



**PUKE LAWE LIMA KULA
NO NĀ HAUMĀNA & NĀ MĀKUA**

KE KULA 'O PI'ILANI

He ola nui, He ola laulā, He ola hohonu, He ola ki'eki'e

**Student & Parent Handbook
SCHOOL YEAR 2023-2024**



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A MESSAGE FROM THE PO‘OKULA, HEAD OF SCHOOL

Welina kākou me ke aloha, mai ka hikina a ka lā puka i ke kuahiwi kilakila kaulana ‘o Haleakalā ā i ke ku‘i a ka lā i ka hālāwai ma Mauna ‘E‘eka o Maui ē, aloha mai! Eia nō kākou i ka ‘ili ‘āina momona ‘o Māniana, ma ke awāwa ‘ihi kapu ‘o ‘Īao, i ka pu‘uwai o Nā Wai ‘Ehā, a waiwai nō ho‘i kākou!

A very warm welcome to returning and new students and families of Ke Kula ‘o Pi‘ilani this 2023-2024 School Year. It is my distinct honor and pleasure to continue to lead our native educational collective, a responsibility that I carry with a great deal of care and attention to the needs of your student, your family, our organization, and our community at large.

This year, we continue our commitment to the safest operating protocols, to maintaining educational contingency plans that accommodate parents while still prioritizing student learning, and to the best use of our school resources. Our student body is again poised for growth this coming school year, which is both exciting and challenging. This steady growth, as well as the success in our graduates as they move into the next phase of their educational journey, is a testament to the excellence of our school program. Even as we move beyond these very challenging past few years, the health and well-being of our students, staff, and families will always be of utmost importance to our administration and to our school board of directors.

This Student & Parent Handbook is full of important information regarding Ke Kula ‘o Pi‘ilani’s policies and services for this upcoming school year. It is our latest handbook version, superseding any previous versions of handbooks distributed by the school, and is meant to serve as a useful guide for students and parents. Please familiarize yourselves with all sections of this handbook and discuss with your child the policies and procedures within. This is not a contract and no legal rights are conferred via this document. Also note, there may be changes in laws or requirements that affect our schools goals and/or operating practices and procedures throughout the year and therefore changes, modifications, suspensions or revocations of policies and practices, with or without prior written notice to families, may occur at any time.

Any and all questions regarding this handbook and the information contained herein should be directed to the administrative office, especially if you feel you need further explanation about a specific policy or rule discussed in this handbook. On behalf of our staff, we welcome everyone to School Year 2023-2024. We look forward to another wonderful year of growth, excellence, and achievement.

Me ke aloha,

Kahu Kekai Robinson

Kahu Kekai Robinson, Po‘okula
Head of School, Ke Kula ‘o Pi‘ilani

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NĀ NU‘UKIA



KE ALA NU‘UKIA | MISSION STATEMENT OF SCHOOL

‘O ka nu‘u a Ke Kula ‘o Pi‘ilani e kūlia aku nei, ‘o ia ke kūlana pa‘a o ka na‘auao o kēia au i nā haumāna a pau me ka mālama pū ‘ana i ka na‘auao o ke au i hala.

Ke Kula ‘o Pi‘ilani is committed to providing an enriched and modern education that nurtures fluency in traditional Hawaiian wisdom.

Aia ka lupalupa mai o ke keiki a mahi pono ‘ia kona wahi e ho‘ona‘auao ‘ia ai. Pēia e mau ai kona ‘imi na‘auao ‘ana me ka hiala‘ai a lilo ai ho‘i ‘o ia i mea nāna e alaka‘i i ke kaiāulu ma ke ala e pa‘a mau ai ka ‘ike a me nā lōina o ko Hawai‘i.

Nurturing lifelong learners and passionate community leaders by cultivating an enriching environment of academic excellence grounded in Hawaiian culture and values.

Aloha

Kindness, compassion, charity, sincere regard and affection

Kuleana Responsibility, concern, privilege and authority

‘Imi ‘Ike Awareness, understanding, recognition and comprehension

NĀ MANA‘O E MINAMINA AI | VALUES

E paipai ana ‘o Ke Kula ‘o Pi‘ilani i kā kākou po‘e haumāna e lilo i kumu ho‘ohālike no nā mana‘o nui i helu ‘ia ma lalo iho nei - Aloha (ke aulike ‘ana i ka hoa kanaka me ka nāna manawale‘a ‘ana i kona pono ma nā ‘ano a pau), Kuleana (he koina ia e ho‘okō ai i nā hana pono, ‘a‘ole hiki ke ‘alo a‘e, a he pono ia i ili mai i luna o kākou mai kahiko mai), ‘Imi ‘Ike (he ‘ano puni na‘auao kēia, a me ka maopopo pono ho‘i, ‘a‘ohe ona wā e emi ai).

Ke Kula ‘o Pi‘ilani seeks to encourage our community of learners to become the living manifestations of these three values: Aloha, Kuleana, and ‘Imi ‘Ike.

NĀ KA‘INA HANA O KE KULA



HOURS OF OPERATION

School classroom hours for students are Monday through Friday, 8:00 am to 3:00 pm. School hours of operation and office hours are Monday through Friday, 7:15 am to 4:15 pm. Holidays are generally similar to the HIDOE; however, please refer to the School Year 2023-2024 Calendar for closure days and special events specific to our school. Reminders of events will be in the monthly newsletter, on the parent information boards, and/or posted on our website. Please refer to them often as they are subject to change.

COVID-19 CONTINGENCY OPERATION PLANS

Current community conditions will always influence the learning environment we are able to provide with respect to and prioritizing the health and welfare of our students, staff, and families. **Ke Kula ‘o Pi‘ilani will strive to prioritize in-person, on-campus learning** while remaining prepared to offer distance learning alternatives as needed for students to achieve the appropriate amount of learning hours. The authority to change school operations rests with the Po‘okula, Head of School, in collaboration with the school board, and always with adherence to any and all federal, state, and local government mandates.

CV19 POLICIES AND PROCEDURES

The global Covid-19 (CV19) pandemic brought special challenges to school operations. Ke Kula ‘o Pi‘ilani administrators and school board members are committed to monitoring the latest information available regarding the overall health of our Maui community and we will continue to adhere to the recommendations and expert guidance from the Department of Health, the CDC, and our local medical experts to determine the safest operational procedures for our organization. Our policies and procedures may change throughout the school year as recommendations change and the situation progresses. It is important to know that Ke Kula ‘o Pi‘ilani is absolutely committed to providing a safe and healthy environment for all of our learners.

Parents should review and refer to the CV19 Policies and Procedures Guidelines Chart below. Questions and/or concerns about our safety and health procedures should be addressed to admin@kekulaopiilani.com.

HEALTH STATUS	MANDATORY ACTION
<p>Student and All Household Members are Healthy</p>	<ul style="list-style-type: none"> • School attendance MANDATORY • Mask optional
<p>Student Exhibits Symptoms of Illness</p> <p>Fever over 100°F, chills, cough, shortness of breath, body aches, headache, loss of taste or smell, sore throat, scratchy throat, congestion, runny nose, nausea, vomiting, diarrhea</p> <p><i>*Mask on campus MANDATORY for all family members.</i></p>	<ul style="list-style-type: none"> • Do not attend school. Contact your doctor or health clinic for further advice. • Discuss distance learning alternatives with your teacher. • Test for CV19. Send test results to admin@kekulaopiilani.com. • If test is positive, please see mandatory actions for Student Tests Positive for CV19. • If test is negative and your student remains symptomatic, please see mandatory actions for Symptomatic Student Tests Negative for CV19.
<p>Household Member Exhibits Symptoms of Illness</p> <p>Fever over 100°F, chills, cough, shortness of breath, body aches, headache, loss of taste or smell, sore throat, scratchy throat, congestion, runny nose, nausea, vomiting, diarrhea</p> <p><i>*Mask on campus MANDATORY for all family members.</i></p>	<ul style="list-style-type: none"> • Do not attend school. Contract your doctor or health clinic for further advice. • Discuss distance learning alternatives with your teacher. • Test student for CV19. Send test results for student to admin@kekulaopiilani.com. • If Household Member tests positive, please see mandatory actions for Household Member Tests Positive for CV19. • If Household Member tests negative and your student remains without symptoms, student may return to school.
<p>Student Tests Positive for CV19</p> <p><i>*Mask on campus MANDATORY for all family members for no less than 10 days from positive CV19 test.</i></p>	<ul style="list-style-type: none"> • Isolate immediately, do not attend school. • Discuss distance learning alternatives with your teacher. • Student may return to school: <ol style="list-style-type: none"> 1) At least 5 days after positive test; AND 2) Symptoms have cleared for at least 48-hours without fever-reducing medication; AND 3) Household Members meet the above criteria and remain healthy.
<p>Symptomatic Student Tests Negative for CV19 (Student tests negative for CV19 but exhibits the symptoms listed below)</p> <p>Fever over 100°F, chills, cough, shortness of breath, body aches, headache, loss of taste or smell, sore throat, scratchy throat, congestion, runny nose, nausea, vomiting, diarrhea</p> <p><i>*Mask on campus MANDATORY for all family members.</i></p>	<ul style="list-style-type: none"> • Do not attend school. See your doctor and provide doctor's note to school. This will help determine your student's Return To School Plan of Action. • Send CV19 test results AND doctor's note to admin@kekulaopiilani.com. • Discuss distance learning alternatives with your teacher. • If student has a non-covid, non-contagious illness as determined by your doctor, student may return to school after 24-hours have passed without the use of fever-reducing medication. • If student has a non-covid, contagious illness (eg. pink eye, strep throat, flu, stomach flu, etc.), student may return to school as recommended by your doctor.
<p>Household Member Tests Positive for CV19 (Student tests negative for CV19 and has no symptoms but a Household Member or Members has tested positive)</p> <p><i>*Mask on campus MANDATORY for all family members for no less than 10 days from positive CV19 test.</i></p>	<ul style="list-style-type: none"> • Isolate immediately, do not attend school. Discuss distance learning alternatives with your teacher. • Send test results to admin@kekulaopiilani.com. You will be contacted to collaborate on a Return To School Plan of Action. • Student may return to school: <ol style="list-style-type: none"> 1) At least 8 days after Household Members' positive test; AND 2) Student continues to be asymptomatic; AND 3) Household Members' symptoms have cleared for at least 48-hours without fever-reducing medication; AND 4) All other Household Members remain healthy.
<p>Student Has Close Contact With Someone Positive for CV19</p> <p><i>*Mask on campus MANDATORY until student tests all clear or no less than 10 days from exposure.</i></p>	<ul style="list-style-type: none"> • Isolate immediately, do not attend school. Discuss distance learning alternatives with your teacher. • Test student immediately. Send test results to admin@kekulaopiilani.com. You will be contacted to collaborate on a Return To School Plan of Action based on the test results. • Student may return to school: <ol style="list-style-type: none"> 1) After providing negative test result; AND 2) Student continues to be asymptomatic; AND 3) All other Household Members remain healthy.
<p>Household Member Has Close Contact With Someone Positive for CV19</p> <p><i>*Mask on campus MANDATORY until student tests all clear or no less than 10 days from exposure.</i></p>	<ul style="list-style-type: none"> • Student may attend school masked. • Test student immediately. Send test results to admin@kekulaopiilani.com. • If student tests positive, please see Student Tests Positive for CV19. • If Household Member tests positive, see Household Member Tests Positive for CV19. • If student tests negative, student should continue to attend school masked for no less than 10 days from exposure.

