this process as important and will make great effort to encourage full participation by all. The intake process may include, but is not limited to:

- Students, along with their families, attend an Information Session
- Request the school receive a copy of the student’s most recent report cards or transcript
- Submit current teacher evaluation reports
- Submit any other educational testing or information that the family wishes to share
- Parents participate in a private, intake meeting with a MHPCS administrator, with the purpose being to get to know school personnel and share pertinent information about their child. This is in addition to each person sharing their aspirations and expectations for the child.
- Students attend the New Student Orientation program – held close to the beginning of the school year for all new students

In order for a student to attend Mālama Honua, the family must first:

- Submit proof of meeting all State Health Department requirements, including a TB test and other immunization records
- Complete the school enrollment forms;
- Complete the Emergency and Health Examination Forms; and
- Submit proof of minimum age requirements by means of a birth certificate or other appropriate document.
- Submit proof of residency by means of rental/mortgage document OR current utility bill OR notice of base housing assignment OR notarized statement of residence if living with a relative.
- Students coming in at 1st grade and higher: Most recent report card. Release of student records.
- Students with Individualized Education Plans, 504 accommodation plans, or Evaluation reports should inform the school and submit plans/assessment records.

MHPCS has decided on the application and intake process because as a “school of choice,” we believe it is important for students and families to understand the school’s culture, expectations, and programs in order to make the most informed decision about whether or not it is a good fit for them. We believe these processes facilitate that kind of insight and reflection. Also, the application and visits allow the school to get to know the students, their interests, affinities, and needs – along with any pertinent family information that will be useful to best serve the student. Aligning with the school’s commitment to family engagement and support, it is important to start establishing a strong, open relationship as early as possible.

Registration

KINDERGARTEN AND NEW STUDENTS (private or out-of-state): The following information is required for children enrolling in any Hawai‘i Public School for the first time:

1. Original Birth Certificate
2. Completed and signed Health Record Card (Form 14)

3. Release or transcript from previous school
4. Hawai'i School Attendance Law requires all children entering any school in the State of Hawai'i for the first time to complete all health requirements. If not completed, your child may be excluded from school.

The health requirements are as follows (refer to Appendix A for detailed information):

- a) Tuberculin test (Mantoux) or x-ray test, negative report must be presented before a child can be admitted to school. Tuberculin tests done in foreign countries are not acceptable. Under state law, students without a TB test **will** be excluded from school until the family can provide a TB certificate indicating that the test has been performed and read.
- b) A physical examination completed within ONE year before school entry
- c) All immunization requirements have been met.
 - i. By age 19 months: (4) Diphtheria, Tetanus, Pertussis (DTaP or DPT), (3) Polio (IPV or OPV), (3) Hep B, (1) MMR (Measles, Mumps Rubella), Hib (Haemophilus influenzae type b), 1 Varicella (chickenpox)
 - ii. K-12: (5) DTaP or DPT, (4) Polio, (2) MMR (Two doses of measles are required with *at least one* being the MMR vaccine), (3) Hep B, (1 or 2) Varicella

All immunizations must meet the minimum ages and intervals between vaccine doses.

5. If your child is exempt from any health requirements for medical or religious reasons, proper forms must be completed and provided to the school before entry.
6. Should your child require special medical considerations that would affect your child's ability to participate in school activities (e.g. allergies, heart condition, etc.), a doctor's note is required.
7. Transfer students from another state or territory of the U.S. must show proof that the health requirements have been met prior to school entry. Out-of-state records showing physical examination, tuberculin test and immunizations must be shown and verified.
8. Prior to the first day of school, if your child received Special Education services at another school, a copy of the Individualized Education Plan (IEP) would help the school make proper educational decisions and make the proper requests for educational placement and/or evaluations.
9. If your child has no previous school experience, and there is only one month of school remaining in the school year, MHPCS reserves the right to not enroll your child for kindergarten for that remaining month. Your child can enroll for kindergarten for the following school year.

TRANSFERS FROM OTHER HAWAI'I PUBLIC SCHOOLS: Students transferring to MHPCS from another Hawai'i public school ***must present to the school office the official release***, which is issued by the releasing school. If your child is receiving Special Education services, please advise the administration.

School Schedule

The school year begins on August 4, 2023 and ends on May 29, 2024.

The school day begins with morning piko at 8:00 am from Monday - Friday.

Drop off starts at 7:20 am.

Pick up times are as follows:**Monday - Thursday**

All school - 2:00 pm

Friday Early Release

All school - 1:00 pm

School Supervision

School supervision on Monday–Friday begins at 7:20 am. We request that students arrive at school no later than 8:00 a.m. and leave campus immediately following the closing of the school day. Parents are strongly encouraged to remind their child to remain on the MHPCS campus upon arrival for safety. Exceptions to these times may occur when students are under the direct supervision of a faculty/staff member.

Parents of students must pick up their child directly after the school day. For safety reasons, students are not to remain on campus unsupervised. There are community after school programs for you to enroll your child in for after school care. If your child is found to be on campus after school, parents will be called to pick up your child immediately.

Your child's health and safety are our primary concern. We appreciate your help in reminding your child of all school safety rules. Working together will assure that your child has a safe and happy year. Remind your child that if he or she is having problems with another student(s), they should inform an adult immediately.

School Traffic Patterns**St. Matthew's (Grades K-2)**

During drop off and pick up you may use the parking lot at St. Matthews as a turn around to drop off and pick up your child. An adult will be helping students in and out of cars during drop off and pick up. You should enter on the Makapu'u side of the entrance and exit on the Kailua side as the exit. Please exit turning right so we can keep the traffic flowing. RIGHT TURNS ONLY. After 2:30 pm on each day, parents picking up at A-Plus may use available stalls in the parking lot for pick up.

If your keiki walks to and from school, an adult will assist them to the sidewalk to ensure they are safely on their way. Students who ride bikes must walk their bike while on campus.

Hui Mālama O Ke Kai (Grades 3-6)

During drop off and pick up you may use the driveway as a turn around to drop off and pick up your child. An adult will be helping students in and out of cars during drop off and pick up.

If your keiki walks to and from school, an adult will assist them to the sidewalk to ensure they are safely on their way. Students who ride bikes must walk their bike while on campus.

CTEEC (Grades 7-8)

During drop off and pick up you will use the parking lot as a turn around to drop off and pick up your child. An adult will be helping students in and out of cars during drop off and pick up.

