

*Kua O Ka Lā New Century Public Charter School*  
*Hīpu‘u Virtual Academy Handbook*  
*2023-2024 School Year*

## [Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

# Hīpu'u Virtual Academy Informational Handbook

Welina mai Kua O Ka Lā Hīpu'u 'Ohana,

Aloha and welcome back! Whether you are a new or returning student, we are looking forward to a productive and successful school year. We are committed to providing our students with a culturally based educational experience that is aligned with Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), and Nā Hopena A'o (HĀ).

## **KUA O KA LĀ MISSION**

*Provide Hawaiian culturally-driven, including values-based, and place-based educational experiences through pilina 'āina, pilina kānaka, and pilina 'uhane.*

## **KUA O KA LĀ VISION**

*Help students to thrive on Ke Ala Pono - the right path.*

## **KUA O KA LĀ PURPOSE**

*KOKL offers a specialized program which provides students with core curriculum, content area, and electives in keeping with State of Hawaii requirements, combined with Native Hawaiian values, culture, and a place-based approach to education. From the early morning whena (ceremonial school opening), Kua O Ka Lā students are encouraged to walk Ke Ala Pono - the right and balanced path.*

## **'AELIKE (SCHOOL VALUES)**

*Aloha kekahi i kekahi*-have love for one another

*Kōkua aku kōkua mai*-give help, receive help

*Mālama i kou kuleana*-take care of your responsibilities

*Mahalo i ka mea loa'a*- be thankful for what we have

*By implementing these 'Aelike, students will kūlia i ka nu'u*-or strive for excellence

Kua O Ka Lā's Hīpu'u program combines an online curriculum with opportunities for face to face gatherings, community-based projects, Hawaiian Language and cultural instruction. As a Hawaiian Focused Charter School, (HFCS) we offer a blended online curriculum with an emphasis on Hawaiian language and culture.

## **INTRODUCTION**

Aloha! This handbook is designed to guide your family throughout the upcoming school year. Educating your child at Kua O Ka Lā relies on teamwork, clear roles and expectations, hard work, and ongoing communication throughout the school year. To ensure haumāna (students) are successful for the 2022-2023 school year, there are expectations that need to be adhered to for haumāna (students), mākua (parents), kumu (teachers/advisors), and kāko'o staff (Educational Assistant (EA), SPED kumu, and Technology Coordinator) that will be outlined in the student handbook.

[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), ‘Ōlelo Hawai‘i (Language), Pilina ‘Uhane (Spirituality), ‘Ike Hawai‘i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

## **HAWAIIAN FOCUSED CHARTER SCHOOLS (HFCS)**

There are seventeen HFCS across Hawai‘i nei. All seventeen HFCS participate in the Culturally Relevant Assessment (CRA) project that cascades from the HFCS Vision of the Graduate. Project objectives include cultural competency, readiness for the next level, and academic growth.

## **CULTURAL KNOWLEDGE, RESPONSIBILITY TO ‘OHANA, COMMUNITY AND ENVIRONMENT**

Demonstrate, understand, apply Hawaiian values, respect and honor genealogy, recognize and accept leadership roles to manifest cultural knowledge, know a place (history, resources) as a piko and a foundation for making larger connections, understand the importance of reciprocal relationships and responsibilities in a cultural context

## **COLLEGE AND CAREER READINESS**

Communicate effectively (verbal, oral, technologies), a lifelong learner for future competence, able to plan to attain current and future goals, provide adequately for self and family

## **NĀ HOPENA A‘O (HĀ)**

HĀ is a set of six outcomes that are firmly rooted in Hawai‘i. These six-outcomes contain values that are universal to all cultures.



## [Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge),  
And Loia (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

# Table of Contents

<b>Topics</b>	<b>Page Numbers</b>
<a href="#">Contact Information</a>	4
<a href="#">School Calendar (1st Semester)</a>	5
<a href="#">School Calendar (2nd Semester)</a>	6
<a href="#">Characteristics of Successful Online Learner</a>	7
<a href="#">Learning Environment</a>	7
<a href="#">COVID-19 Protocols</a>	8
<a href="#">Online Attendance Procedures</a>	8
<a href="#">Attendance Infographic</a>	9
<a href="#">Virtual Orientation and Training</a>	10
<a href="#">Haumāna (Student) Expectations</a>	10
<a href="#">Mandated State and Federal Assessments</a>	10
<a href="#">Mākua (Parent/Guardian) Expectations</a>	10
<a href="#">Kumu (Teacher) Expectations</a>	11
<a href="#">Schedule</a>	11
<a href="#">Canvas Online Learning Management System (LMS)</a>	12
<a href="#">Field Trips and Community Service</a>	12
<a href="#">Conferences</a>	12
<a href="#">Academic Integrity</a>	13
<a href="#">Netiquette</a>	13
<a href="#">Technology Requirements</a>	13
<a href="#">Headset</a>	14
<a href="#">Backing Up Files</a>	14
<a href="#">Withdrawals and Transfers</a>	14
<a href="#">KOKL Computer School Use Policy</a>	14
<a href="#">Handbook Acknowledgement</a>	15

