



School Year 2024-2025

STUDENT/PARENT HANDBOOK

Nuukia (Vision):

Hoohanohano i na tupuna o Niihau.

We honor our Niihau ancestors.

Ma Ke Kula Niihau O Kekaha e ulu pono ai ta olelo a me ta moomeheu Niihau ma o ta kotua a me ka tatoo nui o na ohana a me ta kaiaulu no ta hooitaita ana i ta haaheo a me ta kuleana waiwai like.

Ke Kula Niihau O Kekaha is where our Niihau language and culture thrive through significant contributions of family and community cultivating a sense of pride and ownership.

Te Ala Nuukia o ta Kula (School Mission):

Ua hootumu ia Ke Kula Niihau O Kekaha i mea e malama a hooitaita ai i ta olelo Niihau mawaena o na kamalii a me na opio o ta kaiaulu Niihau.

The foundation of Ke Kula Niihau O Kekaha is to strengthen and perpetuate the Niihau dialect of Hawaiian among the children and youth of the Niihau community.

Te Ala Nuukia Hoonaauao (Educational Mission):

Hoonaauao ia na haumana o Ke Kula Niihau O Kekaha ma o te ano nohona Niihau i mea e:

- **Hoohanohano i na tupuna**
- **Imi a loa a ta ite no ta malama ana i ta ohana**
- **Tatoo i ta pono a me ta ulu ana o ta olelo a me ta moomeheu Niihau**
- **Paa te aloha uhane, te aloha ohana, te aloha olelo, te aloha ite naauao, te aloha aina, a me te aloha ketahi i ketahi.**

Students of Ke Kula Niihau O Kekaha are educated within the Niihau way so that they:

- *Bring honor to all ancestors*
- *Seek and attain knowledge to sustain family*
- *Contribute to the well-being and flourishing of the Niihau language and culture*
- *Are rooted in the values of love of spirituality, love of family, love of language, love of knowledge, love of land, and love for one another.*



8135 Kekaha Rd.
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admin@kekulaniihau.org

Faculty and Staff

Administration:

Pootumu:

Administrative Assistant:

Academic Program Specialist:

Curriculum Program Specialist:

Kula Pepe:

Lead Olelo Niihau Kumu: B.Kananiuilei Kaohelaulii - kananiuilei@kekulaniihau.org

Curriculum/Kumu Mentor: M. Uilani Albarado - uilani.albarado@kekulaniihau.org

Kumu Kotua: D. Hiipoi Kanahale - hiipoi.kanahale@kekulaniihau.org

Papa M-2:

E. Lu Koerte - lu.koerte@kekulaniihau.org

Kumu Kotua: S. Kanani Shintani - kanani.shintani@kekulaniihau.org

Papa 3-5:

Kuulei Akeo - kuulei.akeo@kekulaniihau.org

Papa 6-12

B. Hokulani Cleeland - hokulani.cleeland@kekulaniihau.org

Tiani Ruiz - tiani.kajiwara@kekulaniihau.org

Momilani Martins - momilani.martins@kekulaniihau.org

Bus Driver + Kitchen Helper:

Nani Nakaahiki

Head Custodian & Yard Service

Ian Alvarez

School Hours:

Students: Monday, Tuesday, Thursday, Friday 8:25 a.m. – 2:30 p.m.
Wednesday 8:25 a.m. – 12:30 p.m.

Teachers: 7:30 a.m. – 2:30 p.m. Daily

Office Hours: 8:00 a.m. – 4:00 p.m. Daily



Ke Kula Niihau o Kekaha Academic Goals

Create and implement a K-12 Heritage, two-way bilingual immersion instructional program in order to support the vision of a KKNOK graduate. The aim of a heritage, two-way bilingual immersion program is to rejuvenate an indigenous language (olelo Niihau). The KKNOK program involves bilingualism and biliteracy in both the Niihau and English Languages.