PICK-UP AND DROP-OFF INFORMATION

Students are to be at school and ready for their day by 8:00 am. Students will not be accepted prior to 7:30 am and if dropped off after 8:10 am will be marked as late.

If your student will be arriving late to school, please notify the school office administration and/or kumu immediately via phone (call or text). These forms of communication must be received every day that your student will be late.

Pick-up times for your student(s) are subject to the learning environment and schedule. In any case, the designated pick-up times must be adhered to and parents are required to collect their student(s) no later than 20 minutes after the dismissal of school. If your child is not picked up within the designated time, the school will contact the parent(s)/legal guardian(s) or other authorized person followed by the next authorized designated emergency contact and a late fee will be assessed (see Tuition & Fees Section). If you are arriving later than this time, please communicate that with us at your earliest convenience via phone call or text as soon as possible.

Persons other than parents picking up your student must be a legal guardian, or authorized on the emergency contact list as authorized individuals. Those individuals must have a photo ID. If for any reason you need someone else to pick up your student, please communicate before the end of school via phone call or text.

If you are called to pick up your student due to illness or other reasons, please make every effort to pick up your student within 30 minutes of receiving this phone call. Students that are ill may be picked up from the Māmaki Office, where they will be separated from other students while they wait.

MEA ‘AI MĀMĀ & ‘AINA AWAKEA | MEALS

No regular meals are provided by the school. Each student should bring a morning snack and lunch daily. Students in Pā‘ina Pi‘ilani should also bring an afternoon snack. A personal hydroflask or similar reusable insulated container (no glass) for water is mandatory daily. The school has several cold water coolers where students can replenish the water in their flasks throughout the day. We would encourage you to pack healthy lunches and snacks. **Candy or other high-sugar snacks, meals or drinks are forbidden.** Also, be aware that cold storage and lunch warming capacity is limited at the school.

If you would like to provide snacks for the whole class for birthdays or other celebrations or to join your child for lunch on their birthday, you must obtain approval from your child's teacher and provide snacks that are individually sealed by the manufacturer, nutritious, and meet the state health guidelines as well as strive towards our goal of providing ‘Ai Pono

(healthy, locally-sourced snacks). Do not bring goodie bags or party supplies without approval from administration as these items are not allowed in the classroom or on campus.

WĀ PĀ‘ANI | RECESS GUIDELINES

Students are expected to treat each other and the school’s playground areas/playtime items with respect and care. No roughness or physical contact is allowed during any games. Hanging upside down by the knees on the monkey bars is not allowed. No carrying, tackling, wrestling or gymnastic flips allowed. All students should remain in the designated play areas.

During shortened school days, as may be implemented during hybrid learning periods, outdoor playtime is provided at least once daily. Otherwise, outside playtime is provided at least twice a day.

KĀHI KAPU | OFF-LIMIT AREAS ON CAMPUS

To ensure the safety of all students, all non-classroom areas are designated off-limits. During school hours, students and families are not permitted to wander the campus, loiter, gather from, or meet on campus unless approved by the administration. There is zero-tolerance for students that go beyond established school boundaries.

NĀ KIPA & NĀ KĀKO‘O | VISITORS & VOLUNTEERS

Our school depends on parents, relatives, and community volunteers to enhance curriculum and to make field trips or other special activities possible. All visits must be approved by the administration in advance; please contact our offices to schedule your visit. **ALL VISITORS DURING SCHOOL HOURS MUST REPORT TO THE SCHOOL OFFICE UPON ARRIVAL ON CAMPUS** - including parents, guardians, chaperones, relatives, caregivers, practitioners or other contracted

instructors, community visitors and volunteers, and service providers. You must sign-in and sign-out and obtain a VISITOR’S PASS before going to a classroom or anywhere else on campus, NO EXCEPTIONS. Your Visitor’s Pass must be worn and displayed prominently upon your chest for the entire duration of your time on our campus and/or with our students and staff. At the end of your visit to our campus or at the completion of a field trip, volunteers should return to the school office to sign out (unless alternate arrangements are made).



All visitors are expected to follow school rules while on campus and/or on field trips while working with students and must ensure that visits do not disrupt the learning environment or endanger the safety of students and staff. Ke Kula 'o Pi'ilani campuses, facilities, and off-site, school-sanctioned programs and events are smoke-free, alcohol-free, and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking alcohol, or use of any illegal substances is prohibited on school property (including parking lots, rental vans/busses, etc.), at school-sponsored events (including Wā Pi'ilani, fundraising sites, workshops/professional development programs, etc.), and at field trip locations. Any person found to be under the influence of drugs or alcohol or in violation of any of the school rules while on or off campus shall be immediately asked to leave and will be banned from entering school property or participating in school-sponsored events.

In order to provide the safest and healthiest environment possible for our students, Ke Kula 'o Pi'ilani requires every volunteer who will be in direct contact with students for extended periods of time and/or on a regular basis complete a Volunteer Information Form, submit a TB Test Clearance (current within two (2) years), and Authorization for Criminal History Background Check annually before working directly with the students. These forms are available at the school office and are kept in a locked, confidential file in the Po'o Kula's office. All employees of Ke Kula 'o Pi'ilani must have current First Aid and Basic Lifesaving certificates on file with the Po'o Kula; regular volunteers are not required but are highly encouraged and invited to participate in our yearly First Aid/Basic Lifesaving/AED training and certification.

In all cases, Ke Kula 'o Pi'ilani reserves the right to refuse to allow visitors or volunteers entry and access on campus, both during and before/after school hours or deny participation in programs and services through its administrator and/or board of directors if there is reasonable belief that the visitor or volunteer poses a risk to the health, safety, or welfare of the students or a risk to the school campus, property, or organization.

NĀ HA'AWINA | DAILY LESSONS

Lessons are provided to the students daily. This is solely for the academic growth of the student. Lessons will support the learning growth that your student is going through in class. All assignments and/or homework handouts are covered thoroughly in class. However, your student may need your assistance to handle these handouts at home; this simply means they understand how to proceed with accomplishing the task at hand. Every student has their own way of doing things; however, the kumu ask that you simply supervise and lend a helping hand with ha'awina when requested of you. This will ensure further growth academically from your child as well as a discipline for learning.

PALAPALA KAHA | PROGRESS REPORTS

Progress reports for all children are provided on a quarterly basis. All grades are earned and not handed out easily. These grades weigh heavily on the kumu as it is both a progress report of the student as well as an important assessment tool for teachers and parents. For School Year 2023-2024, should parents find it necessary to see the progress of their students grades prior to the quarter ending, for any reason, please contact your teacher directly via e-mail or phone. Kumu are open to discussing the progress of your student up until that point and any necessary changes that may be made to get them to the level we all agree upon. If you have any questions or concerns regarding your student or your student's learning environment, we encourage you to communicate with us.

NĀ LOILOI | GRADING SCALE

Quarterly grades will follow this rubric:

- 5 = Indicates the student is exceeding expectations above the present grade level.
- 4 = Indicates the student is extremely proficient at the present grade level.
- 3 = Indicates the student has achieved proficiency at the present grade level.
- 2 = Indicates the student is developing the skills at the present grade level.
- 1 = Indicates the student needs improvement and is below present grade level.
- N/A = Not applicable; skill or learning has not been initiated.

NĀ LULA PILIKINO | CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families and required to be upheld by all school employees. Confidentiality of student information protects family security, personal safety, job security, and any wrongful release of information about children and families that may lead to discrimination, prejudicial treatment, stigmatization, or retaliation.