[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge),  
And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

## Contact Information

Contact Information	Phone number, address and/or email
<b>Kua O Ka Lā NCPCS Ke'ena (Office) Number</b>	Office: (808) 981-5866 Fax: (808) 933-0803
<b>Kua O Ka Lā NCPCS Mailing Address</b>	345 Makalika Street Building #2 Hilo, HI 96720
<b>Po'o kumu (Principal)</b>	Vanessa Dilcher <a href="mailto:vanessa@kuaokala.org">vanessa@kuaokala.org</a> (808) 981-5867
<b>Science &amp; Math Teacher Kumu 'Epekema a me Makemakika</b>	Pilimai Traub <a href="mailto:pilimai@kuaokala.org">pilimai@kuaokala.org</a> (808) 825-8811
<b>English Teacher Kumu Pelekania</b>	Shari Jumalon <a href="mailto:shari@kuaokala.org">shari@kuaokala.org</a> (808) 640-5940
<b>Social Studies Teacher Kumu Pilikanaka</b>	Kaimi Kaupiko <a href="mailto:kkaupiko@kuaokala.org">kkaupiko@kuaokala.org</a> (808) 937-1310
<b>Educational Assistant/Digital Media Kumu Kāko'o</b>	Leivallyn Kaupu <a href="mailto:leivallyn@kuaokala.org">leivallyn@kuaokala.org</a> (808) 315-6451
<b>SPED Teacher 4-8 Kumu Kāko'o</b>	Patty Fernandez <a href="mailto:patty@kuaokala.org">patty@kuaokala.org</a> (808) 981-5869
<b>Technology Coordinator Kumu 'Enehana</b>	Daron Key <a href="mailto:daron@kuaokala.org">daron@kuaokala.org</a>
<b>Registrar Mea Kākau</b>	Jocelyn Grant (808) 981-5866 <a href="mailto:jocelyn@kuaokala.org">jocelyn@kuaokala.org</a>
<b>Office Secretary Kākau Ke'ena</b>	Tracey Tagalicod (808) 981-5866 <a href="mailto:tracey@kuaokala.org">tracey@kuaokala.org</a>

[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), ‘Ōlelo Hawai‘i (Language), Pilina ‘Uhane (Spirituality), ‘Ike Hawai‘i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