KKNOK's Academic Program SY 24-25 is as follows:

- Kula Pepe: Olelo Niihau Immersion*
- Grades K-2: 90-10 bilingual immersion model (90% Olelo Niihau Instruction, 10% English Instruction)*
- Grades 3-5: 80-20 bilingual immersion model (80% Olelo Niihau Instruction, 20% English Instruction)*
- Grades 6-12: 50-50 bilingual immersion model (50% Olelo Niihau Instruction, 50% English Instruction)*

Ke Kula Niihau o Kekaha Admissions Policy

- Fluent speakers of the Niihau dialect of Hawaiian will be accepted at any grade level.*
- Preference will be given to kindergartners enrolling directly from the Ke Kula Niihau O Kekaha Kula Pepe Preschool program and from other Hawaiian Medium Preschools.*
- Preference will be given to fluent speakers of standard Hawaiian at grade levels with available openings.*
- 1. *Preference will be given to returning students, siblings (including hanai, step or foster) of students already enrolled if openings exist for the appropriate grade levels.*
- 2. *A lottery process will be used to determine admission if there are more applicants for admission than space available.*

The objective of the lottery process is to allow the school to maintain an ideal enrollment of 25 students in grades K – 5, 15 students in grades 6 – 8, and 10 students in grades 9 – 12 for a maximum enrollment of 50 students.

However, the director, in collaboration with the staff, will reconsider the enrollment numbers for the elementary, middle school and high school program based on students' needs, even distribution of students at each grade level and resources on a yearly basis.

On the first business Monday of April, the director and the administrative assistant will oversee the lottery process if necessary.

Enrollment Procedure

The following information is needed to enroll in Ke Kula Niihau o Kekaha for the FIRST TIME:

1. *Advise the school of interest in attending the school*
2. *A mandatory meeting to include student and parent will be scheduled with director and the teacher(s) assigned to the grade level of enrollment*



3. *If your child has an Individualized Education Program (IEP) or 504 Plan, please inform the school upon acceptance so a transitional meeting can be coordinated as soon as possible*
4. *Enrollment based on preference and available space at entering grade level will be used to determine admission or denial*
5. *If student meets admission requirements the registration process will commence:*
 - Verification of home address (i.e., utility bill, rental or purchase agreement)*
 - Birth Certificate or equivalent*
 - Health Card, including an updated immunization record and physical exam completed within one year before school entry*
 - Tuberculosis clearance (Mantoux(PPD) with “mm” reading or chest X-ray), completed within one year before school entry*
 - Preschool & Kindergarten:** *Registration forms will be available beginning in April of each school year. To be eligible for kindergarten for the coming year, incoming students must be 5 years old on or before July 31. Parents should bring all of the above information to register.*
 - Students new to the Hawaii DOE:** *Students transferring from private or out-of-state schools must present a Release Form and a report card from their previous school, and meet all health requirements.*

Students transferring from other Hawaii DOE schools: *Transferees from other public schools in Hawaii must present release forms from the releasing school and meet all health requirements. The principal or designee will assign the new student to a class.*

Bus Transportation

- Free bus service is provided for all students of Ke Kula Niihau O Kekaha. Times and pickup locations are determined by completing KKNOK’s “Bus Application” form. This form should be updated annually. There may be times throughout the year when our bus may not always be available to service your child, therefore we ask for parents to kokua in bringing children to school in those times. Communication will be made to families who use bus services regarding non-operational days/times.*

Student Drop-off and Pick-Up

- Parents may drop-off their children in the morning between 7:45am - 8:25am (daily) and pick-up children at 2:30 pm (M,T,Th,F) and at 12:30 pm (W) at the front of the school office/campus. Parents may also park in available stalls behind the school.*

Change of Address and/or Phone Number

- The office must always have current information concerning where parents/guardians can be reached. If any information concerning employment, home/mailing address or phone number changes, please inform the school immediately.*



Communication

- *Forms of communication will include email, phone calls, and announcements on our social media platforms, including Instagram and Facebook (@kekulaniihauokekaha). Follow us on social media to stay up-to-date with kula news and happenings. Email admin@kekulaniihau to be added to our email list. Please make sure you check in regularly for updated information.*