All information obtained and collected by our school and our staff is considered confidential and will be shared with other staff on a "need to know" basis. Only the Po'o Kula has complete access to every student's file. All confidential materials are locked in the Po'o Kula's office. The faculty and administration may use the information during weekly meetings and in-service training to identify children's needs and interests. Practicum students, substitute teachers, or volunteers are not to be included in discussions of children and their families except for information that is relevant in order for them to complete their objectives.

No information will be shared with an outside agency without written consent from parents/legal guardians. Any decision to share information with an outside agency will be made by the Po’o Kumu and the Po’o Kula and only for the benefit of the student and their family, with the express written consent and permission of the student and/or family, to create an individualized curriculum plan with goals.

Parents/guardians may have access to their student’s assessment information by requesting it in writing from the Po’o Kula or the Po’o Kumu. Information regarding an individual student shall not be disclosed to persons other than faculty and staff without permission of parents/legal guardians except in case of emergency. Disclosure of information is also to be kept confidential between and among parents/guardians and staff. No information about another child or staff member shall be shared online or face-to-face.

NĀ PALAPALA ‘AE | LICENSING AND ACCREDITATION

Ke Kula ‘o Pi’ilani has achieved licensure with the Hawaii Council of Private Schools (HCPS) and is working to achieve accreditation by the Hawai’i Association of Independent Schools (HAIS), the Accrediting Commission for Schools, Western Association for Schools and Colleges (ACS WASC), and the World Indigenous Nations Higher Education Consortium (WINHEC). The schools policies and procedures may be updated or changed throughout the school year as we work towards these goals.

NĀ MO‘OHA‘AWINA | CURRICULUM, THEMES & UNITS



The theme for this 2023-2024 school year is **HE OLA NUI, HE OLA LAULĀ, HE OLA HOHONU, HE OLA KI‘EKI‘E**, *Life is important, life is liberating, life is profound, life is exalted*. Students will be covering this theme throughout the year and ways in which these values bring health and wellness all living things upon our lands. Students have daily courses in Mākau ‘Ōlelo (language arts), Makemakika (mathematics), ‘Epekema (science), and Pilikānaka (social studies) with contextual

material integrated from weekly enrichment courses, called Papa Hana No’eau. These include the continuation of our Papa Mahi‘ai/Hānai ‘Ai (farm and food science) with Kumu Lani Eckart-Dodd of Ola Mau Farms, Papa Pāheona (fine arts) with Kahu Kekai Robinson, Papa Kālai with nā Kumu Hoaka and Maile Delos Reyes, Kumu Nalu Robinson, and Kumu Leopold Waia‘u, Papa Ma‘awe Maoli (traditional fiber arts) with Aunty Sanoë Takushi, Papa Hula (dance and chant) lead by Kumu Kahiwa Vendiola and Kahu Kekai Robinson with other guest practitioners, Papa Mauliola with a variety of guest lā‘au lapa‘au/lomilomi practitioners, Papa Mālama Ko‘a with Waihe‘e Limu Restoration Foundation and Kumu Nāpua Barrows, Papa Mele (Hawaiian music) lead by Kumu Kalani Souza with other guest

practitioners, Papa Ho'okele (Hawaiian navigation) lead by Kumu Kalā Baybayan-Tanaka of the Polynesian Voyaging Society, Papa 'Enehana (technology/photo/video) with Kumu Leah Santos and other guest practitioners, and Papa Hana Ke Aka (storytelling and theater).

NĀ KĀNĀWAI I HĀPAI 'IA | SCHOOL INITIATIVES SY23-24

We ask that our students and families consider full participation and involvement in this year's school initiatives and programs, like:

WĀ PI'ILANI - Supported by the Hui Mākua 'o Pi'ilani. In the spirit of peace and unification exemplified by Pi'ilani, 16th-century ali'i of Maui, this initiative serves to strengthen the bond between the families of Ke Kula 'o Pi'ilani through Hawaiian cultural educational projects and school-sanctioned, off-site events and activities.

MĀLAMA KEPANIWAI - Ke Kula 'o Pi'ilani has been awarded a Right Of Access agreement with the County of Maui that provides our organization the authority and privilege of taking care of the Hawaiian Heritage Garden portion of Kepaniwai Park. Students learn about community service through weekly service to the gardens. Parents and community are invited to attend.

HO'OKUIKAHI AT KEALAKA'IHONUA HEIAU, WAIHE'E - In collaboration with Hālau Nā Hanona Kūlike 'o Pi'ilani, Hanona, Hui Wanana, and Hawaiian Land Trust, Ke Kula 'o Pi'ilani will participate in yearly Ho'okuikahi Ho'okupu, 'Awa A Kahū, and Hā'ulelani ceremonies at Kealaka'ihonua Heiau in Waihe'e each August.

KA PIKO KAIAO, - Ka Piko Kaiāo is our community outreach Hawaiian language and culture program hosted by Ke Kula 'o Pi'ilani. This is a mandatory class for Ke Kula 'o Pi'ilani parents and guardians, with an invitation extended to family members, and friends of families who help to support the home environment of the students of Pi'ilani. Classes are open to the public with preference provided to family and friends of Ke Kula 'o Pi'ilani students. Classes are slated to commence in June 2023 and run through June 2024. The goal is to fill your toolbox with 'ike ku'una Hawai'i, kuana 'ike Hawai'i and 'ōlelo Hawai'i (Hawaiian language, perspectives, customs) skills to create a home environment that parallel's your student's experience in school.

ALOHA 'ĀINA - Ke Kula 'o Pi'ilani is dedicated to sustainable practices and resiliency of our island community. We are committed to improving our impact on the environment by significantly reducing our use of plastics and adhering to a strict reduce-reuse-recycle model of operation on and off campus.



NĀ HUAKA‘I HELE | FIELD TRIPS & EXCURSIONS

Throughout the year we participate in off-site educational excursions that relate to our curriculum. Additionally, as part of our ‘āina-based education, the school staff takes students for walks around the immediate area of the school, including Kepaniwai Park next to the school and the adjacent natural environment surrounding the school. These excursions are opportunities and privileges that we exercise as students, staff, and stewards of the land that we learn and grow in.

It is important that students are prepared for on-site as well as off-site excursions. Occasionally, our field trips may be parent pick-up and drop-off at the field trip site. Informational sheets and consent forms will be sent home with your children for signature and return to school. **ANY STUDENT NOT RETURNING FIELD TRIP FORMS BY THE DEADLINE PROVIDED WILL BE DISALLOWED FROM ATTENDING THE FIELD TRIP, NO EXCEPTIONS.** Do not allow your student to be penalized because the form is not turned in on time. For most excursions, parents are invited to sign-up as chaperones.

HUI MĀKUA ‘O PI‘ILANI | PARENT SUPPORT GROUP

Keep informed, participate in workshops, attend meetings, read handbook, be an active part of the Hui Mākua ‘o Pi‘ilani - Parent Support Group. You can volunteer at school, chaperone, participate in fundraisers, create resources, work with students, be aware of current school events...the list of ways you can be involved is endless! Your Hui Mākua Parent Representative will be reaching out to all parents to develop a school-wide directory (optional participation), a phone tree for staff and families, and supporting extra-curricular enrichment activities including organizing family activities, fundraising, communicating important information, and representing all parent interests to the Ke Kula ‘o Pi‘ilani Hui Ho‘okahua.

ATTENDANCE POLICY



Regular daily attendance is a critical component of Ke Kula 'o Pi'ilani's educational program and essential to the academic success and personal growth of each student. Attendance is the shared responsibility and concern of both students and parents/guardians with the support of school staff and the community. Open communication regarding concerns about a student's attendance record is encouraged.

This attendance policy outlines policies and procedures for students and parents regarding excused and unexcused absences, tardies, and early dismissals, make-up work requests, and consequences for excessive absence. Students should be present in school daily and on-time, prepared for the opportunities and challenges of Hawaiian language immersion instruction, and eager for peer-to-peer social interaction. Parents should understand that chronic missed instruction, excused or unexcused, may affect a student's grade, promotion to the next grade level, disciplinary action, or other appropriate consequences consistent with Hawaii State law.

ABSENCE, TARDY, OR EARLY DISMISSAL PROCEDURES

If a student is absent, tardy, or requires early dismissal:

1. Call the school before 8:00 am and speak to an administrator or teacher. If no one is available to take your call, leave a message on the school voicemail and immediately forward an e-mail to your teacher. A call must be made to the school for each day of your student's absence. School phone number is (808) 214-5006.
2. All students returning to school after an absence for illness or injury must bring a healthcare provider's note if the absence is for two (2) days or more. If the absence is due to COVID-19 positive test or exposure, your student must have written clearance from a doctor and a negative COVID-19 test to return to school.
3. If a member of the student's household is positive for COVID-19, student must remain home from school for no less than five (5) days from positive test date. If any other household members or if student subsequently comes positive for COVID-19, they must remain home no less than five (5) days from the most recent positive test AND have no remaining symptoms of COVID-19 upon return to school. *Students that are at home due to positive COVID-19 in the household will be provided distance learning assignments that should be completed and handed in to their kumu upon their return to on-campus learning for distance learning attendance. Otherwise, student will be marked absent.

4. If there are any new medical restrictions for the student related to an absence for illness or injury, a healthcare provider's note with detailed instructions for the school must be provided regardless of the length of absence.
5. Pre-arranged absence, tardy, or early dismissal must be requested in writing to the administration with detailed information regarding the situation as early as possible but no later than two (2) school days before the anticipated missing school days/times for consideration as an excused absence.
6. See Make-Up Work section for information on requesting missed assignments and tests.