## Hīpu‘u ‘Alemanaka (Calendar) 2023-2024 First Semester

**9 ‘Aukake - 21 Kēkēmapa (August 1 - December 21, 2023)**

**Mondays & Tuesdays Live Instructions 8:15-10:00 Wednesdays ‘Āina Ola Culinary & Huaka‘i**

	Su	M	T	W	Th	F	Sa	<b>PBS Hiki Nō - Thursdays 10 am - 11 am ZOOM</b>
<b>Iulai (July)</b>	23	24	25	26	27	28	29	Aug 1-4: Teacher Work Days
<b>‘Aukake (August)</b>	30	31	1	2	3	4	5	Aug 7-9: Hīpu‘u Orientation (8:30-1:00) Aug 7: Miloli‘i Aug 8: OVCC Aug 9: Nani Mau
<b>iReady Assessment</b>	6	7	8	9	10	11	12	
<b>‘Āina Ola Miloli‘i</b>	13	14	15	16	17	18	19	August 18: Statehood Day Holiday
<b>‘Āina Ola Nani Mau</b>	20	21	22	23	24	25	26	August 30: Hilo Huaka‘i
<b>Kepakemapa (Sept.)</b>	27	28	29	30	31	1	2	September 4: Labor Day Holiday
<b>Monthly Huaka‘i</b>	3	4	5	6	7	8	9	September 20: Puna Huaka‘i
<b>Ki‘i Nā ‘Āina (TBA)</b>	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	Oct 2-3 : 1st Qtr Student Hō‘ike
	24	25	26	27	28	29	30	
<b>Oct 9-13: Fall Break</b>	1	2	3	4	5	6	7	Oct 6: Last Day of 1st Quarter
<b>‘Okakopa (October)</b>	8	9	10	11	12	13	14	October 16: Kumu Work Day
<b>‘Āina Ola Miloli‘i</b>	15	16	17	18	19	20	21	Nov 1: Kumu PD No School for Students
<b>‘Āina Ola Nani Mau</b>	22	23	24	25	26	27	28	Nov 2-3: Parent Student Led (PSL) Conferences
<b>Keikico Video Pitch</b>	29	30	31	1	2	3	4	Nov 8: Ka‘ū Huaka‘i
<b>Nowemapa (November)</b>	5	6	7	8	9	10	11	November 10: Veterans Day
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	November 23-24: Thanksgiving Holiday
<b>Kēkēmapa (Dec.)</b>	26	27	28	29	30	1	2	December 12: Makahiki at Kahua Olohu in Ka‘ū
<b>iReady Mid-Year</b>	3	4	5	6	7	8	9	Dec 5-9: 2nd Parent Student-Led Conferences
<b>1st Semester Hō‘ike</b>	10	11	12	13	14	15	16	December 18-19: 2nd Qtr Student Hō‘ike
	17	18	19	20	21	22	23	December 21: Last Day of 2nd Quarter-1st Semester
	24	25	26	27	28	29	30	December 22-January 4: Winter Break

[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

## 2023-2024 Second Semester

9 'Ianuali - 31 Mei (January 8 - May 31, 2023)

Mondays & Tuesdays Live Instructions 8:15-10:00 Wednesdays 'Āina Ola Culinary & Huaka'i

	Su	M	T	W	Th	F	Sa	PBS Hiki Nō - Thursdays 10 am - 11 am ZOOM
Ianuali (January)	31	1	2	3	4	5	6	January 5: Kumu Work Day - No School for students
Culinary Nani Mau	7	8	9	10	12	12	13	Jan 8: Kumu PD - No School for Students
'Āina Ola Miloli'i	14	15	16	17	18	19	20	January 15: Martin Luther King Day Jan 15-19: O'ahu Huaka'i
	21	22	23	24	25	26	27	Jan 31: Kona Huaka'i
Pepeluai (February)	28	29	30	31	1	2	3	Feb 14: Kohala Huaka'i
SBAC Interim TBA	4	5	6	7	8	9	10	February 16 : Institute Day Student Holiday
	11	12	13	14	15	16	17	March 13: Hamakua Huaka'i
	18	19	20	21	22	23	24	February 19: Presidents' Day
Malaki (March)	25	26	27	28	29	1	2	March 11-12: 3rd Qtr Student Hō'ike
	3	4	5	6	7	8	9	March 15: Last Day of 3rd Quarter
	10	11	12	13	14	15	16	March 18-22: Spring Break
	17	18	19	20	21	22	23	March 25: Kumu Work Day-No School for students
'Āina Ola Miloli'i	24	25	26	27	28	29	30	March 26: Lā Kūhi'ō (Prince Kuhio Day)
'Apelila (April)	31	1	2	3	4	5	6	March 29: Lā Maika'i (Good Friday)
SBAC Testing	7	8	9	10	11	12	13	April 1: Kumu PD - No School for Students
	14	15	16	17	18	19	20	WASC Mid-Cycle Visit April 15-19
Culinary Nani Mau	21	22	23	24	25	26	27	April 29: Kumu PD - No School for Students
	28	29	30	1	2	3	4	Mei (May)
End of Year Hō'ike	5	6	7	8	9	10	11	May 6-10: 4th Qtr Student Hō'ike
iReady Spring	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	May 30: Last Day for Students
May 27: Memorial Day	26	27	28	29	30	31		May 31: Last Day for Teachers

## [Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

### CHARACTERISTICS OF A SUCCESSFUL ONLINE STUDENT

Parents are the key to their child's success whether they attend a traditional school or an online school. With online educational programs, parents are responsible to facilitate their child's participation and engagement with the online curriculum provided. Having high-speed internet is essential for the success of online students.

When considering online learning, students and parents should be aware of several characteristics that make successful online learners. Students that learn, demonstrate and apply these traits become successful online learners.