If your keiki walks to and from school, an adult will assist them to the sidewalk to ensure they are safely on their way. Students who ride bikes must walk their bike while on campus.

After-School/Extended Day Program

Once the standard school day ends, MHPCS will partner with other organizations to offer supervised educational programming every day until 5:30 p.m. During this time, the enrichment will offer students a variety of informal learning opportunities - enrichment activities, recreational activities, off-site field trips, and homework assistance. This is also a time for students to receive tutoring if needed. The enrichment offerings do not replace the learning of the school day; but rather, serve to expand upon it and engage students in subjects they are not typically exposed to. These academic and non-academic opportunities can be provided to students by classroom teachers, school administrators, school staff, parents, and other community partners.

Families choose whether or not to participate in the program, although some students may be encouraged to attend. There will be monthly fees associated with the extended day program but MHPCS strives to provide the financial support necessary to ensure all interested students can attend. All participating students will receive an afternoon snack.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act provides that a Local Educational Agency (LEA) that receives department funds may not have a policy or practice of denying parents the right to:

- inspect and review education records (34 CFR Part 99.10);
- seek to amend education records (34 CFR Parts 99.20, 99.21, and 99.22); and
- consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR Parts 99.30 and 99.31).

The procedure for exercising these rights can be obtained by calling the school office at 808-259-5522.

Protection of Pupil Rights Amendment (PPRA)

Statute 20 U.S.C. §1232h, 34 CFR Part 98, Protection of Pupil Rights, governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent;
- mental or physiological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisal of other individuals with whom respondents have close family relationships;

- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; and income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents will be notified immediately if such a survey, analysis, or evaluation is proposed, so parents have the option to withdraw the child from participating. The procedure for exercising these rights can be obtained by calling the school office.

Class Work/Homework

Parents and students must understand that daily classwork and homework are integral parts of the school program. Every teacher has his or her own class work and homework requirements indicated in the communication home. All students are accountable for completing all classwork and homework assignments.

Class Work/Homework During Absences

Students who are absent for one or more days should contact their teacher(s) via email or phone message to find out what homework must be done. Each teacher has a homework requirement for absences.

Extracurricular Activities

Students who participate in extracurricular activities must make arrangements with teachers for missed class work and/or homework.

Student Support Services

The school offers academic, career, college, and personal counseling services. Because the school is small, many teachers act as personal and academic counselors. We adhere to the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004), and Hawai'i law and regulations Hawai'i Administrative Rules, Title 8, Chapter 60, Provision of a Free Appropriate Public Education for a Student with Disability and Chapter 61, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.

School Communications

- 1) Start-of-School Makua Halawai: Overview of expectations and *kuleana* for the school year
- 2) Open House: Opportunity to informally meet teachers, observe the learning space, and learn more about daily and yearly programs
- 3) Student-Led Conferences: Supported by the teacher; opportunity for our keiki to share with their parents goals, progress, and individual learning plan
- 4) 'Ohana Nights: In collaboration with Parent Hui, provide a variety of learning opportunities that involve the entire family

- 5) Makua Halawai: Held every other month; opportunity for school leadership to share what is going on at school and for parents to collaborate with school leadership and each other around continuous growth of the school
- 6) Trimesterly Reports of Progress: Summary of the learning and progress keiki are making towards their goals and standards
- 7) eNews: Leadership and teachers communicate with ohana regarding events for the school and classes

Home to School Communication

In addition to weekly eNews, the school communicates with 'ohana through emails, text messages, the school website, the Rooms App and the TADS platform. Downloading the MHPCS app allows for easy access to the website and notifications on personal devices. Classroom kumu communicate class specific events and updates through the Rooms App. An up-to-date email is essential for school communication. If you are not able to access email or the internet or you are not getting the weekly communication, please let the office and your kumu know ASAP.

Parents are encouraged to use phone, email, or the Rooms App to contact teachers if they have concerns about their child's academic progress. Parents may contact the school administration about concerns regarding activities in or out of school that may affect the child's learning. As needed, parents may be asked to attend a conference at the school if an academic or social problem arises during the school year. Periodically the school holds Open House and other events. Parents are strongly encouraged to attend.

Field Trips

As part of the instructional program at the school, teachers and researchers plan educational activities away from campus. These activities are carefully planned and supervised. By signing the Agreement to Participate (Appendix A1) form, you and your child agree to fully participate in each school-sponsored activity. In addition, parents will receive detailed information about each field trip, and may be required to sign additional permission forms.

School-Sponsored and Related Activities

School-sponsored and related activities are printed on the school calendar, in the weekly e-Newsletter or letters are sent home to parents when they are scheduled. Please call the school administration at 808-259-5522 if you are in doubt whether an activity is school-sponsored.

Parent Participation

The 'Letter of Intent' that was signed prior to the start of the school year states that every 'ohana (family) will participate in a minimum of **10 hours** of school activities per semester. Single-parent families are asked to contribute a minimum of **5 hours** to the school. 'Ohana are responsible for documenting their hours and the activity on their child's log located in their classroom. 'Ohana are encouraged to attend the monthly makua (parent) gathering, which is held the second Monday of every month.

III. SCHOOL POLICIES AND PROCEDURES

The Hawai'i State Compulsory Attendance Law

The Hawai'i Revised Statutes §298–9 states that “unless excluded from school or excepted from attendance, all children will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to some such school.” Section 298–13, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronically absent may be referred to Family Court.

Exemption from the compulsory attendance law is permitted only under specified conditions pursuant to §298–9, Attendance Compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions. HRS 302A–1135 provides that a parent or guardian who does not enforce the child's regular attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to \$1,000 (HRS 707–640) or jail time for up to thirty days (HRS 706–663).

School Attendance Policy *(Revised July 2023)*

Student participation is critical in student growth and achievement. Excessive absences and tardies negatively impacts a student's ability to learn and may affect their grading marks on their report card and/or their promotion to the next grade level. If a student does not attend school for at least 50% of the instructional days within a trimester, he/she may not receive grading marks for the trimester on their report card.

Parents must notify the school by phone (808-259-5522) or via email at attendance@malamahonuapcs.org no later than 7:45 a.m. to report that their child will be absent or late in arriving at school. Parents may leave a message if they call before 7:30 a.m. All students arriving at school after 8:00 a.m. must report to the office to check in before reporting to their classroom and teacher.