EXCUSED AND UNEXCUSED ABSENCE

As a school 'ohana, we must prioritize the safety and health of everyone; we must do our part to prioritize the health and welfare of our entire school community on and off campus; we must adhere to state health recommendations and regulations and to the schools safety and health protocols and procedures as outlined in this memorandum.

*Risk Budgeting - Risk Budgeting is the active consideration of every activity's value versus risk, and making a conscious decision to keep others safe. We are asking that all families consider the risk to all of our school 'ohana, our children, parents, grandparents, friends, community connections, and the staff.

EXCUSED ABSENCE	UNEXCUSED ABSENCE
Serious illness or injury of the student and/or an emergency medical appointment. Submit a doctor's note if out two or more consecutive days.	Truancy, cutting out of school, unauthorized early leave
Death (or life-threatening situation) in the immediate family.	Family vacations
Funeral or bereavement leave will be excused by administrative discretion.	Non-emergency medical/dental appointments
Educational testing recommended by teacher or counselor AND approved by administration.	Unauthorized specific event absence or non-school activity during the school day
Unpredictable and/or uncontrollable life events (i.e. road closures, automobile accidents) as subsequently authorized and excused by administrative discretion.	Oversleeping, car trouble, traffic, missed bus, or mistakenly thinking there is no school in session
Specific events (i.e. religious observations, business/personal/educational opportunities) approved by administration via written request of parent/guardian as far in advance as possible.	Absences not confirmed by phone call or written notice
*Distance Learning Attendance (Present) - Students not present for on-campus learning with reasons that fall under the Excused Absences category may be eligible for Distance Learning attendance credit. This means the student will be marked as Present, Distance Learning. Administrators upon completion of assignments presented upon return from absence at the discretion of their teacher and with approval from administration.	

Stay Home - IF YOU ARE SICK, STAY HOME. If your child is experiencing flu or cold-like symptoms, including gastro-intestinal discomfort, coughing, excessive sneezing, runny nose, or rash, you are expected to keep them home from school. Your child may return to school with a doctor's note. Your student will never be penalized for missing school and teachers are willing to work with you over the phone, via email, and online through distance learning to keep your student's skill and knowledge on track.

EXCUSED AND UNEXCUSED TARDY/EARLY DISMISSAL

Students are expected to be on-time and ready to participate and learn at the start of school. Development of good habits of punctuality, self-discipline, and responsibility are an integral part of meeting academic standards and promptness is a recognized virtue in life.

EXCUSED TARDY/EARLY DISMISSAL	UNEXCUSED TARDY/EARLY DISMISSAL
Specific event authorized by administration including approved medical/dental appointments	Traffic, car trouble, missed bus, or oversleeping
Emergency situation in the immediate family or emergency medical/dental appointment	Unapproved, non-emergency medical/dental appointments
Educational or personal testing recommended by teacher or counselor AND approved by administration	Non-school activity during the school day

EXCESSIVE ABSENCE, TARDY, OR EARLY DISMISSAL

Excessive, chronic absence, tardy, or early dismissal is certain to affect your student's performance at school. The following procedures/policies address student attendance standards in previous years:

Student's total unexcused absence from school may not exceed four (4) days per quarter or sixteen (16) days in a school year. Two (2) unexcused tardy/early dismissal will equal one (1) unexcused absence. Consequences for persistent tardiness or early dismissals may include administrative conference, written warning, and/or other interventions. Students with four (4) or more unexcused absences in any quarter will be placed on attendance probation after administrative conference with parent/guardian. If a student on attendance probation exceeds four (4) unexcused absences in the next quarter, a mandatory conference between parent(s)/guardian(s) to review the family's commitment to continued enrollment at Ke Kula 'o Pi'ilani.

As we are conducting school as efficiently and effectively as possible during a worldwide Covid-19 pandemic, these policies and procedures are ever-evolving. Ke Kula 'o Pi'ilani strives to keep up with the latest legislation, policies and government mandates, especially as directed by the Hawai'i Association for Independent Schools. At this time, the guidance

provided by these entities is limited and unclear, as is understandable as this time is unprecedented, and so we will do our very best to be lenient and understanding of all family health situations.

For any absences, tardies, or early dismissals, students and parents are encouraged to keep communication open with the school and responsible to initiate and provide verbal and written information regarding your students attendance. For any absences related to Covid-19 exposure or positive test results, students must follow the mandates provided by the State Department of Health in informing the school so that the school can take further preventative measures.

MAKE-UP WORK FOR ABSENCES AND EARLY DISMISSALS

All assignments are important to the academic progress of your student and integral to providing teachers with the insight to appropriately assess your student's progress. The school highly recommends that any missed work and/or tests be requested, and it is the students and parents responsibility to make arrangements with the teachers to request missed work and/or make-up assignments for absences, tardies, and early dismissals. The teacher will provide that work in a reasonable timeframe upon the student/parent request. Work requests for advanced excused absences must be submitted to the teacher in writing with the understanding that this work may or may not be available during the period of absence. In either case, students have four (4) school days from the date of return to school to complete and return the missed work (or by a reasonable due date as determined by the teacher). In order to be eligible for Distance Learning, Present, student must return from absence with work completed and handed on the day that they return to school (there is no extended period). Work packets may only be picked up from teachers before or after school.

APPOINTMENTS DURING SCHOOL HOURS

It is strongly encouraged that you schedule all of your student's appointments outside of school hours. Their education is important and missing important in-class instruction may hinder their educational and personal growth. If you must miss school to attend an appointment, please submit a letter detailing the situation to the administration. Make arrangements with the teacher(s) to gather the missed school work and make a commitment to your student to help with the completion of that missed school work.

NĀ LULA KULA



NĀ KULEKELE KOMO ‘ANA | ADMISSION POLICIES

Ke Kula ‘o Pi‘ilani is licensed by the Hawaii Council for Private Schools (HCPS), and working towards accreditation by the Hawaii Association of Independent Schools (HAIS), Accrediting Commission for Schools Western, Western Association of Schools and Colleges (ACS WASC), and the World Indigenous Nations Higher Education Consortium (WINHEC).

An application packet must be completed and returned in order to start the enrollment process. This application is available online at www.kekulaopiilani.com each February for the following school year, usually following a yearly open house for interested students and families. Returning students are required to re-register their child every new school year. The school reserves the right to accept or reject re-registration of any applicant.

A physical examination and health record, Form 14 (for Papa Mālaa‘o only - the Early Education Supplemental Form also needs to be completed) signed by a licensed physician is required to be on file at the school. The Hawaii School Attendance Law requires a physical examination completed within one (1) year before school entry and up-to-date immunizations, including TB testing.

There is a mandatory interview process between all parents/legal guardians and the Po‘o Kula prior to acceptance. In addition, parents/legal guardians must attend a mandatory parent orientation meeting. An Admissions Review Team will be comprised of staff and board members and they are the final recommendation for acceptance to Ke Kula ‘o Pi‘ilani.

The school reserves the right to dismiss any child from enrollment who exhibits difficulty in adjusting to the structure of the school and/or in maintaining a behavior that is safe and respectful to themselves, their peers, and members of the school’s staff.

Children with special needs will be assessed with the child’s parents, physician, therapist, and other service providers on an individual basis. If your child is already working with Imua Family Services or the Department of Education, please provide his/her Individualized Family Support Plan or Individualized Educational Plan (IEP) with your application for services.

Ke Kula ‘o Pi‘ilani does not discriminate against persons with disabilities on the basis of disability. We provide children and parents with disabilities an equal opportunity to participate in compliance with State Law and the Federal Americans with Disabilities Act.

NĀ KULEKELE KOMO KULA | ENROLLMENT POLICIES



There is a maximum enrollment of sixty (60) students for School Year 2023-2024. Ke Kula ‘o Pi‘ilani is offering new enrollment for students in Grades Mālaa‘o to Papa ‘Elua.

As a private, independent school, our operating budget is largely based on the tuition of the student, grants, endowments, and fundraising. As such, a Notification of Withdrawal is required for cancelling enrollment. This notification must be provided by September 1st of the school year

in order for full tuition reimbursement. For withdrawals after September 1st, families are financially obligated for a full year’s tuition, no exceptions. The assessed Registration Fee of \$150 is non-refundable, as are any costs associated with uniforms and/or textbooks.

NĀ KULEKELE HŌ‘OKO‘A ‘OLE | NON-DISCRIMINATORY POLICY

Ke Kula ‘o Pi‘ilani does not discriminate in employment, admission, or access to programs based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability, or age.

NĀ KULEKELE ‘OHANA | TWO-HOUSEHOLDS POLICY

Ke Kula ‘o Pi‘ilani asks for your help in ensuring we have the most accurate custodial information on file at all times. Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary regarding your child’s custody, visitation rights, etc. This documentation will be stored in your child’s folder for reference.

The school will not be held accountable to enforce any divorce decree or parent visitation violations. If you would like copies of any school notes, memos, or newsletters, please provide a written request letter or email to the administration and/or your student’s teacher.

NĀ KULEKELE HO‘OKU‘U KULA | DISCHARGE POLICY

All students have the right to learn at our school. Ke Kula ‘o Pi‘ilani reserves the right to discharge or suspend a child for any of the following:

Serious or continual misconduct (i.e. hitting, biting, etc.) that causes harm to themselves, to their peers, or to the staff

Behavior that endangers themselves or others

Leaving the established safe boundaries of the school unaccompanied by an adult and without permission

Excessive potty accidents of more than four (4) times per week

Excessive late drop-off or pick-up of more than four (4) times per month

Failure to pay tuition and/or associated school fees

Not following the policies established in this Student & Parent Handbook, the Health and Safety Memorandum, or other procedural directives

Ke Kula ‘o Pi‘ilani staff is willing to implement and provide reasonable accommodations for a Positive Behavior Support Plan (PBSP) or Individual Educational Program (IEP) provided by a third-party counselor at the student’s family’s expense within a specific timeframe before discharging. However, it is imperative that there be a solid partnership and a commitment between the student’s family, the school, and the outside counselor to ensure the success of the PBSP or IEP.