- 'I'ini - Desire, Enthusiasm, Curiosity, Using technology to explore and expand knowledge
- Mākaukau - Organized, Prepared, a have a clear plan for success
- Kuleana - Responsible for learning and communicating daily, implement study skill strategies, self-directed and motivated, participate in required assessments
- Kūpono - Making the right choices daily to meet learning outcomes and goals

### LEARNING ENVIRONMENT

Hīpu'u Virtual Academy offers flexible learning for students to ensure student success:

- Monday & Tuesday virtual instruction from 8:30-11:30 with one-on-one and group help sessions on Wednesdays and Thursdays from 8:30-11:30.
- Weekly status checks with advisor, monthly face to face educational opportunities and virtual sessions at designated field trips sites around Hawai'i Island.
- Project Based Learning Around Hawai'i Island (PBS Hawai'i Hiki Nō, Ki'i Nā 'Āina - Plane Table Mapping, A Place-Based Culinary Arts Program, Environmental Monitoring)

#### **Ideal Learning Environment**

The attraction of online learning is the ability to learn at home, however, establishing a productive learning space at home is essential, please consider the following:

**Study in the right setting.** For years, students have chosen their beds, the floor or a comfortable couch on which to study, but these are places we associate with relaxing or sleeping, which can affect your concentration. It is helpful for students to study at places that we associate with work, such as a desk or a table. These will not only get you in the right mindset, but will give you plenty of writing surface and space to spread out your materials.

**Avoid distractions.** Turn off the TV, put your cell phone in another room or on silent and shut the door. Not only will this keep you on task, but it will make for a more efficient use of your time.

**Read directions twice.** Reading directions twice gives you a clear understanding of the task and helps you avoid unintentional errors.

**Seek out inspiration.** If given the opportunity to apply lessons to your interests, take it! If you are learning about King Kalakaua, take a virtual tour of Iolani Palace, to deepen your understanding of Hawai'i's last King. If you are learning about cells in Biology, search YouTube videos on cells to gain an appreciation of the importance of cells. As an online learner you can explore the internet and seek out community mentors to inspire and motivate you to turn your dreams into reality.



## Table of Contents

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loīna (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

**Quarterly Sessions.** To ensure students are on track and engaged in the cultural components of our program, quarterly virtual face to face status checks are essential. Status check sessions with kumu can take place more frequently as requested by students, parents, and kumu.

## **COVID-19 & OTHER HEALTH RELATED SAFETY PROTOCOLS**

We will follow school protocols regarding the health and safety of all students and staff. The use of masks is optional. We are committed to providing a safe learning environment for all students, as an online program we will be meeting virtually, however, for scheduled school events ([see calendar](#)) please do not attend if you do not feel well, please stay home and join virtually.

## **ONLINE ATTENDANCE**

Hīpu'u Virtual Academy requires students to be active, self-directed learners, responsible for communicating daily by: checking and replying to emails daily, completing lessons on the Canvas online learning platform and reaching out for assistance via email, phone, or text. Attendance will be taken in Infinite Campus, a statewide attendance tracking system.

### **Attendance Procedures:**

The daily student attendance benchmark set by the DOE is 95%. Daily attendance is measured in Strive HI; therefore, it is essential that school procedures are implemented to ensure accurate attendance records are tracked in Infinite Campus (IC) and kumu are communicating with parents about excessive absences via phone calls, emails, and attendance letters.

### Unexcused Attendance Monitoring Procedures

1. **3 Days Absence and/or Behind in Canvas Courses (Below 70% in courses):** Parents will be contacted by kumu via email and documented in weekly progress reports.
2. **5 days Absence and/or Behind in Canvas Courses (Below 70% in courses):** Non-Attendance Letter e-mailed by Hīpu'u kumu. The kumu will follow up and contact parents to request a meeting to discuss concerns and create a student success plan to address non-attendance.
3. **10 days Absence and/or Behind in Canvas Courses (Below 70% in courses)** Non-Attendance Letter mailed home by office staff. Mandatory meeting with student, parents, Principal, Hīpu'u Kumu, and School Counselor.
4. **Court proceedings will be filed by the SSC, if non-attendance concerns can not be mitigated by the Principal, student, and parent.**

### Illness

Students who are out ill for five (5) or more consecutive school days will need to provide a doctor's note to excuse their absence.