Excused absences shall require notification from the parent or guardian indicating the date(s), student name, and reason for absences which may include family court hearings; hearings involving foster children; funerals; religious holy days; medical, mental health, or dental related reasons, when a verifiable note from a doctor or dentist is provided. A physician's note is required for absences of three days or more. After a student's tenth absence, the parent and student will be required to attend a conference with the school counselor and teacher to discuss the child's academic progress. After a student's fifteenth absence, the parent and student will be required to attend an administrative conference with the school counselor, teacher, and social worker. **Please see our COVID protocols for more details on the requirements to return to school after illness, which may change depending on current city, state, and federal guidelines for COVID-19 response. This can be found under the “documents” section of our MHPCS website.*

Tardy to School

Students arriving at school after 8:00 a.m. are considered tardy. They must check in at the office before reporting to class. Numerous tardies will require an administrative conference.

Outside Appointments

Students who leave school early under the jurisdiction of their parent(s)/legal guardian(s) then return to school later that day shall be marked “present” for the day IF the amount of time the student is not present does not exceed half the school day. The student shall be marked “absent” for the day IF the amount of time the student is not present exceeds half the school day, as determined by the school.

Parents are strongly encouraged to schedule dental, medical and other appointments after school hours or on weekends. If a child needs to be released from school early, a signed note from a parent or guardian must be sent to the school stating the time of release and the reason. The student must bring the note to the office before 8:00 a.m. If a student must leave during class time, the parent or guardian must notify the school by a written note or phone call. At the time of pick-up, parents must sign the student out at the office. Should parents have questions or concerns about scheduling appointments for their child, please contact the school office.

INTERVENTIONS for excess absences

# of absences	Action(s)	Who
0-5 absences	1. Phone call to parents 2. 1st Attendance Letter will be sent to parents	Parent Office Teacher
6-10 absences	1. Phone call to parents 2. 2nd Attendance Letter will be sent to parents 3. Parent Conference	Parent Office Teacher Counselor School Social Worker
15+ absences	1. Phone call to parents 2. 3rd Attendance Letter will be sent to parents 3. Parent Conference with Administration 4. *Family Court Consideration	Parent Office Teacher Counselor School Social Worker Administration

**Family Court Consideration is on a case-by-case basis. Exceptions to the attendance expectations due to extenuating circumstances must have administrative approval.*

Chronic Absenteeism

“Chronic Absenteeism” is defined as having more than 14 absences in a school year. Our goal at Mālama Honua Public Charter School is to reduce the number of haumana with chronic absenteeism. We hope to continue our partnership with our families in order to improve overall school attendance at Mālama Honua Public Charter School.

Leaving Campus During the School Day

The school adheres to the State Compulsory Attendance Law which states that no student is to leave campus without an off-campus pass. For their protection and safety, students in grades K–8 do not have off-campus privileges. Students who disobey this law will receive disciplinary action that may result in detention or suspension from school.

Permission for students to leave campus must be requested in writing or by telephone to the school office. Parents should state the reason for the request and the time of release. Students will only be released to parents, legal guardians and/or authorized persons who are written on the letter or emergency card. NO child will be released to another child or a minor under age 18. All students who leave campus early must be signed out at the office. No student will be dismissed from classrooms. All parents and guardians must report to the office, show identification, and sign the student out of school at the front desk. To ensure student safety, persons picking up students must be over 18 years old, present a valid ID and be listed on the emergency card as an authorized pick-up person. The office will then contact the classroom teacher to send the student to the office for dismissal.

Student Illness During the Day

A student who becomes too ill to attend class must report to the office so parents can be called and the child picked up as quickly as possible. An off-campus pass will be issued to the child. A student who becomes too ill to attend class will not be eligible for extracurricular activities on that day.

Emergency Situations

If an emergency occurs, parents should contact the school office. The student must leave campus with a parent/guardian or authorized person after signing out at the school office.

Late Pick-Ups

Please make every effort to pick up the students on time. Repeated instances of late pick-up will require the school to engage with the ‘ohana to problem-solve. If actions continue, the school may be forced to take appropriate action with social services.

Planned Absences of Three Days or More

If parents are planning to remove their child from school for three or more days, they must submit a letter to the administration two weeks in advance explaining the reason for the absence and the period of time

their child will be out of school. Parents are responsible for making sure their child has made arrangements to make up any missed schoolwork.

Health Information

If your child becomes ill or is injured on school grounds, MHPCS staff will administer first aid for minor injuries (cuts, bruises, etc.). The MHPCS staff will notify parents/guardians of the condition, and advise the release of students to home or to see a doctor, if necessary. If you are unable to pick up your child, inform the school as to which authorized adult will come so the safety of your child is assured. An off-campus pass will be issued to the child. A student who becomes too ill to attend class will not be eligible for extracurricular activities on that day.

The staff will follow Department of Health procedures regarding communicable diseases such as head lice (ukus), impetigo, rashes, and other open sores that can easily be transmitted to others. Please consider your child's health and others by taking care of all health problems at home.

Hawai'i State Law requires that a physician's note be submitted to the school before a student returns to school after contracting any communicable diseases (e.g. chicken pox, strep throat, scarlet fever, impetigo, hepatitis, conjunctivitis, hand, foot, and mouth disease, and COVID). Students with live head lice (ukus) will be sent home and may return to school after all the head lice are gone.

Emergencies: Parents should complete and update their child's Emergency Card at the start of the new school year and in the event of any changes. In the event of an emergency, or if a student requires immediate medical attention, every attempt will be made to contact the parents/guardians or authorized persons listed on the emergency card housed in the school office. In the event that the family cannot be reached, the student will be discharged only to authorized persons on the Emergency Card. If necessary, an ambulance may be called at the discretion of the Administration.

Updated telephone numbers are important for the teacher, administration, or counselors to get in contact with the parent/guardian as needed. Parents should immediately notify the school of any changes of address and/or phone numbers (e.g. home, work, emergency, etc.); this information is vital should an emergency occur. MHPCS requests that parents notify the school office *in writing* of such changes.