NĀ MEA I PĀPĀ ‘IA | PROHIBITED ITEMS

Items such as knives, sharp instruments, swords, water guns, skates, skateboards, matches, lighters, candy, and chewing gum are just a few examples of prohibited articles that should not be on school premises. Other prohibited items include toys, whistles, special blankets or sleeping buddies. If these items are found on/with your student, the following measures will be taken:

The article(s) will be taken away from the student by the teacher and placed in the possession of the Po‘o Kula. The parent/guardian will be contacted and they will have to report to the office to claim the article(s) or it will be discarded.

NĀ LOLE MAKALIKE | UNIFORM DRESS CODE

All students are required to wear the school uniforms on a daily basis. Uniform clothing should be in good appearance, undamaged, and kept clean. Parents will be notified of any violations to the dress code. Students with excessive repeat dress code violations may be subject to disciplinary action, including but not limited to a call for parents to bring a more appropriate uniform to school immediately or required purchase of a new uniform. Students are allowed to wear uniform clothing from previous years. The Hui Mākua ‘o Pi‘ilani welcomes donated used uniforms for redistribution.

This year, uniforms will be purchased through Ke Kula ‘o Pi‘ilani. We strive to work with local graphics and printing businesses as much as possible. We continue to offer adult sizes for both the mandatory and optional clothing. Optional this year are a black polo shirt, logo face masks, coffee mug, and insulated tumblers. Logo merchandise, including stickers, bumper stickers, coffee mugs, hats, and clothing will be available for purchase on campus or online at www.kekulaopiilani.com.

HO‘OPA‘A | NĀ MEA WAIWAI | SECURING VALUABLES

To help safeguard valuable items, students, parents, volunteers and visitors are encouraged to lock all doors and windows before leaving the facility, lock car doors, and secure all valuables in exposed and/or secured areas. Ke Kula ‘o Pi‘ilani shall not be responsible or liable for lost or stolen items on campus or during school-approved functions.

HULI HŌ‘OIA | RIGHT TO SEARCH

Ke Kula ‘o Pi‘ilani is a private educational institution responsible for the safety of its students and faculty members and as such reserves the right to search student belongings, personal possessions, and/or person if there is a reasonable suspicion that a student has in their possession any contraband items or has violated school rules or criminal laws. Ke Kula ‘o Pi‘ilani strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

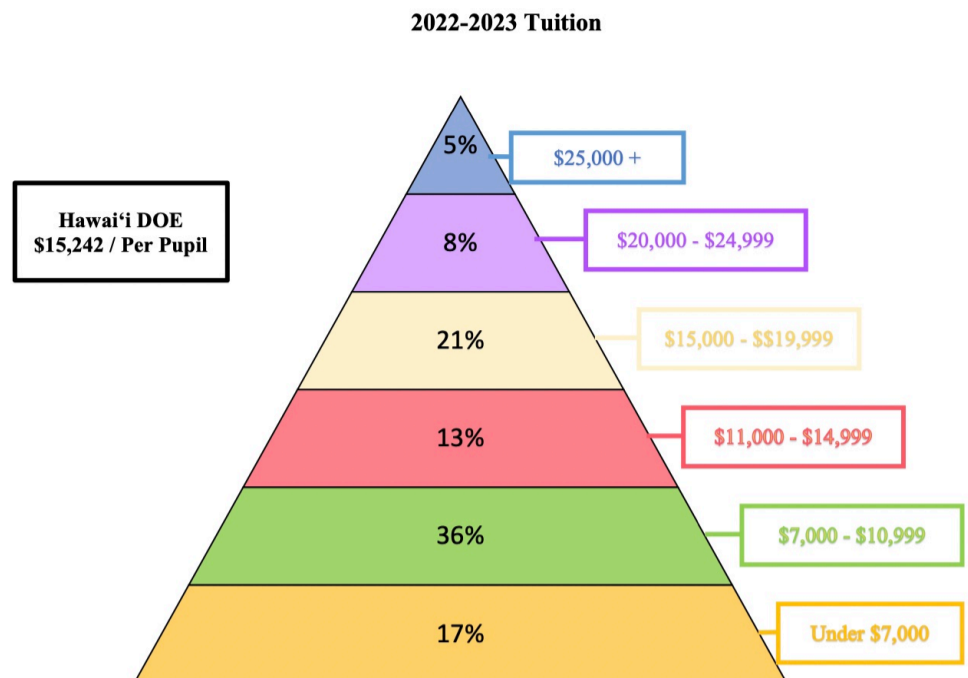
HO‘OKA‘A‘IKE HOU | STUDENT INFORMATION UPDATE

Please report any change of status (e.g. name, contact information, address, etc.) during the school year to the administrative office by submitting a letter in writing addressed to Po‘okula, Ke Kula ‘o Pi‘ilani, P.O. Box 1934, Wailuku, HI 96793 or submitting in person at Ke Kula ‘o Pi‘ilani, 875 ‘Īao Valley Road, Wailuku, Maui.

UKU KULA | TUITION & FEES

Tuition charges at Ke Kula ‘o Pi‘ilani is your investment towards your student’s independent Hawaiian immersion education and it is our policy that families support their child’s education by bearing a portion of the educational costs. The tuition assessed to each family in SY23-24 of \$8,000 per pupil is approximately 50% of the actual costs of our educational program. The State average for private elementary school in School Year 2022-2023 is \$14,208 and average

the cost per pupil for public elementary school is \$15,242, which has increased by approximately \$2,000 over the last three years. We yet make every effort to also provide financial aid and scholarship opportunities to help cover the a portion of tuition; however, these benefits will change from year-to-year and prudent financial planning for your family is integral. Financial Aid & Scholarship Applications are available at the office and online and are due yearly on June 1st for returning students and July 1st for new students. Tuition awards and scholarship letters will be mailed out to families by August 1st.



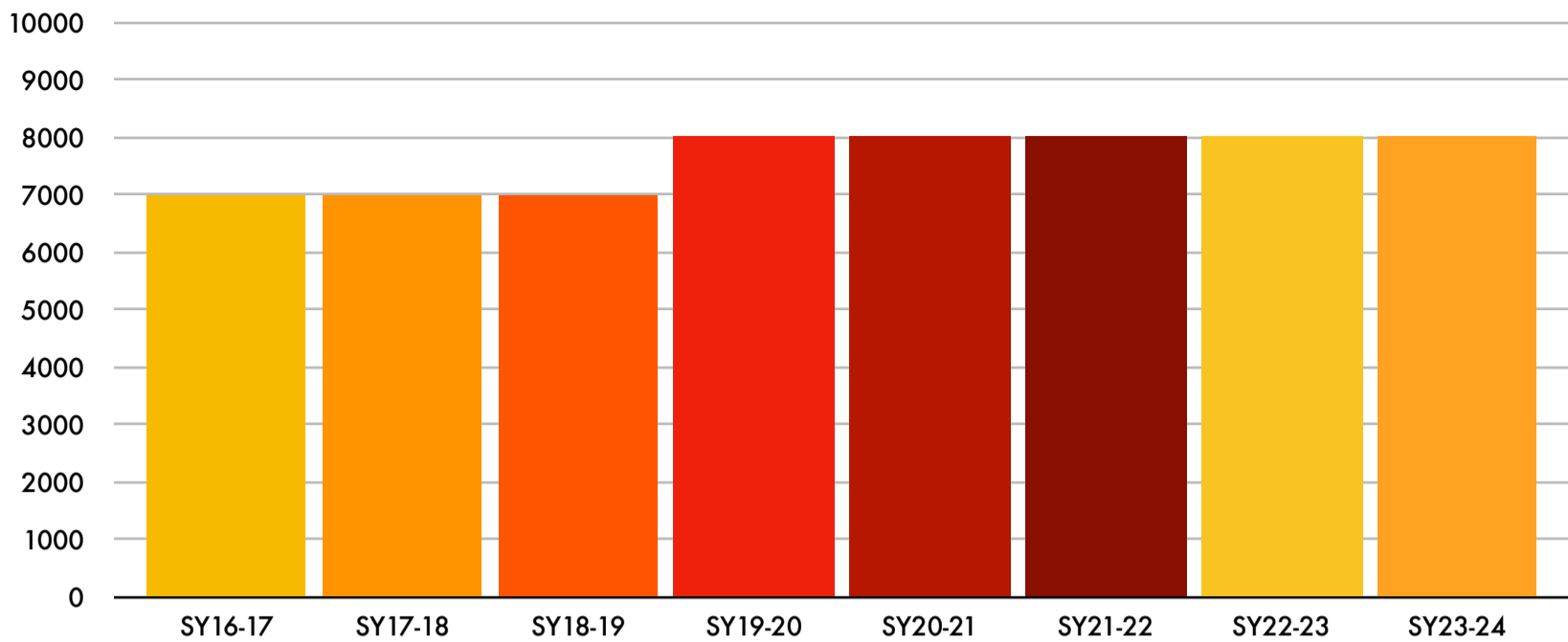
Tuition for SY23-24 at Ke Kula ‘o Pi‘ilani is \$8,000.00 per student. Payments may be made by cash or check made out to Ke Kula ‘o Pi‘ilani and dropped off at the Po‘o Kula’s office or mailed to P.O. Box 1934, Wailuku, Maui, Hawai‘i, 96793. Tuition payments may also be made via credit card in-office (via Square, fees apply), online via Venmo or through Paypal (fees apply). Please let the Po‘o Kula know if that is your preferred method of payment and an invoice will be sent to you via PayPal. There is a 2.5% Convenience Fee for Paypal. If you are unable to keep your tuition payments current; please see Po‘o Kula as soon as possible.