### Travel when school is in session

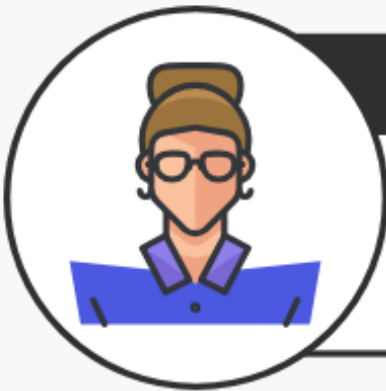
Please communicate with your kumu if you are planning to travel while school is in session. KOKL discourages travel while school is in session; however, as an online haumāna we also acknowledge the learning that takes place when haumāna are exposed to these opportunities. **To avoid attendance concerns, work ahead in all courses and stay on track based on course pacing guides.**

### Communication

Communication with kumu is extremely important, so please email, text, or call your kumu to keep them informed if you are having any problems or concerns with course assignments.

## WILL I BE MARKED ABSENT?

Attendance is marked separately for each class. Being present in Math does not guarantee you will be present in English. Logging into coursework does not ensure you will be marked present in each class.



### Present

By 2:00 pm:

- On [track](#) with pacing guide for all [courses](#)
- Completed assignments at 70% or better
- Checked and reply to emails



### Excused Absences

- Illness: Parent/Guardian notifies office by 10 am
- 3+ days absents requires doctor note
- Kumu approved excused absence request, with timeline for [assignments](#) completion



### UNEXCUSED ABSENCES

- 3 cumulative days kumu contact parent via phone
- 5 cumulative days mandatory meeting with parent and parent signs school attendance letter. If parent misses mandatory meeting a certified attendance letter is mailed and/or a home visit may take place
- 10+ cumulative days, school may start proceedings for attendance court.

## [Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loia (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

### **VIRTUAL ORIENTATION & TRAINING**

All students and parents, **returning and new**, are **required** to attend a one-day orientation session the first week of school. The orientation focus is training students and families for virtual learning success, reviewing Hīpu'u expectations, parent forms, google tools, navigating the Canvas Learning Management System (LMS), Hawaiian Cultural Based Education Resources, Student Digital Planner, the Hīpu'u Handbook, and Assessments.

<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>ORIENTATION &amp; TRAINING LOCATION</b>
Monday	August 7th	9:00-1:30	Miloli'i Hālau
Tuesday	August 8th	9:00-1:30	Ocean View Community Center
Wednesday	August 9th	9:00-1:30	Nani Mau 345 Makalika Street Hilo, Hi

[Click here for Zoom Link Recording of Hīpu'u Orientation \(Available after August 10th\)](#)

[Link to Kua O Ka Lā Hīpu'u Orientation PowerPoint \(Available after August 10th\)](#)

### **HAUMĀNA (STUDENT) EXPECTATIONS.**

1. Join Synchronous Online Sessions in the BigBlueButton on Mondays and Tuesdays
2. Attend weekly 15-minute check-in meetings Tuesday afternoons with advisor
3. Maintaining weekly progress in ELA, Math, Social Studies, and Science working 2-3 in each course for a total of 8-12 hours per week.
4. Three hours weekly in iReady Personalized Learning - 90 minutes iReady Reading and Math
5. Attend at least 3 field trips or face to face learning opportunities throughout the school year, see [Hīpu'u Calendar](#) for schedule
6. Immediately contact your Kumu if you are having difficulties or problems.
7. Maintain a 2.0 GPA (70%) and/or no Ds and Fs, and on track in all courses in Canvas
8. Assessments
  - a. Universal Screener for Math and Reading (Aug, Dec, Mar)
  - b. SBAC Interim (Nov, Feb)
  - c. Annual SBAC (April-May)

### **MANDATED STATE AND FEDERAL ASSESSMENTS**

Hīpu'u Virtual Academy is part of KOKL, a public school, and is responsible for ensuring all students in the selected grade levels participate in mandated state (SBAC) and federal (NAEP) assessments for grades 4th and 8th. Assessments will take place on designated days in Miloli'i, Ocean View at the Community Center, and KOKL's Nani Mau campus. If a student misses, he or she will be required to schedule a make-up day(s). ***Students are expected to meet state and federal assessment requirements.***

### **MĀKUA (PARENT/GUARDIAN) EXPECTATIONS**

1. Have access to high speed internet for child/children to get online access.
2. Contact Kumu if there are questions or concerns regarding your child/children, if your child/children are sick, if you are having challenges with internet access.
3. Facilitate your child/children's education by providing a productive learning environment/space.
4. Check on your child/children daily progress in Canvas through the parent portals to ensure they are meeting the expectations set in course. Please contact kumu if you need assistance accessing parent portals.