Medications: Any medication should be administered to the student at home. Medication includes, but is not limited to, prescription drugs, non-prescription (over-the-counter) medicines, vitamins, sunscreen, ointments, insect repellants, and cough drops. Parents are required by State Law to inform the school of any medications that are to be taken by the child during school hours. Parents must submit the DOH SH36 form to request to store emergency rescue medications at school. The school will only supervise a student as they take their medication; staff will not administer any medication to the student. Medication must be in its original container or packaging with an intact pharmacy label or manufacturer's label and will be kept on hand for ONE WEEK ONLY in a locked cabinet in the office.

If a student is on long-term or as-needed daily medication, families should enter the name of the medicine as well as the reason for it on the emergency form. If a student is on temporary medication, parents are asked to inform the office staff of the medication and the length of time it must be taken.

Additionally, it is important that families notify school staff of any medications their child is receiving, as their behavior, concentration, and focus can be adversely affected.

Illness or Injury: For the protection of your child and others, families of students who are unable to participate at their usual energy level will be called. If a student becomes ill or injured during the school day, the parent/guardian will be notified by phone or by note (depending on the severity of the illness/injury). If the illness or injury requires further attention, the school will follow the stated Emergency Procedures.

Chronic Illness: If your child has a chronic health problem causing excessive absences that may affect his or her functioning academically, a note from the doctor is required. Please make sure you indicate any chronic illness on the emergency form.

Head Injury: In the case when a student incurs a head injury, the supervising adult will immediately assess the situation and provide first aid. The family will be called and informed of the situation. If the child loses consciousness, the school staff will assess, call home, and require immediate pick-up and a physician's note to return. Upon assessment, if the child is at all unresponsive or parents cannot be contacted, staff will immediately call 911, and then parents will be informed.

Head Lice (Ukus): One of the most common problems on campus is head lice (ukus). Our primary concern is that they are easily passed on from one student to another, and unless an infected student has all the nits (egg sacks) removed, the ukus will most likely return. We recommend that students do not share hats, jackets, combs, brushes, etc. with others. It is a Department of Health policy that a student may stay in school as long as the head lice are contained (dead or nits). Families will be called upon the discovery of head lice on their child.

Immunizations: All children entering school should have met the immunization requirements before the first day of school (see Appendix A). If the minimum requirements are not met, parents will be notified via phone call and a letter stating that their child has deficiencies in their immunization record. Provisional admittance is allowed only if the parent shows proof (a doctor's statement or an appointment card for the next vaccination) that the child is in the process of fulfilling the requirements within the allowable grace period. If the child does not have proof of fulfilling the immunization requirements, he/she may be denied school attendance. Children without a proper TB test will not be allowed to attend school.

Child Abuse Reporting Law

Ensuring the protection and safety of children requires the involvement of all community members. Under Chapter 350, Hawai'i Revised Statutes, employees or officers of any public or private school are mandated to report child abuse or neglect. Reporting of suspected child abuse and neglect by the mandated reporter is a primary intervention that identifies harm or the threat of harm to children. A report of abuse or neglect provides Child Welfare Services with the opportunity to intervene and to address problems in the home that have harmed a child or threatened a child with harm.

Suspected Crime-Related Incidents and Reporting

Administration, teachers, official, or other employee of Mālama Honua Public Charter School shall make a report to appropriate authorities when they know or have reason to believe that an act has been committed or will be committed which:

1. Occurred or will occur on school property during school hours or during activities supervised by the school; and
2. Involves crimes relating to arson, assault, burglary, disorderly conduct, dangerous weapons, dangerous drugs, harmful drugs, extortion, firearms, gambling, harassment, intoxicating drugs, marijuana or marijuana concentrate, murder, attempted murder, sexual offenses, rendering a false alarm, criminal property damage, robbery, terroristic threatening, theft, or trespass; and/or
3. Involves suspected child abuse or neglect pursuant to HRS §350-1.1

Policy 101-14 - Family and Community Engagement/Partnership

In setting expectations and creating a climate conducive to effective engagement/partnership implementation, the Board acknowledges the importance of administrative leadership at all levels, including its own. Therefore, the Board directs the Department to establish an organizational culture characterized by practices and programs that build and sustain positive and engaged relationships with families and communities by:

- Building the capacity of staff and families to engage in partnerships;
- Aligning with school achievement goals and connecting families to the teaching and learning goals for the students;
- Taking a comprehensive and coordinated approach to family school engagement and community partnerships;
- Addressing family school engagement/partnership in strategic planning processes;
- Assigning formal responsibility, accountability and necessary authority for engagement/partnership implementation to appropriate staff at the State, Complex Area and School levels;
- Embracing the diverse cultures, languages, strengths and needs of all families;
- Providing adequate and appropriate time, resources and opportunities to include families in the design, implementation, evaluation and oversight of all relevant programs and services.
- Establishing statewide standards, administrative guidelines, associated metrics/indicators, timelines and reporting requirements that support the implementation, monitoring and evaluation of family

and community engagement/partnerships based upon national evidence-based best practices including, but not limited to:

- Standard 1: Welcoming all families into the school community—Families are active participants in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- Standard 2: Communicating effectively—Families and school staff engage in regular two-way, meaningful communication about student learning.
- Standard 3: Supporting student success—Families and school staff continuously partner to support students' learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- Standard 4: Speaking up for every child—Families are empowered to be advocates for their own and other children to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- Standard 5: Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- Standard 6: Engaging/partnering with community—Families and school staff engage/partner with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Rationale: The Board of Education ("Board") recognizes that a child's growth and educational success are responsibilities and goals shared by the Department of Education ("Department"), communities, schools, and families. It follows that the achievement of these goals depends on the establishment of a broad array of informed partnerships among stakeholders that address the strengths and needs of all students.

[Approved: 06/16/2015 (as Board Policy 101.14); amended: 06/21/2016 (renumbered as Board Policy 101-14)]. Former policy 2403 history: approved: 05/03/2001; revised: 09/18/2003]

'Ai Pono Policy

Mālama Honua Public Charter School is committed to the optimal development of every student. The school believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. By addressing food security, food sovereignty, and food justice, 'ai pono practices provide an opportunity to address health risk factors faced by our MHPCS community through a culturally grounded and relevant framework.

- Students must behave appropriately during mealtime as directed by teachers and staff.
- Students must eat their own food. They are not allowed to share food.
- For the safety of all students, we are a **NUT-FREE** school.
- 'Ai Pono Choices ONLY:
 - Students are encouraged to bring fresh fruits and vegetables, whole grain crackers, popcorn, cheese, boiled eggs, etc.