Returned Check Fee - If a check is returned due to insufficient funds, only cash or money order will be accepted in the future and there will be a \$25.00 charge (payable in cash) for any returned check.

All payments must be kept current. Students whose accounts are not paid in full by June 1st of each year may not be enrolled for the following school year and their enrollment spot may be offered to new applicants unless arrangements are made with the administration for later payment.

Prorated Payment For Released Students - If a student is released during the school year, the financial responsibility for tuition and charges will be prorated up to the last day that the

KE KULA 'O PI'ILANI ANNUAL TUITION



student attends school. Student fees will not be refunded, reduced, or waived. Any refunds or adjustments will be made within sixty (60) days of such release.

FINANCIAL AID AND SCHOLARSHIPS

Ke Kula 'o Pi'ilani is committed to assisting students and families by providing financial aid and scholarship opportunities who lack adequate resources to support their student's private, independent education. Financial aid benefits and scholarships may be partial or full and families must apply every year. It is important to note that financial aid awards and scholarships will change from year-to-year and prudent financial planning for your family is integral.

The only expense covered by financial aid and/or scholarship is tuition. Other expenses incurred at school, including uniforms, tutoring, medical expenses, and other supplemental costs (e.g. examination fees, enrichment courses and/or materials, school supplies, lab fees, yearbook or photography fees, excursion fees, etc.) must be paid by the student's family.

Financial Aid & Scholarship Applications are available at the office and online and are due yearly on June 1st for returning and new students. Tuition awards and scholarship letters will be mailed out to families by July 15th so that families may plan accordingly for the coming school year. The school will also issue a **Financial Aid Award and Tuition Contract**, which must be completed, signed and returned to the school by August 1st of each year.

UKU HA'ALELE LOHI | LATE PICK-UP FEES

A late pick-up fee of \$5.00 per minute will be assessed. A \$10.00 no call fee will be assessed for not informing the staff that you will be late, plus \$5.00 per minute late. This fee is paid

at the time of pick up and is assessed for each student. Excessive late pick up and drop offs will result in dis-enrollment from the program (see Discharge Policy). This fee must be paid in order for the child to return to school the following day.

MĀLAMA I KA LAWENA KŪPONO



NĀ LOINA KULA | SCHOOL BEHAVIORAL VALUES

The students, families, and staff should always uphold all the values, traits, and actions of Pi'ilani. These loina, *rules and manners*, are essential to offering our students, their families, and our community a healthy environment for learning and overall growth of all of our learners.

HŌ'IHI

Students must always carry themselves in a respectful manner. Respect for their school and their teachers, their fellow classmates, their parents and families, our environment, and most importantly themselves is the expectation, not only for students, but also for family members, friends, staff, volunteers, and partnering organizations.

'AUAMO KE KULEANA

Students have many responsibilities in regards to their academics, families, and environment. This value is an important life lesson which we hope to instill in them at an early age. Parents are encouraged to keep them on track to ensure all responsibilities are taken care of - this includes bringing your student to school on time and ready to learn.

I KA 'ŌLELO NŌ KE OLA, I KA 'ŌLELO NŌ KA MAKE

This 'ōlelo no'eau reminds us all that our 'ōlelo lives through our constant nurturing of it. The Hawaiian language is heavily enforced in our day-to-day interactions, teacher to student, staff and families, as much as is possible. It is the foundation of our school, our lifestyle, and is the elevated means of communication while at school.

NĀ LOINA HO‘OKELE



NĀ KĀNĀWAI LAWENA | CODE OF CONDUCT

To ensure a safe and nurturing educational environment, conduct at Ke Kula ‘o Pi‘ilani focuses on appreciation, personal and community-minded responsibility, and positive behaviors. Student discipline and consequences will always be handled with compassion and families will be encouraged to participate in this process. In accordance with the mission and values of our organization, each student is held responsible for his/her own behavior. Ke Kula ‘o Pi‘ilani is committed to providing a safe and healthy learning environment where students can thrive.

Ke Kula ‘o Pi‘ilani faculty and staff, with the guidance of the Hui Ho‘okahua ‘o Pi‘ilani (Board of Directors), will be working to institute a Restorative Justice approach over the next few years to create a safe, friendly, and enjoyable environment for learning. We would like to foster an environment where everyone feels valued, respected, and included, where students are motivated to learn, motivate others to learn, and teachers enjoy meaningful and fulfilling work. The advantages of Restorative Justice over the Punitive-Discipline Practices traditionally implemented in public schools statewide is that Restorative Justice works to build community and promote healthy relationships among educators and students in order to teach the socio-emotional and conflict-resolution skills necessary to reduce conflict, turning behaviors into learning opportunities. We hope to ensure a supportive and stable educational environment while encouraging growth towards self-discipline, accepting responsibility, and appreciating the rights of others, to improve the overall school climate and increase academic achievement.

Some of the principles of Restorative Justice Practices includes:

Focus on harms rather than rules or persons and the consequent needs of victims, offenders and communities.

Address obligations of the offender resulting from those harms, as well as the community’s obligations to both victims and offenders.

Encourages an inclusive, collaborative processes.

Involves all individuals (victims, offenders, parents, students, staff, and faculty) who have a legitimate stake in a given situation.

Seeks to put right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.

The concept of **Restorative Justice Practices:**

Acknowledges that relationships are central to the building of the school community;

Establishes policies and procedures towards harm and misbehavior in a way that strengthens relationships;

Focuses on harms done rather than rules broken;

Gives voice to the person who has been harmed;

Engages in collaborative problem solving;

Empowers change and growth for all involved;

Enhances responsibility for actions and attitudes for all involved;

Ke Kula 'o Pi'ilani believes that:

- Discipline is an opportunity to reflect, learn, and grow;
- A progressive approach to consequences that account for both frequency and severity;
- Consequences that reflect compassion to individual circumstances and situations;
- A consequence and discipline process that uses best practice as a guide with past practices in mind;
- Student, family, victims, offenders, parents/guardians, staff and faculty engagement in the restorative process;
- A multi-tier approach to student support.

It shall be an express condition of enrollment that students and parents/guardians behave in a manner, both on and off campus, that is consistent with the Hawaiian values of the school, which include but are not limited to the policies, principles, and procedures set forth in this student and parent handbook and also include the ideals of aloha, kuleana and 'imi 'ike.

Students and parents/guardians are expected to work courteously and cooperatively with Ke Kula 'o Pi'ilani to meet and exceed the academic, moral, and behavioral expectations of the school;

Students and parents/guardians are welcome to express any and all concerns about the organization's programs and/or personnel in person to the faculty (nā Kumu), administration (Po'o Kula), or the board of directors (Hui Ho'okahua) by scheduling a meeting in advance;

Student and parents/guardians are on notice that any communication or action that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, divisive, or any actions in the organization's discretion that falls short of meeting the values of the school, conducted either in-person or online, towards Ke Kula 'o Pi'ilani, its students, staff, board of directors, contracted affiliates and/or partnering organizations will result in disciplinary measures including 1) verbal warning, 2) written warning, 3) conference meeting, 4) immediate withdrawal from the organization.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without intermediate steps.

PŌULIA | EMERGENCY PROCEDURES



HEALTH SERVICES & PROCEDURES

Students that are not well enough to participate in the routine of the day may be asked to go home to be cared for properly, especially if they are experiencing fever, cold with cough and runny nose, stomach ache with vomiting and diarrhea, rash, ear ache, asthma related difficulties, seizure, or other communicable diseases.

Parents should keep in communication with the school while students are ill or has a communicable disease. If it is a communicable disease, we will inform our entire Ke Kula 'o Pi'ilani 'ohana about the exposure. Students should be illness free and disease free for at least 24 hours before returning to school. The school cannot be responsible for dispensing medication.

PROCEDURE FOR EMERGENCY MEDICAL CARE

All of our staff and many of our chaperones are certified in Basic Life Saving and CPR, and have also received training in AED use. For minor injuries that happen throughout the school day, basic first aid will be administered and parents will be notified. An incident report will be kept at the school.

In the event of a more serious illness or injury, parents or the family emergency contact will be called. If the parent and the emergency contact cannot be reached, the student's physician will be contacted. In the event of an emergency, the child will be taken to the emergency room at the Maui Memorial Medical Center. The financial responsibility for the medical costs, including any and all transportation, will be the responsibility of the parent or legal guardian.

EMERGENCY PROCEDURES | NATURAL DISASTERS

In the event of a natural disaster, we will evacuate the school to the site designated by the Civil Defense. If necessary, personal vehicles will be used to transport the students. Please listen to the radio (KMVI AM550 or KNUI AM900) for information on our location and please pick up your student as soon as possible. The school conducts monthly emergency evacuation drills. If you are on the premises at the time of the drill, please participate with your student and with the staff.

For inclement weather, hurricane, fire, or other emergencies, the school reserves the right to cancel school for the day. The safety and health of our students and staff are the priority.

WET OR SOILED CLOTHING

If your student has a toilet accident, his/her clothing will be placed in a labeled plastic bag and placed in their school bag for transport home in accordance with sanitation policies set forth by the Department of Health, Center for Disease Control.