## Table of Contents

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

5. Reach out for help, if your child/children are struggling, do not wait, contact your child/children's kumu immediately for support.
6. Check and respond to email communications from school
7. Read Weekly Hīpu'u Announcements and if necessary respond to items in announcements

## **KUMU (TEACHER) EXPECTATIONS**

1. Provide synchronous online instruction on Mondays and Tuesdays from 8:30-11:30. The focus of instruction during this time is the integration of Hawaiian Cultural Based curriculum into core content courses provided through Canvas
2. Facilitate parents with access to Canvas to monitor their child's progress.
3. Communicate with students and parents if students are not on track with online courses and/or not falling below 70% (C-).
4. Take daily attendance in Infinite Campus, if students are on track and meeting online expectations in Canvas, students will not be marked absent.
5. Math and English kumu will share assessment results and meet with students and parents to create learning goals to improve student learning.
6. Provide assistance to students when needed.
7. Provide open communication with parents to ensure student success.

## **SCHEDULE**

Canvas is being implemented as our learning platform this school year. Canvas will focus on cultural integration across all content areas and state required Hawaiian Studies curriculum in grades 4 and 8. Students will have six Canvas Courses: Hīpu'u Hālau, English Language Arts, Math, Science, Social Studies, and Electives.

In addition to the content area courses and electives, we will be focusing on Digital Skills on Mondays and Tuesdays to ensure our students have the foundational skills to navigate and implement online resources (Canvas, Google Suite Educational Tools, Ulukau, and other school approved online educational resources). We welcome and encourage parents to join us on Mondays and Tuesdays if your schedule permits. Tuesday afternoons students will be meeting for 15 minutes with their advisor to go over their weekly progress. Following these weekly check-in meetings kumu will send weekly progress reports to parents. On Wed-Fri, students are expected to work independently in Canvas. If students need help during the week, a kumu will be available to assist students in the BigBlueButton, please contact kumu via email/text or during class to schedule a help session with kumu.

[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), ‘Ōlelo Hawai‘i (Language), Pilina ‘Uhane (Spirituality), ‘Ike Hawai‘i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

**Synchronous Learning Schedule via BigBlueButton on Canvas Portal**

Days of the Week	8:15-8:25	8:25-8:45	8:45-9:00	9:00-10:00	10:00-10:30	10:00-11:45	12:00–2:30
<b>Monday</b>	Wehena (Protocol)	Mahina ppt Kilo	Kilo Sharing	Math & Reading RTI	Break	Break-Out Session/CFU with Grade Level & Content Area Kumu	<i>Self Directed Independent Learning and Projects</i>
<b>Tuesday</b>	Wehena (Protocol)	Mahina ppt Kilo	Kilo Sharing	Math & Reading RTI	Break	Break-Out Session/CFU with Grade Level & Content Area Kumu	
<b>Wednesday</b>	<i>Field Trips (Huaka‘i) &amp; ‘Āina Ola Culinary Classes</i>						
<b>Thursday</b>	Wehena (Protocol)	Announcements	Mahina ppt Kilo	Math & Reading RTI	<a href="#">Hiko Ni Zoom (10-11)</a>	Break-Out Session/CFU with Grade Level & Content Area Kumu	<i>Self Directed Independent Learning and Projects</i>
<b>Friday</b>	Wehena (Protocol)	Mahina ppt Kilo	Kilo Sharing	Math & Reading RTI	Break	Break-Out Session/CFU with Grade Level & Content Area Kumu	

RTI - (Response to Intervention): Based on the beginning of the year iReady and SBAC assessments, RTI time will be used to work with students one on one or in small groups on specific skills through iReady.

Being online for four hours straight is not easy. We understand that it is difficult to sit for long periods of time so we encourage students to stand and move, every 20-minutes, for 20-seconds, looking 20-feet away.

**CANVAS ONLINE LMS (GRADES 4-8)**

Electives and core content instruction in Math, English Language Arts (ELA), Science, Social Studies, Digital Media and Hawaiian language and culture is delivered through Canvas. In addition to Canvas, Google Suite for Education tools will be used to capture student learning via google docs, google sheets, google forms and integrate cultural components that align with Kua O Ka Lā’s Mission, Vision, and ‘Aelike (School Values).

**iREADY (FALL, WINTER, SPRING)**

iReady assessments three times a year. The assessments will take place in August, December, and March and are identified on the school calendar. Haumāna will take iReady assessments during synchronous instruction on Mondays or Tuesdays, if a student misses the assessment due to illness, he or she will be required to contact her/his kumu to schedule a make-up.