- o Students are not allowed to bring pre-packaged items if the first 3 ingredients contain corn syrup or sugar. Refrain from bringing cookies, candies, cakes, chips, ice cream, etc., especially for birthday celebrations.

Students will be given an appropriate time allowance for meal and snack consumption. The lunchroom environment will provide students with a safe, enjoyable setting that will have adequate space to eat and convenient access to hand-washing facilities. The lunchroom will be properly supervised by school staff.

Child Nutrition Program

MHPCS participates in the National School Lunch and Breakfast Program, the Fresh Fruits and Vegetables Program, and the After-School Snack Program. Families who wish to participate in the Lunch/Breakfast Program are asked to fill out a Free and Reduced-Price Meal Eligibility Application. All information is private and confidential.

Students on free or reduced-price breakfast/lunch programs are entitled to one lunch daily. All other meals or snacks must be purchased at regular prices. Federal regulations require that the meal is only for the student to whom it is assigned. Prices for breakfast and lunch are set each year.

Families who do not participate in the lunch program must pack their child(ren) a nutritious lunch and a water bottle daily. There is one scheduled snack time each day.

Meal Charge Policy

A. Full-Priced Meals - All students will pay for meals at the identified and published amount for the school year. Payment will be conducted through payment in the main office. Students will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.

B. Free Meal Benefit – Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for through payment in the main office in advance of the scheduled lunchtime.

C. Reduced Meal Benefit – Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for through payment in the main office in advance of the scheduled lunchtime.

D. Parents/Guardians – The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid through the main office of each campus in advance of the meals being served. Funds should be maintained in students' lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price lunches for their child(ren) at any time over the course of the school year.

Notifications to Households of Low or Negative Balances in Campus Lunch Accounts

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

- The student's household will be notified when a student charges his/her first meal, second meal, and third meal.
- The campus will notify households of low or negative balances via email notifications, phone calls, or letters home.
- Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment, and where to go for questions or assistance.
- The consequences of non-payment will be determined on a case-by-case basis.
- The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be tracked through the meal counting system.

Delinquent Meal Charge Debt

Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

- At the end of the school year, campus administration and the Executive Director will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.
- Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

Visitors to the School

All visitors must sign in at the MHPCS School Office, indicating date and time, and will receive a temporary pass that must be worn in a visible place at all times while on campus. The temporary pass must be returned to the office before leaving. Visitors on campus without approval will be asked to leave. This action is for the safety of all students. Students are prohibited from inviting friends or relatives to school, before, during, and after school, without written permission from the MHPCS administration.

Bounced checks

There is a \$25 fee per bounced check. After two incidents, the school will no longer accept checks from the family. Any payments to the school would need to be in cash or a cashier's check.

Loss of, or Damage to, School Property

All school property (including, but not limited to, books, instruments, and school equipment) is issued to students without charge. The school expects students to take due care when using school property. Losses or excessive damages to school property will be charged to the parent. As indicated in the student conduct code, graffiti and other property damage are punishable by law. Any student who is caught damaging MHPCS property will face criminal charges as well as school disciplinary action.

Care of Valuable Items

All students are responsible for the care of their personal belongings. Students are highly discouraged from bringing items of value or large amounts of money to school. Students should never leave purses, wallets, books, or other valuables unattended at any time. Students who must bring money (over ten dollars), jewelry, or other valuable items to school should ask the school office personnel to have them secured in the school safe before school opens and pick them up after school. Small items should be sealed in an envelope and labeled with the student's name, grade, and date. The school will not be responsible for lost or stolen items.

Lost and Found

Report to the school office if an item is lost or found. Items can be claimed in the lost and found area or in the school office. Items not claimed at the end of each semester will be given to charity.

Technology Agreement

Technology/Internet access supports the learners' efforts at Mālama Honua Public Charter School. It enhances educational and research activities, provides a conduit for the transmission and sharing of information, provides access to appropriate national and international resources, and assists in developing the literacy skills necessary in a technology-rich society. To ensure students use technology appropriately and ethically, Mālama Honua Public Charter School will provide training to students regarding appropriate uses of Internet materials and equipment. Any student conduct found to be in violation of this policy shall be addressed through the Mālama Honua Public Charter School administration.

Rights and responsibilities of the technology user:

1. Follow the rules of network etiquette, which include the use of appropriate language and polite responses.
2. Will not share my home address or phone number with another user.
3. Will not plagiarize information in any form. Will not violate copyright laws.
4. Will not attempt to bypass the security built into the system. Recognize that this may result in cancellation of network privileges.
5. Will print only when permitted.
6. Will not use unauthorized chat areas, unauthorized USBs, unauthorized CDs, unauthorized external drives, download games, or download any other files to the hard drive.

7. Parent(s) or guardian(s) shall be responsible for damages, losses, or costs incurred by the school system relating to or arising from any violation of the rules by your child.

Dress Code

All students at Mālama Honua Public Charter School are encouraged to dress appropriately for school and school-related functions. Students are required to wear the cotton school uniform t-shirt along with shorts, pants or skirts from Monday-Thursday. Dri-fit uniforms are only to be worn on huaka'i (field trip) days. Polo uniforms are only to be worn for special occasions for Middle School only. Faculty and staff will determine the appropriateness of student attire. If your clothing causes a distraction or disruption, you will be asked to change into something more appropriate. Final determination of appropriateness of attire will be determined by the administration.

Parents/guardians will be contacted if there is a student violation of the dress code. Continued violation of the dress code may result in further administrative action.