REPORTING ABUSE

Ke Kula 'o Pi'ilani is mandated by State law to report to Child Protective Services any suspected child abuse, neglect, or sexual abuse. Child abuse includes not just physical but also emotional and/or psychological abuse. If you have any questions or concerns about your student, another student or parent in our school, please speak to our staff. Our goal is to work together as a family and as partners in learning.

CHILD ABUSE HOTLINE NUMBER	1-800-494-3991
Emergency	911
Poison Control Center	1-800-222-1222
Maui Memorial Emergency Room	(808) 242-2343
Fire Department	(808) 270-7569
Police Department Non-Emergency Line	(808) 244-6400
American Red Cross	(808) 244-0051
Child Protective Services	(808) 243-5143
Child Protective Services Intake	1-800-494-3991
Adult Protective Services	(808) 243-5151
Ke Kula 'O Pi'ilani Main Phone Line	(808) 214-5006
Kahu Kekai Robinson Direct Office Line	(808) 793-3225
Kahu Kekai Robinson, Head of School	kahu_kekai@kekulaopiilani.com
Leah Santos, Administrative Advisor	admin_leah@kekulaopiilani.com
Melanie Santiago, Administrative Assistant	admin_mel@kekulaopiilani.com
Kumu Leimana Pu'u, Lead Teacher	kumu_leimana@kekulaopiilani.com
Kumu Kalani Librando-Souza	kumu_kalani@kekulaopiilani.com
Kumu Lahela Mata-Goldman	kumu_lahela@kekulaopiilani.com
Kumu Ka'ililauokekoa Pu'u	kumu_lala@kekulaopiilani.com
Kumu Kahiwa Vendiola	kumu_kahiwa@kekulaopiilani.com
Kumu Nalu Robinson	kumu_nalu@kekulaopiilani.com
Kumu Leopold Waia'u	kumu_leo@kekulaopiilani.com
School Administrative Offices	admin@kekulaopiilani.com
Hui Ho'okahua 'O Pi'ilani Board of Directors	aloha@kekulaopiilani.com

NĀ MELE & NĀ OLI



OLI KĀHEA NO KE KULA 'O PI'ILANI

He aloha e nā kama ko Maui Nui
Kū la'i, kū pa'a i ka maoli ola
'Ōlapa ka uila a nā kama no'eau
He na'auao mai ka pō a Kanaloa

A beloved expression to the children of Maui
Standing calm and firm in this indigenous life
Lighting flashes for the skilled children
Wisdom gained from the depths of Kanaloa

He luakaha ko kākou nohona ali'i
Pū'ai ka hua 'ōlelo a ka pouhana
Hānana ka 'ike 'o ke kula 'o Pi'ilani
Lālani nā mu'o a hiki kumu pa'a

Our stay on these lands of the ali'i is pleasant
Shared are the words of the supporting ones
Knowledge of the school of Pi'ilani overflows
The young shoots grow in rank to firmament

'O Haleakalā no ko kākou kuahiwi
'Ō'ō ku'una o te tulaiwi
Kūlia nā maka i ka lewa nu'u
Maka 'ike ka nui a manomano

Haleakalā ia our mountain, our source
We, the descendants of these ancestral lands
Our eyes strive to the upper heavens
To see the greatness of where we come from

A eia lā Ke Kula 'o Pi'ilani
Kū hanohano ma ka 'āina a Maui nui
A eia lā Ke Kula 'o Pi'ilani
Ua 'ikea, ua 'ikea, ua 'ikea

Here we are, Ke Kula 'o Pi'ilani
Standing proudly upon Maui Nui
Here were are, Ke Kula 'o Pi'ilani
Let it be known

He ali'i o ka 'āina o Maui Nui 'o Pi'ilani. 'O ia ke ali'i 'umikumāmālīma o nā ali'i o Maui nei ma kahi o ka makahiki 'umikumāmāono kaukani a oi. Ua haku 'ia kēia oli e Kumu Kaponō'ai Molitau ma 'Aukake 2016 no ka leo heahea 'ana i ko kākou komo 'ana i Ke Kula 'o Pi'ilani. He leo kāhea kēia no nā keiki, nā kumu, a me nā po'e e kipa mai nei. Imua a pa'a pono mau i ka 'ike o ko kākou mau kūpuna. Eō e Ke Kula 'o Pi'ilani.

Ke Ali'i Pi'ilani came into his reign in the late 16th century. After the war-laden period of his grandfather, Kahekili Nui, and his father, Kaka'e, Pi'ilani brought peace and prosperity, inspiration and innovation to the people of Maui. Pi'ilani was able to unite East and West Maui under one rule and he sparked the construction of a road said to have been the width of eight men and encircled the entire island of Maui. This helped to connect the people of Maui to resources, to knowledge, and to each other. It is the first and only of its kind throughout the entire Hawaiian archipelago and parts of this road remain to this day. Ke Kula 'o Pi'ilani strives to emulate Pi'ilani's peace, prosperity, and innovation through effective leadership, knowledge, and unification.

OLI NĀ ‘AUMĀKUA

Nā ‘aumākua mai ka lā hiki a ka lā kau
Mai ka ho‘oku‘i a ka hālāwai
Nā ‘aumākua iā ka hina kua, iā ka hina alo
Iā ka ‘ākau i ka lani
‘O kīhā i ka lani, ‘owē i ka lani
Nūnulu i ka lani, kāholo i ka lani
Eia ka pulapula a ‘oukou
‘O Ke Kula ‘o Pi‘ilani
E mālama ‘oukou iā mākou

E ulu i ka lani, e ulu i ka honua
E ulu i ka pae ‘āina o Hawai‘i
E hō mai ka ‘ike, e hō mai ka ikaika
E hō mai i ke akamai
E hō mai i ka maopopo pono
E hō mai i ka ‘ike pāpālua
E hō mai i ka mana
‘Āmama, ua noa

OLI E HŌ MAI

E hō mai ka ‘ike mai luna mai ē
‘O nā mea hūnā no‘eau o nā mele ē
E hō mai, e hō mai, e hō mai ē

OLI E ALA E MĀNANIA

E ala, e ala e Mānania
‘Āina ulu i ka loku o ke ao
He ao kaupale kū kehakeha
E ‘oni, e ‘eu, eō Pi‘ilani ē!

Ancestors from the rise to the set of the sun
From zenith to horizon
Ancestors at our back and our front
Who stand at our right hand
A breathing in the heavens, an utterance
A clear voice, a reverberating voice
We are your descendants
Ke Kula ‘o Pi‘ilani
Please care for us

That we may flourish in the heavens, on earth
That we may flourish across Hawai‘i
Grant us knowledge, grant us strength
Grant us intelligence
Grant us understanding
Grant us insight
Grant us power
The prayer is lifted, it is free

Grant us wisdom from above
Of the hidden wisdom of our histories
Grant this to us

Awaken, Mānania (Oh, drowsy ones)
Thriving in the deluge of knowledge
Serving to protect and uplift
Awaken! Enliven! Answer the call, Pi‘ilani!

OLI KA WAI A KĀNE

He ui, he nīnau
E ui aku ana au iā 'oe
Aia i hea ka wai a Kāne?
Aia i ka hikina a ka lā puka i Ha'eha'e
Aia i laila ka wai a Kāne
E ui aku ana au iā 'oe
Aia i hea ka wai a Kāne?
Aia i kaulana a ka lā
I ka pae 'ōpua i ke kai
Eia mai ana ma Nīhoa
Ma ka mole mai o Lehua
Aia i laila ka wai a Kāne
E ui aku ana au iā 'oe
Aia i hea ka wai a Kāne?
Aia i ke kuahiwi, i ke kualono
I ke awāwa, i ke kahawai
Aia i laila ka wai a Kāne
E ui aku ana au iā 'oe
Aia i hea ka wai a Kāne?
Aia i kai, i ka moana
I ke kualau, i ke ānuenuē
I ka pūnohu, i ka ua koko
I ka 'ālewalewa
Aia i laila ka wai a Kāne
E ui aku ana au iā 'oe
Aia i hea ka wai a Kāne?
Aia i luna ka wai a Kāne
I ke ao 'ouli, i ke ao 'ele'ele
I ke ao panopano
I ke ao Popolo-Hua-Mea-A-Kāne lā ē
Aia i laila ka wai a Kāne
E ui aku ana au iā 'oe
Aia i hea ka wai a Kāne?
Aia i lalo, i ka honua
I ka wai hū
I ka wai kau ā Kāne me Kanaloa
He wai puna, he wai e inu
He wai e mana, he wai e ola
E ola nō ea!

A question, a query
A question for you
Where is the water of Kāne?
It is there in the east rising at Ha'eha'e
There is the water of Kāne
A question for you
Where is the water of Kāne?
It is there at sunset
In the cloud banks of the sea
From Nīhoa
To Lehua
There is the water of Kāne
A question for you
Where is the water of Kāne?
It is in the mountains, the ridges
The valleys, the streams
There is the water of Kāne
A question for you
Where is the water of Kāne?
It is at sea, the deep ocean
The rain banks, the rainbows
The low-lying rainbow, the red rains
In the high-blown winds
There is the water of Kāne
A question for you
Where is the water of Kāne?
The water of Kāne is above
In the dark clouds, the deep, dark clouds
The darkest of cloud banks
In the Dark-Cloud-of Kāne
There is the water of Kāne
A question for you
Where is the water of Kāne?
It is below, in the earth
In the spouting waters
In the waters of Kāne and Kanaloa
A spring, waters to drink
Waters for power, waters for life
Let there be life!