## [Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

### **HUAKA'I (FIELD TRIPS) & COMMUNITY SERVICE PROJECTS**

Field trips and community service opportunities are scheduled throughout the school year (see school calendar). We will communicate these events via our Weekly Announcements which are emailed to parents. Haumāna interested in participating in school events will complete any necessary forms..

### **CONFERENCES**

Conferences are available face to face, virtually via google meets, or via phone whenever necessary. All *haumāna* will meet weekly with Hīpu'u kumu/advisor to ensure students are on-track. All *haumāna and mākua* will meet prior to the end of each quarter to check on quarterly progress and celebrate student accomplishments. If students are not making adequate progress, a plan will be created to help students meet course expectations. ***These quarterly haumāna led conferences normally last no longer than 20 minutes.***

### **ACADEMIC INTEGRITY**

The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to **six fundamental values: honesty (kūpono), trust and fairness (paulele), respect (hō'ihi), responsibility (kuleana), and courage (koa).** Below is a list of helpful hints.

1. Haumāna will submit original work or cite appropriate references when applicable.
2. Haumāna will not share files with other students unless working on a group project pre-approved by the kumu.
3. Haumāna will refrain from visiting websites which profess to have answers or copies of tests/exams which they will be taking.

### **NETIQUETTE**

Just as society has rules of conduct governing interactions in the face-to-face environment, the virtual community also has rules of conduct for electronic interactions. The term **netiquette** is used to refer to online etiquette. Below are common netiquette rules:

1. ***Stay on topic.*** While discussion is encouraged in online classrooms, rambling and off topic conversations, comments, and posts may not be conducive to a quality learning experience.
2. ***Avoids "I agree" and "Me too!" comments.*** Spending time reading messages without substance can be frustrating for kumu and haumāna.
3. ***Carefully choose the format for your messages.*** Long paragraphs are difficult to follow on-screen. As a general rule, limit each paragraph to five to seven lines. Avoid fonts that are difficult to read because of style, color, or size.
4. ***Avoid writing errors, even when "talking" with one another.*** Be sure to reread and consistently post intelligible messages/chats despite the informality of the environment. Take the extra minute to check for the occasional grammatical, spelling, and typographical errors.
5. ***Avoid acronyms and inappropriate slang.*** Using terms like WTH and BTW when writing to a kumu or other haumāna is inappropriate during school hours.
6. ***Avoid the use of all caps.*** (IT'S LIKE SHOUTING!) Use caps occasionally for strong emphasis, but only for individual words.

## [Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

7. **Avoid responding when emotions are running high.** For example, if you are angry, put your message aside. Reread the message when you are calm. Decide if the message is appropriate to send. Remember, once you send a message, you can't take the message back.

## **TECHNOLOGY REQUIREMENTS**

All Hīpu'u students will be issued school computers following orientation. KOKL insures all school computers at a cost of \$50.00 each. If your computer is damaged, parents may be charged the \$50.00 insurance fee if it is determined that damage was due to recklessness and not the following KOKL computer policy. There is a \$15.00 fee to replace a lost or broken computer charger. Computer chargers which are broken due to misuse can also be purchased online or at WalMart for \$15.00 also.

## **HEADSET**

It is recommended students use a headset with a built in microphone to facilitate learning (i.e. coursework and during synchronous instruction).

## **BACKING UP FILES**

Hīpu'u Virtual Academy utilizes Chromebooks, as such, the student will use Google Drive to store their coursework. The student/parent is responsible for regularly backing up files on an outside source (i.e. Jump Drive, External Hard Drive, Dropbox, etc.).

## **WITHDRAWALS AND TRANSFERS**

The request to withdraw from the Kua O Ka Lā's Hīpu'u program must be communicated via email to the school registrar, Jocelyn Grant and Hīpu'u kumu (see contact information). The school issued computer, charger and computer bag must be returned for transcripts and student records to be released to receiving schools or until reimbursement costs for lost, stolen, or damaged equipment is collected.

1. Parent/Guardian please complete the Intent to Intent to Exit Form (IEF) by contacting our school registrar at [jocelyn@kuaokala.org](mailto:jocelyn@kuaokala.org)
2. Once completed, submit the IEF to the school registrar, Jocelyn Grant, via scanned email or picture file.
3. Return all school property, including but not limited to the school issued Chromebook, power cord, books, and/or any software, or financial obligations.
4. Release documents will be prepared and ready for distribution once all school property is returned and the IEF is given to the registrar's office.

\*Intent to Exit (IEF) forms will be processed within three working days.