MHPCS Dress code includes the following guidelines:

1. Clothing shall be worn at all times.
 - No hats or sunglasses during any instructional or assembly period.
 - Underwear/undergarments should remain unseen at all times.
 - No clothing, jewelry, or other accessories with pictures, words, or logos containing profanity, gang identification, violence, or sexual connotations, advocating the use of illegal drugs or alcohol, or any other offensive material.
 - No overly revealing apparel, such as bare midriffs, necklines or armholes that are too low or too loose, clothing that is too tightly fitting, shorts and skirts shorter than mid-knuckle when standing with arms along the side of the body, tops that are strapless, one-strapped, or with straps less than 0.5" in width.
2. Footwear must be worn during school hours. Physical Education classes require tennis or athletic footwear, and science classes require covered shoes for safety reasons.
3. Until further notice, masks will be required to be worn throughout the day. Masks may be removed during meals/snacks when students are socially distanced and not talking during eating. They may also remove masks during outdoor play with their 'ohana bubble or quiet independent work time socially distanced/with shields. We appreciate the cooperation of all students during this time of transition back to 100% face to face learning. **Please see our COVID protocols for more details. This can be found under the "documents" section of our MHPCS website.*

Swim Dress Code: One or two-piece swimsuits for girls and board shorts or deck shorts for boys. Students are allowed to wear a rash guard or board shorts. Cotton, denim, or any thick material are prohibited, as those tend to get heavy for children during lessons and the fibers in those fabrics are more hazardous to the

filters. Goggles are optional. Students with long hair (shoulder length) are asked to please put it up in a rubber band or cap; this allows them to see better when swimming and to not allow excess hair that falls out to potentially clog the filters.

Playground/Recess Rules

Students are to follow all directions from faculty and staff in order to ensure a safe environment for all.

Rules for playground/recess safety are as follows:

- Students should only be in areas where there is a teacher present or with a teacher's permission.
- Students are allowed to run/play ONLY in designated areas.
- WALKING is required on the sidewalk/pavement near the classrooms and office.
- No tree/fence climbing is allowed.
- Students are encouraged to play safely with equipment and each other.
- Students are to return to their classroom as advised by the teacher when recess time is completed.

Four Levels of Student Discipline

(Revised July 2023)

The four levels of this student disciplinary process are designed to teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in school, at school-sponsored events, or at non-school sponsored events.

Level	Behaviors Include, but are not limited to:	Consequences:
1	Possession of Contraband Minor Problem Behaviors Not Following School or Class Rules Verbal arguments that detract from learning Behaviors that are not aligned with school values and promise	Classroom-determined consequences could include: <ul style="list-style-type: none"> • Loss of privileges • Loss of free time • Parent Contact • Letters of apology • Mediation with involved parties • Other consequences as determined by staff Repeating the same level 1 offenses multiple times after intervention can result in level 2 consequences.
2	Abusive Language Class Cutting Insubordination Leaving Campus without Consent Truancy Academic Dishonesty Defacing Property Stealing (lunch, objects, minor items) Demeaning physical acts that are not physically harmful Ethnic slurs Malicious intent	Classroom-determined consequences required: <ul style="list-style-type: none"> • Parent contact • Administrative contact In addition, potential consequences include: <ul style="list-style-type: none"> • Time in office • Additional kuleana to support school needs • Service to school, peers, and/or community • Loss of privileges • Loss of participation in school events • Loss of free time with peers • Letters of apology

	Pushing/kicking/hitting Repeated gossiping Threatening to reveal personal information	Repeating the same level 2 offenses multiple times after intervention can result in level 3 consequences.
3	Bullying, Cyberbullying Disorderly Conduct False Alarm Forgery Gambling Harassment Hazing Inappropriate use of Technology Theft Premeditated threats of violence Trespassing Spitting on person Smoking, Use of Tobacco	Required: <ul style="list-style-type: none"> ● Crisis removal ● Parent contact ● Administrative investigation and follow up In addition, potential consequences include: <ul style="list-style-type: none"> ● Time in office ● Additional kuleana to support school needs ● Service to school, peers, and/or community ● Loss of privileges ● Loss of participation in school events ● Loss of free time with peers ● Letters of apology ● Mediation with involved parties ● Required additional coursework, lessons, or projects related to the infraction ● Suspension, in or out of school from 1-91 days ● Suspension for up to 92 days ● Call to police ● Dismissal from MHPCS ● Referral to alternative education programs ● Restitution
4	Assault Burglary, Robbery, Theft Extortion Fighting Possession, use, and/or sale of: <ul style="list-style-type: none"> - Dangerous weapon - Dangerous instrument - Dangerous substance - Firearms - Illicit Drugs - Drug Paraphernalia Property Damage Sexual Offenses Terroristic Threatening	

Student Conduct Code

MHPCS's goal is to provide an enriching and supportive educational environment that is safe, comfortable and conducive to learning for all students. We are committed to providing a learning environment free from discrimination, harassment, intimidation, bullying, hazing or violence that interferes with a student's ability to learn and enjoy his or her educational experience. MHPCS is committed to encouraging and enforcing the highest standard of behavior among its student body. All students are expected to abide by the conduct policies outlined in this section at all times, both on and off campus. These policies are subject to change when deemed necessary by the administration.

All students have a right to:

- Be treated with respect and courtesy
- Learn and be taught without disruption

- Attend each class every day
- Feel safe in their school

All students are responsible for:

- Demonstrating behavior that is appropriate to their learning environment
- Demonstrating respect for self and others
- Following the required dress code outlined in the Student/Parent Handbook
- Consistently adhering to school and teacher expectations
- Helping to maintain an appropriate learning environment
- Attending all classes, assemblies, and other required events
- Being on time to school and class
- Being prepared for class with appropriate school supplies, completed assignments, and required books.
- Reading, understanding, and following all rules and regulations listed in the Student/'Ohana handbook

As a school, we work collaboratively and in partnership with parents to help their children be the best student they can be throughout the year. We kindly ask that parents help their children daily to keep up with their responsibilities as MHPCS students. We ask that parents be responsible for:

- Reading eNews
- Supporting school officials in their effort to develop and maintain a positive learning community by reading, understanding, and supporting all rules and regulations written in the student/parent handbook.
- Expecting from their child prompt and regular attendance to school and classes, with an attitude conducive to learning and participating in all components of our school program.
- Teaching their child to be accountable for his/her own actions and helping them to grow and develop self-discipline and self-control.
- Maintaining an active interest in their child's schoolwork and activities by checking our MHPCS Website/Facebook/Rooms App on a regular basis.
- Communicating with MHPCS school personnel and responding to all school-related mailings, and required documents.
Teaching and modeling for their child socially acceptable behavior, including respect for laws, rules, authority, and respect for the rights and property of others.
- Reading, understanding and supporting all MHPCS rules and expectations.

Prohibited use of Tobacco and Tobacco Products

Mālama Honua Public Charter School (MHPCS) is a smoke free facility. The indoor and outdoor environment and vehicles used by Mālama Honua Public Charter School are designated as non smoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility, premises and at school related events.