School Meals

- *Ke Kula Niihau O Kekaha participates in the Community Eligibility Provision (CEP) program with the Hawaii Child Nutrition Program which allows all students to receive a breakfast and lunch each school day at no charge. Breakfast is served for all students from 7:45- 8:25 am. Lunch is served from 12:05-12:35 on M-T-Th-Fr and 10:50-11:20 am on Wednesdays.*

Hawaii Fresh Fruits and Vegetables Program allows KKNOK to serve a healthy mid-morning snack and is also served to all students during recess, 10:10-10:25am on M-T-Th-Fr and 9:30-9:45am on Wednesdays. (See Snack Policy attached)

Cafeteria/Lunch Station Service by Students

- *As we strive to prepare our students for the world of work, students in all grades will be assigned (by Kumu) to kotua in cleaning and sanitizing their tables and areas. Students in grades 6-12 will also be assigned (by Kumu) to assist in kitchen-related duties (eg: Sanitize tables, Sweep and Mop floors, Disposal of trash from all trash cans, Wash dishes, etc..) each month. Appropriate supplies are provided by the cafeteria staff for student use.*

Standards-Based Education

- *The Hawaii Common Core State Standards (CCSS) set the foundation for Hawaii's public school curriculum, instruction, assessment, professional development, and accountability systems. Annually students in grades 3-5 will participate in the KAEO Hawaiian Language Assessments, students in grade 6-8 and 11 will participate in the Smarter Balanced Assessment Consortium (SBAC), students grade 8 participate in the Hawaii State Science Assessment (HSA) and students grade 11 participate in the ACT to measure the extent to which they are meeting performance expectations.*
- *In addition to the state standards-based assessment, KKNOK administers the NWEA Assessment three times a year per year to students in grades 5-12 in the Fall, Winter, and Spring.*

Special Education

- *Special Education services are provided for qualified students. If your child received special education services at his/her previous school, or if you feel your child may need special education, please contact the Pootumu or your child's teacher.*



Student Progress

- *Student progress is reported to parents quarterly by way of the standards-based report cards for grades K-5 and traditional report cards for grades 6-12. At the end of each quarter students will receive a report card indicating how well your child is progressing in each respective content area.*

Parent- Teacher Conferences

- *Parent-Teacher conferences are held once a year (Fall) and as needed. These conferences provide parents with the opportunity to meet individually with the classroom teacher to discuss student progress. Conferences also provide an opportunity for students to share their progress.*
- *Additional conferences are encouraged whenever a parent or teacher feels it will benefit the students. Please contact the kumu to arrange for a convenient meeting time.*

School Behavior Expectations

- *KKNOK currently abides with the Hawaii Board of Education Student Code of Conduct and Chapter 19 Rules.*
- *We are committed to providing students with optimal learning conditions. However, when a student's behavior violates established rules or when a student willfully disobeys directives from school personnel, the school will take appropriate action in accordance with Chapter 19 Rules as a means to promote a positive learning environment for all students.*

Hawaii Board of Education Student Code of Conduct

All Students are expected to:

- *Attend school and all classes regularly*
- *Be on time to school and classes*
- *Be prepared for and participate in each class to meet performance standards, have the necessary class materials, complete class work and homework accurately and on time, and prepare for quizzes and tests*
- *Be honest, behave with dignity, and treat others with respect and courtesy. This includes the use of appropriate language, actions, and attire. Students are expected not to harass others verbally or physically.*

- *Come to school free from the influence of tobacco, alcohol, or drugs*
- *Comply with all school rules and obey all laws. Students are expected to respond in a respectful manner to all adults while in school and at school activities. All students should treat all property belonging to the school or others with care.*
- *Contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.*



CHAPTER 19

□ *Chapter 19 is the short name for the section of our state law that defines student misconduct and contains information on student misconducts, school search and seizures, reporting offenses, police interviews and arrests, and restitution for vandalism.*

Chapter 19 offenses include:

Class A offenses (prohibited by State Law): assault, burglary, dangerous weapons/substances, paraphernalia, extortion, murder, property damage, robbery, sexual offenses, terroristic threatening.

Class B offenses (prohibited by State Law): disorderly conduct, false alarm, gambling, harassment (including bullying), theft, trespassing.

Class C offenses (prohibited by DOE Rules and Regulations): cutting class, insubordination, leaving campus without consent, tobacco use, truancy, laser pens.