Feel free to contact the Hīpu'u Registrar with any questions/concerns via email, [jocelyn@kuaokala.org](mailto:jocelyn@kuaokala.org)

[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), 'Ōlelo Hawai'i (Language), Pilina 'Uhane (Spirituality), 'Ike Hawai'i (Knowledge),  
And Loia (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

## **KOKL SCHOOL COMPUTER USE POLICY**

Use of technology at Hīpu'u is a privilege extended to individuals to enhance their learning experiences. Please review the following policy and sign the signature page if you agree to abide by this policy. Kua O Ka Lā's network domain is for specific, limited educational purposes. It is not a public forum. Reasonable restrictions are enforced.

1. I understand that I am being issued a laptop computer as a tool to facilitate my keiki's schoolwork utilizing Google Suite for Education, Canvas, and interactive open educational resources.
2. I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:
  - a. The laptop is a school tool and should be treated as such.
  - b. The laptop should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the laptop computer including adhesive labels and stickers.
  - c. The laptop should not be left unattended in any public area and shall be stored appropriately at all times.
  - d. The laptop should not be left inside a vehicle where temperatures can permanently damage the unit and or its components or could be visible resulting in theft.
  - e. In the case of any damages or abuse of the device or because of my failure to follow school technology acceptable use policies, including this agreement, I understand I will be held responsible for the payment of repairs or replacement. Kua O Ka Lā PCS reserves the right to withhold transcripts until all appropriate payments have been made.
3. In the event of damage, loss or theft of the device. I am responsible for immediately reporting the incident to the school.
4. School computers, chargers, and bags must be returned each year prior to the last day of school or prior to exiting to another school. All school computers have a tracking device and will be disabled if not returned. Legal proceedings will occur if computers are not recovered after attempts by the school to recover the computer.
5. I am responsible for backing up all data on the laptop. Kua O Ka Lā is not liable for lost data.
6. The use of this device is governed by the rules and conditions of Kua O Ka Lā Public Charter School.
7. I agree to the above terms and conditions as such and agree to fully cooperate with property loss reporting requirements, including property loss incident investigations.
8. My signature below indicates my support and understanding of the above information.

***Kua O Ka Lā reserves the right to change our policy at any time and will notify students and parents via email when changes are made.***



[Table of Contents](#)

*As a Hawaiian Focused Charter School (HFCS), ‘Ōlelo Hawai‘i (Language), Pilina ‘Uhane (Spirituality), ‘Ike Hawai‘i (Knowledge), And Loina (Rules) Are the Four Pillars of Hawaiian Cultural Based Education (HCBE)*

***Disciplinary Action for Violation of User Policy***

The listed violations are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed will also be subject to disciplinary action. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under DOE Chapter 19, and/or Hawaii Revised Statutes. Any student whose actions are identified as a security risk will be denied access. Any of the following intervention strategies and disciplinary actions may be used:

1. Student will be locked down by Technology Coordinator and parent(s) will be notified by kumu
2. Parent/teacher and or administrator conference
3. Restricting access to specific websites or apps for a week or until parent and kumu meet
4. Other strategies as needed if a student continues to act inappropriately and not follow school use computer policy. Conference with parent, kumu, principal and counselor if necessary.

**Handbook Acknowledgement**

By signing below, I, the student, acknowledge that I have read and understand the statements presented in this program handbook. I agree to abide by this handbook's provisions for the duration of my enrollment in Kua O Ka Lā’s Hīpu‘u Virtual Academy program. Failure to abide by Kua O Ka Lā’s Hīpu‘u Virtual Academy Handbook policies may provide justifiable cause to schedule an administrative meeting to ensure the academic success of Hīpu‘u students.

[Click this link to sign Handbook Student Acknowledgement](#)

---

Student Name	Student Signature
--------------	-------------------

By signing my name below I acknowledge that I, the Hīpu‘u Parent/Guardian of the student(s) enrolled in Kua O Ka Lā’s Hīpu‘u program, have read and understand the statements presented in this program handbook. I agree to abide by this handbook's provisions for the duration of my child/ren’s enrollment in Kua O Ka Lā’s Hīpu‘u Virtual Academy. Failure to abide by Kua O Ka Lā’s Hīpu‘u Virtual Academy Handbook policies may provide justifiable cause to schedule an administrative meeting to ensure the academic success of Hīpu‘u students.

[Click this link to sign Handbook Parent Acknowledgement](#)

---

Parent/Guardian/Mentor Name	Parent/Guardian/Mentor Signature
-----------------------------	----------------------------------