MHPCS provides students with a safe and secure learning environment, as well as appropriate instruction and school experiences that mutually reinforce good personal health and safety practices. Ola Kino, 'Ai Pono and cultural healthy practices are foundational to the school program and is a designated kuleana of its mission and vision of the graduate. This policy applies to school employees, students, and authorized school visitors on our public school campus and at off-campus school events. The school supports all members of the school community to be healthy and tobacco free. The school encourages those who are interested in quitting to contact the free Hawai'i Tobacco Quitline 1-800-Quit-Now.

§8-31-2 Definitions (as taken from the Hawaii Administrative Rules, Title 8, DOE, Subtitle 2, Part 1: Public Schools, Chapter 31 Tobacco Free School System):

"Authorized school visitors" means persons other than school employees and students who are authorized by the principal or designee to conduct business, attend or participate in a school-sponsored program or activity, or otherwise physically enter the school campus or off-campus site under the operational control of the principal or designee.

"Off-campus site" means a place or facility other than the school campus, which is used to conduct school-sponsored programs and activities and which is under the operational control of the principal or designee, including privately and commercially owned facilities which the department leases for community school for adults.

"Operational control" means having jurisdiction over the conduct of events, activities, and attending or participating persons on the school campus or at an off-campus site. With respect to an off-campus site, such as ballrooms, dining facilities, theaters, conference facilities, and recreation or athletic facilities, operational control is exercised by the principal or designee over that facility or portion of the facility which is leased for the exclusive use of the school.

"Other use of tobacco products" means chewing, inhaling, vaping and any other form of consuming tobacco products other than by smoking.

"School" means any regular school, special school, or community school for adults operated by the department of education.

"School campus" means the buildings and grounds of a school.

"School employee" means administrators, teachers, and support staff employed by the school, any volunteer, and all employees of the district and state offices of the department of education who perform their jobs on a school campus or off-campus site under the operational control of the principal or designee.

"School vehicle" means any publicly or privately owned motor vehicle used to transport students to and from school campuses or off-campus sites, except:

- (1) A privately owned passenger vehicle when the transportation is provided without compensation of any kind by the school; or
- (2) A motor vehicle operated as part of the regularly scheduled operation of a mass transit system serving the general public.

"Smoking" means the act of inhaling or exhaling upon, burning, or carrying any lit cigarette, cigar, or pipe.

"Tobacco product" means any substance that contains tobacco, including, but not limited to, chewing tobacco, cigarettes, ecigarettes, cigars, pipes, snuff, smoking tobacco, and smokeless tobacco. [Eff. MAY 08, 1983] (Auth: HRS §§302A-1112, 328K-5) (Imp: HRS §§302A-1101, 302A-1111, 328K-2, 328K-5, 328K-13)

Emergency Procedures

Fire or Bomb Threat

The school will conduct regular fire and bomb threat drills in which all persons are expected to participate. In the event of a drill or an actual alarm, students will follow the procedures outlined by the classroom teacher and/or school official. Escape plans are posted in every classroom. Any person who pulls a fire alarm when no real emergency exists may be prosecuted to the full extent of the law.

Crisis Plan

In case of emergencies affecting the school, the principal will make announcements to the media for public broadcast. For specific information in an actual crisis, tune in to radio stations KSSK FM92.3 and KSSK AM590. At the same time, the school's crisis plan will be put into effect on both campuses.

Teachers will have immediate responsibility for the students in their charge. If it is announced over radio or television that the public schools are closing, MHPCS will, in all likelihood, close. In all circumstances, school staff will remain on campus until all students have been picked up. Emergency procedure plans are available in each classroom and the school office.

Natural Disasters

In the event of a natural or man-made emergency such as a hurricane, tsunami, bomb threat, or release of an unknown substance into the air that threatens the health and safety of our students and school personnel, our school has emergency response plans developed. Moreover, we are required to practice emergency drills on an annual basis to minimize exposure to dangers. In the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as police, fire, and emergency medical services.

At times like these, we ask for your cooperation by:

- remaining where you are and not rushing to the school campus. This will help to keep roads clear and allow emergency responders quick access while not exposing you to danger.
- listening to the radio or watching the television for information and instructions;
- picking up your child(ren) at the regular dismissal time unless otherwise directed; and
- avoiding calls to the school to keep phone lines open for communications with emergency responders.

There may be instances when we will need to keep your child(ren) at school or at the evacuation site for long periods of time to ensure their health and safety. Please wait for an "all clear" signal from appropriate authorities before going to the school or evacuation site.

VI. APPENDICES

Appendix A

Guide to Hawai'i Immunization & Examination Requirements for Schools (July 1, 2020)

Hawai'i law requires each student to present a report of a physical examination, a certificate of tuberculosis examination, and a record of immunizations before first attending school. A student who has not completed the physical exam or all of the required immunizations may attend school on a provisional basis only with written documentation showing that appointments have been made to complete the missing requirements.

1. Certificate of TB Examination

- a. A certificate of TB examination must be presented prior to the date of first attendance at school in Hawai'i, except as described in "h" below. This requirement may not be deferred or postponed. A student over age 13 months without a valid TB certificate may not attend school.
- b. A Mantoux tuberculin skin test must have been given within 12 months before first attending school in Hawai'i.
- c. The certificate of TB examination may be issued by the Hawai'i Department of Health or a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA). The certificate must include:
 - the dates of administration and reading of the Mantoux skin test (PPD)
 - the transverse diameter of induration in millimeters
 - the signature or stamp of the MD, DO, APRN, PA, or clinic.
- d. If the diameter of induration is 10mm or greater, a chest x-ray is also required as part of the TB examination. Written documentation of a negative chest x-ray must be provided prior to first attendance at school in Hawai'i.
- e. A student with written documentation of a past positive Mantoux tuberculin skin test (including the name of the practitioner or clinic administering the test, the dates of administration and reading and the diameter of induration) may have a chest x-ray performed and certificate issued without a repeat skin test.
- f. A copy of the certificate must be kept in the student's health record at school.
- g. A valid certificate of TB examination issued within 12 months prior to first attendance at a Hawai'i school may be used for transfer into all other schools in Hawai'i.
- h. **TB Examination for Students Under Age 12 Months**
Infants who first attend school before age 12 months must turn in a TB certificate before they reach age 14 months or be excluded from school until the certificate is obtained.