Class D offenses (prohibited by school rules and regulations): all local school rules, including possession of contraband, inappropriate language/gestures/teasing, lying/cheating, abuse of facilities/material; tardies; wheels on campus; disruption/horseplay; dress code; personal safety.

Disciplinary action for students in grades K-12 include reprimand and warning, time out, parent conference, detention, loss of privileges, confiscation of contraband, restitution/apology suspension, referral to an alternative education program, exclusion from school for up to one year, transfer to another school or dismissal from school. Police may be called for Class A or B offenses. Class A, B, C, or D disciplinary action can be continued or carried over to a new school year if a student commits a serious violation within the last 20 days of the previous school year.

On/Off Property Rule

Kula will not allow student possession of property that must be turned on or off (e.g., mobile phone, iPad, iPod, game players, apple watches, etc.) on the Kula campus and at all Kula-related functions and activities.

Consequences:

First offense:

The on/off property will be confiscated and picked up on the next school day from the date of the incident. A conference with the Pookumu, parent and the child's teacher will be held on the same day the property is picked up.

Second Offense:

The on/off property will be confiscated and picked up at the end of two school days from the date of the incident, and a conference with Pookumu, parent and the child's teacher will be held on the same day the property is picked up.



Third Offense:

The on/off property will be confiscated and picked up at the end of 30 school days from the date of the incident, and a conference will be held with Pookumu, the parent, and the child's teacher on the same day the property is picked up.

Appropriate School Attire

Parents, together with students, are responsible to ensure that students are dressed appropriately for work and learning. Clothing worn at school should be clean, neat, and reflect the values of the school, as well as promote health and safety.

- Children should wear appropriate footwear.*
- The straps of girls' tops should be at least 1" wide. No strapless/halter tops*
- Shorts and skirts should be longer than the fingertips when arms are hanging at the side*
- Tops, blouses, and shirts should cover backs, shoulders, chests, and midriffs.*
- Clothing, personal items, or headgear that shows drug, alcohol, tobacco use and products, foul or offensive language or violence are not allowed.*
- Clothing should fit appropriately. No oversized pants/shorts.*
- Hats are to be removed when indoors.*

If a child's appearance disrupts the educational process and distracts from learning s/he will be sent to the pootumu for disciplinary action that may include calling home for a change of clothing or wearing a t-shirt given by the school to cover up.

It should be noted that the dress code also applies to any adult on campus, whether working or volunteering.

Emergency Procedures

1. *Staff to assess the situation and take charge immediately.*
2. *Address life safety (first aid, safety of victim, etc.)*
3. *Call for Pootumu and 911 if necessary.*
 - a. *depending on the severity of the situation, arrange for transportation of the victim by ambulance or other such vehicle, if necessary.*
4. *Notify parent(s) of emergency and agree on a course of action.*
5. *If parents cannot be reached, notify emergency contact person(s).*
6. *Clear the surrounding area (of students/bystanders/debris)*
7. *Remain with the victim until medical personnel, a person with first aid/CPR certification or parent arrives and takes charge.*
8. *Do not move a severely injured or ill person.*
9. *Fill out the incident report form within 24 hours.*
 - a. *File in the student folder as soon as possible.*
 - b. *Give a copy to the Pootumu as soon as possible.*
10. *KKNOK to provide parent copy as soon as possible.*



School Closure

- *In the event our school must be evacuated or closed for safety reasons, our primary evacuation site is the water tank at the foothill of Kokee Road. It is vitally important that parents keep emergency contact information updated. In the event of an emergency that requires a school closure, students will only be released to parents and individuals listed on the emergency card.*
- *Communications (and updates) will be made of any school closures via Ke Kula Niihau O Kekaha's Facebook and Instagram pages with a follow up to matua via phone. Please follow our pages to stay up-to-date with all Kula-related information.*



**Ke Kula
Niihau O
Kekaha**

Student/Parent Handbook Acknowledgement Page

I have read and understand this student/parent handbook

Please sign and return this page to your child's Kumu.

Student Name Print and Sign

Parent Name Print and Sign