E KĀNEAULOLIKAHONUA

E Kāneaulolikahonua
Honu ne'e pū ka 'āina
Ulu nakaka kāwahawaha ka honua
Ulu ka 'ai hāpu'u e Lono
'Ohi mālo'o kupukupu
'Ohi a'a nā 'uala o nā pali
Pali kū kāwahawaha ka honua
Ka ua hā'ule mai
He hā'ule lani ka 'uala
He 'āweu ke kalo
He lauloa pili ka nāwao
'O wao akua ka 'ai, e Kāne

E Kāne, e Lono, nā akua mahi'ai
Ho'ōla i ka 'āina
A pohō ka 'ai
A ulu kupukupu
A ulu lau po'o 'ole
A 'o ka nui ia o ka 'ai
Āu e Kāne a me Lono
'Āmama, ua noa

A pule hōuluulu'ai asking for plentiful food. A chant to Kāne to bring forth life and to encourage cultivation.

OLI MAHALO NO MAUI

He leo a he leo mahalo ho'i ē
I ka 'āina hiwahiwa a'o Pi'ilani ē

He leo a he leo mahalo ho'i ē
I ka 'āina luna lilo Haleakalā ē

He leo a he leo mahalo ho'i ē
I ka 'āina kamaha'o nā wai 'ehā ē

He leo a he leo mahalo ho'i ē
He aloha, he aloha e nā kūpuna ē

Oh Kāne, changer of the earth
The land is like a creeping turtle
Spreading shaking fissures in the land
Growing is the hāpu'u tree fern
Gather dried kupukupu fern
Gather roots of sweet potatoes of the cliffs
Steep cliff, furrowed is the rain
The rain that falls hither
Falling from heaven is the sweet potato
'Āweu is the wild form of the taro
Lauloa mixed with Nāwao
The place of gods is food, Kāne

Kāne, Lono, gods of cultivation
Vivify the land
Until surfeit are the planted foods
Until growth sprouts exceedingly
Until growth of leaves is endless
Until there is plenty of vegetable food
It is yours to grant, oh Kāne and Lono
Completed, the prayer is freed

With our voice, we give a call of thanks
Cherished lands of Pi'ilani

With our voice, we give a call of appreciation
To the lofty lands of Haleakalā

With our voice, we lift our gratitude
As we represent the famous four waters

With our voice, we give thanks
And represent the love of our ancestors

ADDITIONAL DOCUMENTS

CALENDAR FOR SCHOOL YEAR 2023-2024

KE KULA 'O PI'ILANI 'ALEMANAKA 2023-2024

'AUKAKE 2023 7/18-8/4 'A'OHE KULA - TEACHER WORKDAYS 8/4 HĀLĀWAI KULA NO NĀ MĀKUA 5-7p 8/7-8/8 LĀ MUA PM & P1 ONLY 8a-1p 8/9 LĀ MUA ALL 8a-1p 8/16-8/19 HO'OKUIKAHI CELEBRATION 8/18 'A'OHE KULA STATEHOOD DAY 8/21 'A'OHE KULA TEACHER WORKDAY	August 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SEPATEMABA 2023 9/2 KE ALI'I LILI'UOKALANI CELEBRATION 9/4 'A'OHE KULA LABOR DAY
'OKAKOPA 2023 10/6 LĀ KŪPUNA LUNCHEON 12p-3p END QUARTER 1 UNIT WAI 10/9-10/13 'A'OHE KULA WĀ HO'OMAHA HĀ'ULE LAU 10/31 PĀ'INA HELEŪ	October 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	NOWEMAPA 2023 11/10 'A'OHE KULA VETERANS HOLIDAY 11/20-11/21 MAKAHIKI CELEBRATIONS 11/22-11/24 'A'OHE KULA WĀ KŪ'OKO'A
DĒKĒMABA 2023 12/15 PĀ'INA KALIKIMAKA 11p-3p END QUARTER 2 UNIT LANI 12/18-1/5 'A'OHE KULA WĀ HO'OMAHA HO'OILO	December 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	IANUALI 2024 12/18-1/5 'A'OHE KULA WĀ HO'OMAHA HO'OILO 1/15 'A'OHE KULA MLK JR. DAY
PEPELUALI 2024 MAHINA 'ŌLELO HAWAI'I 2/6 LĀ PIHA HO'OKAHI HANELI 100th Day 2/19 'A'OHE KULA PRESIDENTS' DAY	February 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MALAKI 2024 3/15 HULAHULA KUPULAU Spring Dance END QUARTER 3 UNIT 'ĀINA 3/18-3/29 'A'OHE KULA WĀ HO'OMAHA KUPULAU 3/22 WORLD WATER DAY 3/25-3/28 PARENT-TEACHER CONFERENCES
'APELILA 2024 4/19-4/21 HĀNA KALO FESTIVAL 4/22 EARTH DAY CELEBRATION	April 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MEI 2024 5/1 LĀ LEI CELEBRATION 5/17 HŌ'IKE HOPE LOA 9a-1p END QUARTER 4 UNIT KAI 5/27 HOLIDAY MEMORIAL DAY 5/20-6/15 TEACHER WORKDAYS

'A'OHE KULA AUG 18 & 21, SEP 4, OCT 9-13, NOV 10, NOV 22-24, DEC 18-JAN 5, JAN 15, FEB 19, MAR 18-29
LĀ NUI NO KE KULA AUG 4, AUG 7, AUG 9, OCT 6, DEC 15, MAR 15, MAR 25-28, MAY 17
HO'OLAULE'A AUG 16-19, SEP 2, OCT 6, OCT 31, NOV 20-21, DEC 15, FEB 6, MAR 3, MAR 15, MAR 22, APR 19-21, APR 22, MAY 1, MAY 5, MAY 24

'O ka nu'u a Ke Kula 'o Pi'ilani e kūlia aku nei, 'o ia ke kūlana pa'a o ka na'auao o kēia au i nā haumāna āpau me ka mālama pū 'ana i ka na'auao o ke au i hala. Aia ka lupalupa mai o ke keiki a mahi pono 'ia kona wahi e ho'ona'auao 'ia ai. Pēia e mau ai kona 'imi na'auao 'ana me ka hiala'ai a lilo ai ho'i 'o ia i mea nāna e alaka'i i ke kaiāulu ma ke ala e pa'a mau ai ka 'ike a me nā loina o ko Hawai'i.

Ke Kula 'o Pi'ilani is committed to providing an enriched and modern education that nurtures fluency in traditional Hawaiian wisdom. Nurturing lifelong learners and passionate community leaders by cultivating an enriching environment of academic excellence grounded in Hawaiian culture and values.



SCHOOL HOURS: 8:00 am - 3:00 pm [Office Hours 7:30 am - 4:00 pm]
 SCHOOL EMAIL: admin@kekulaopiilani.com
 SCHOOL WEBSITE: www.kekulaopiilani.com

SCHOOL PHONE NUMBER: (808) 214-5006
 SCHOOL LOCATION: 875 'Īao Valley Road, Wailuku, Maui, HI 96793
 SCHOOL MAILING ADDRESS: P.O. Box 1934, Wailuku, MAUI, HI 96793

Visitors by appointment only; call to check current health and safety protocols.

He ola nui, he ola laulā, he ola hohonu, he ola ki'eki'e!

ACKNOWLEDGEMENT OF SCHOOL YEAR 2023-2024 STUDENT AND PARENT HANDBOOK

The Ke Kula 'o Pi'ilani (Pi'ilani) Student & Parent Handbook School Year 2023-2024 contains important information about our school. Any questions not answered by this handbook may be directed to the Po'okumu (Lead Teacher, Kumu Leimana Pu'u) or to the Po'okula (Head of School, Kahu Kekai Robinson).

ACKNOWLEDGEMENT OF RECEIPT OF KE KULA 'O PI'ILANI STUDENT & PARENT HANDBOOK SY2023-2024

I/We acknowledge that the information provided in this year's handbook are subject to change and revisions at any time throughout the school year by the Po'okula and the Pi'ilani Hui Ho'okahua (Board of Directors). All such changes will generally be communicated through official notices from the Po'o Kula and her assigns. I/we understand that the revised information may supersede, modify, add or eliminate existing policies.

I/We understand that it is my/our responsibility to comply with the policies contained in the handbook and any revisions made throughout the school year, if any. I/We further agree that if I remain with Pi'ilani following any modifications made to the handbook, I/we thereby accept and agree to such changes.

I/We understand that any questions or concerns regarding the policies described in the handbook should be addressed directly to the Po'okumu or to the Po'okula.

I/We acknowledge and understand that this handbook is neither a contract nor a legally-binding agreement. I/We have reviewed the handbook and accept the terms described therein.

I/We understand that this Acknowledgement and Receipt of the Ke Kula 'o Pi'ilani Student & Parent Handbook School Year 2023-2024 will be retained in my student's file.

I/WE ACKNOWLEDGE RECEIPT OF A COPY (ELECTRONIC AND/OR PRINTED) OF KE KULA 'O PI'ILANI STUDENT & PARENT HANDBOOK SCHOOL YEAR 2022-2023 AND I/WE HAVE REVIEWED THE ENTIRE HANDBOOK BY THE DATE INDICATED BELOW.

INOA HAUMĀNA (Print Student Name)

PAPA HAUMĀNA (Student Grade Level)

PŪLIMA MĀKUA 1 (Signature Parent 1)

LĀ (Date)

PŪLIMA MĀKUA 2 (Signature Parent 2)

LĀ (Date)