2. Physical Examination

- Each student must have a physical examination within 12 months before first attending school in Hawai'i. The exam does not need to be repeated for transfer into another school.
- The exam must be performed and signed by a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA).
- A copy of the examination report must be kept in the student's health record at school.

3. Immunizations

- A record of immunizations received since birth, signed or stamped by an MD, DO, APRN, PA, or clinic, must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization. An immunization with only the month and year may be accepted if it can be determined that the immunization met the minimum age and interval requirements.
- The required immunizations and number of doses for each age group are shown on Table 1, (K—12) and Table 2 (Exceptions).
- The minimum ages and intervals required between doses are shown in Table 4. A grace period of 4 days applies to each minimum age and interval. (e.g., if the minimum interval shown is 4 weeks, the dates of administration must be separated by at least 24 days. Intervals listed in months are measured in calendar months.

BY THIS GRADE	Table 1 — Students are Required to Have								
	DTaP (Diphtheria, Tetanus, Pertussis)	Polio	Hepatitis B	Hepatitis A	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)	HPV (Human Papillomavirus Vaccine)	MCV (Meningococcal Conjugate Vaccine)	Tdap (Tetanus, Diphtheria , Pertussis)
ALL KINDERGARTEN STUDENTS AND NEW ENTERERS IN GRADES 1 – 6	5 doses	4 doses	3 doses	2 doses	2 doses	2 doses	Not required for this grade	Not required for this grade	Not required for this grade
7TH GRADE ATTENDANCE							2 doses	1 dose	1 dose
ALL NEW ENTERERS IN GRADES 7 – 12	5 doses	4 doses	3 doses	2 doses	2 doses	2 doses	2 or 3 doses†	1 dose¶	1 dose

*SEE TABLE 6: EXCEPTIONS TO IMMUNIZATION REQUIREMENTS

†Age 9 through 14 years at initial vaccination: 2 doses of HPV required

Age 15 years or older at initial vaccination: 3 doses of HPV required

¶Age 10 through 15 years upon new entrance: 1 dose of MCV required

Age 16 years and older upon new entrance: At least 1 dose of MCV on or after age 16 years required, a minimum of 8 weeks after a previous dose

Table 2 — Exceptions to Immunization Requirements

<p>DTaP, DT</p> <p>For children aged <7 years with a contraindication to pertussis vaccination, DT should be used instead of DTaP.</p> <ul style="list-style-type: none"> Primary series: <ul style="list-style-type: none"> Previously unvaccinated children who receive their first DT dose at age <12 months need 4 doses of DT <ul style="list-style-type: none"> Doses 1, 2, and 3: at minimum, 4-week intervals Dose 4: at minimum, 6 months after dose #3 Unvaccinated children aged >12 months should receive 2 doses of DT at minimum 4 weeks apart, followed by a 3rd dose at minimum 6 months later. Children who have already received 1 or 2 doses of DT or DTaP after their first birthday should receive a total of 3 doses, with the 3rd dose at minimum 6 months after dose #2. Children aged 4 – 6 years who complete a primary series of DT before their fourth birthday should receive a dose of DT at kindergarten entry.
<p>Tdap/Td</p> <ul style="list-style-type: none"> Students aged 7 – 18 years not fully immunized with DTaP vaccine should receive one dose of Tdap as the first dose of the catch-up series. If additional doses are needed, either Td or Tdap vaccine may be used. Persons aged 7 years and older who have never been vaccinated against pertussis, tetanus, or diphtheria should receive a series of 3 vaccinations: Tdap, followed by a dose of Td or Tdap at least 4 weeks after the initial dose, and another dose of Td or Tdap at least 6 months after the previous dose.
<p>MMR</p> <ul style="list-style-type: none"> Students born prior to 1957: MMR vaccination not required
<p>Varicella</p> <ul style="list-style-type: none"> Students born in the United States prior to 1980: varicella vaccination not required A signed, documented diagnosis or verification of a history of varicella disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination
<p>Documentation of serologic evidence of immunity</p> <ul style="list-style-type: none"> Serologic evidence of immunity may be substituted for a record of immunizations for diphtheria, tetanus, hepatitis A, measles, or rubella (ACIP's General Best Practice Guidelines for Immunization: https://health.hawaii.gov/docd/files/2019/08/HAR11-157_EXHIBIT_B.pdf Documentation must include a laboratory report, signed by a practitioner, certifying that the student is immune to the named disease(s).
<p>Online students</p> <ul style="list-style-type: none"> All students and post-secondary students who attend classes exclusively online or electronically via remote learning are excluded from the immunization requirements.

4. Procedure for Provisional Attendance & Exclusion

- Students who have not completed the physical examination and/or all required immunizations by the first day of school may be allowed provisional attendance only if they submit written evidence showing that the student is in the process of completing the missing requirements. A medical appointment card is acceptable as evidence. A student who has not submitted a report of physical examination and record of all required immunizations, or a medical appointment card showing the student is in the process of completing the missing requirements should NOT be allowed to attend school.
- There is NO provisional attendance for students lacking the certificate of TB examination.
- Missing requirements must be completed within 3 months after the date of first attendance.

- d. If a student has not completed the missing requirements by the end of the 3-month period, the school shall send a dated notice of exclusion letter to the parent or guardian, stating that the child will be excluded from school beginning 30 calendar days after the date of the notice.
- e. Beginning 30 calendar days after the date of the notice of exclusion, if the missing requirements have not been completed, the student shall be excluded from school. The student may attend school after bringing documentation to the school that the missing requirements have been completed.
- f. Provisional attendance may be suspended by the Department of Health when there is a danger of an epidemic from any of the diseases for which immunization is required.

5. Exemptions

- a. A medical exemption may be granted by a U.S. licensed Medical Doctor (MD) or Doctor of Osteopathy (DO) to specific vaccines.
 - 1. A physician must state in writing that giving a specific vaccine or vaccines would endanger the student's life or health, and specify the reason based on valid medical contraindications.
 - 2. The physician must state the length of time during which the vaccine would endanger the student's life or health.
 - 3. The exemption certification must be signed by the physician on the physician's printed stationery.
- b. A religious exemption shall be granted if the student's parent or guardian signs a statement certifying that the person's religious beliefs prohibit the practice of immunization.
- c. If the Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.
- d. A copy of each exemption must be kept in the student's health record at school.