



SUMMER 2018

‘Ohana Orientation



Aloha e nā 'ohana o Hālau Kupukupu!

Welcome to



To ensure that your keiki have
a safe and joyful summer of learning,
here are some friendly reminders...

* For complete details, reference your 2018 Student & Parent Handbook.



2018 Summer Program Schedule

Thursday, June 14 - Thursday, July 12, 2018
Holiday: Wednesday, July 4, 2018

SCHOOL	SESSION	START TIME	END TIME
ELEMENTARY Grades K-5	Full Day	8:00 AM	2:45 PM
MIDDLE Grades 6-8	Full Day	8:00 AM	2:45 PM
HIGH Grades 9-12	Full Day	8:00 AM	3:00 PM
	AM	8:00 AM	11:15 AM
	PM	11:45 AM	2:45 PM

Attendance & Tardies



Refer to
page 10

Daily attendance is *critical* for students to truly benefit from this rigorous and dynamic learning experience.
However, if your child will be...

Absent	Parent <u>MUST CALL</u> the student's division office by 8:30 a.m. to report an absence	<u>Division Office Phone</u> ES: (808) 982-0771 MS: (808) 982-0773 HS: (808) 982-0774
	High School: More than <u>2</u> absence will result in disenrollment for credited courses; Exceptions may be given for internships and blended online courses	
Tardy	Student <u>MUST</u> report to the division office to receive a late slip before reporting to classroom	<u>Division Office Locations</u> ES: CRBLC Room 1406 MS: Kamāka'imoku Room 133 HS: Ka'ōleio kū Room 2743

Drop Off/Pick Up Times



Refer to
page 11

GRADE	DROP OFF	PICK UP	LOCATION
K – 5	7:15 am-7:30 am	2:45 pm-3:00 pm	Liko Bus Ramp
6 - 8	7:15 am-7:30 am	2:45 pm-3:00 pm	Mohala Bus Ramp
9 - 12	7:15 am-7:30 am (AM Class)	11:15 am-11:45 pm (AM Class)	Pua Bus Ramp
	11:15 am-11:30 am (PM Class)	3:00 pm-3:15 pm (PM Class)	Pua Bus Ramp

IMPORTANT!

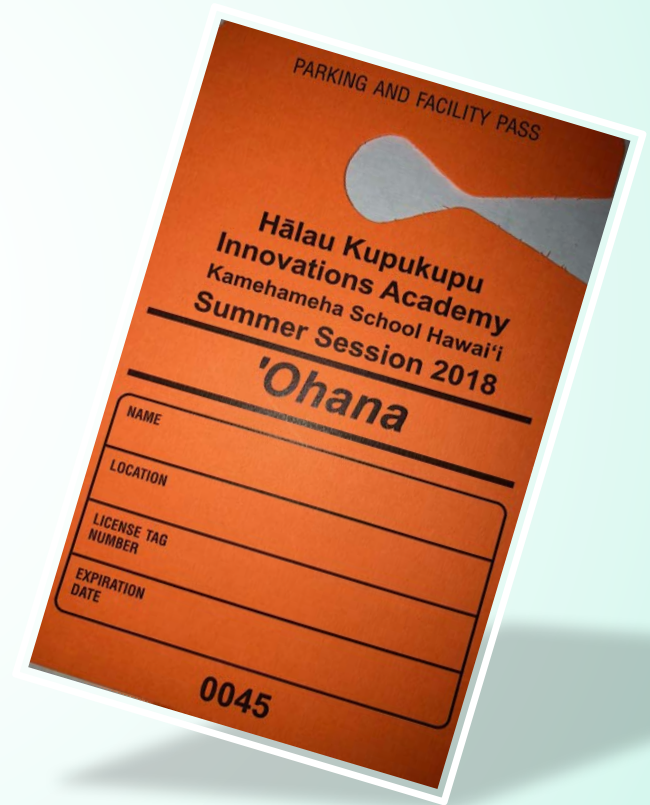
For early pick-up or changes to afternoon transportation pick-up, parent **MUST** call the student's division office in advance.

Drop Off/Pick Up Reminders



Refer to
page 36

- Vehicles **MUST** have designated **PICK-UP** tag on vehicle, clearly displayed
- Do **NOT** park or drop off/pick up child in bus area
- **DO** pick up child no later than 3:15 pm
- **DO** use cross-walk when crossing from parking to ramp



Bus Reminders



Refer to
page 33

- Educate your child about his/her bus route
- Elementary 1:1 Pick-up policy
 - Bus drivers will **ONLY** release student to a parent or an authorized adult
- If not picked up, child is returned to school after completion of route

IMPORTANT!

If transportation changes, parent **MUST CALL** the student's division office by 11:00 am. Notification by a child alone is **NOT SUFFICIENT**.



Attire/Dress Code



Refer to
page 18

- Current year's Hālau Kupukupu Innovations Academy uniform t-shirt *
- Long pants or appropriate skirts/shorts
- Covered shoes; No Slippers



* Two program t-shirts will be given to every student. Remaining inventory of shirts will be available for purchase on Thursday, June 14, first-come first-served basis at \$5.00 each (cash only).

Huaka'i (Excursions)



- Waiver forms distributed in the program packet must be returned on Thursday, June 14.
- Additional waiver forms may be distributed on day 1 or later and must be signed and returned prior to the huaka'i for your child to participate.
- Keep yellow, return white
- Refer to huaka'i forms for details on what to wear and bring
- Volunteer/Chaperone **MUST** be cleared **PRIOR** to huaka'i volunteering - **NO EXCEPTIONS**

Support your child's learning by...

- Enforcing school rules
- Ensuring regular attendance
- Participating in parent engagement activities, workshops and meetings
- Taking an active interest in your child's learning by asking your child what he/she did and learned that day
- Promptly communicating with school officials should questions or concerns arise



Refer to
page 8



Our Administrative Team



Karen Hayashida
Manager of
Support Services



Hau'oli Motta
Po'o Kumu



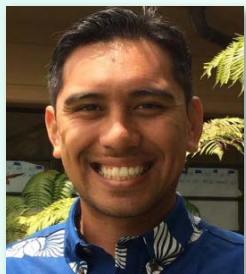
Celeste Ha'o
Learning and
Innovation Officer



Flo Vitoria & Kēhau Freitas
Program Assistants

Our Division Teams

ELEMENTARY



Kaleo Kaleohano
Program Administrator



Shawna Evangelista
Administrative Assistant

MIDDLE SCHOOL



Layne Richards
Program Administrator



Liz Lonokapu
Administrative Assistant

HIGH SCHOOL



Pua Kalani'ōpio
Program Administrator



Shelbie Honda
Administrative Assistant

Contact Information



Refer to
page 2

SUMMER DIVISION OFFICE	LOCATION	PHONE NUMBER	PROGRAM ADMINISTRATOR	OFFICE HOURS
ELEMENTARY GRADES K–5	Charles Reed Bishop Learning Center Room 1406	Division Office (808) 982-0771	Mr. Kaleo Kaleohano	June 12–July 13, 2018 Monday thru Friday 7:00 am–3:30 pm
	Pauahi Lani Nui Room 1031	Health Room (808) 982-0775		
MIDDLE SCHOOL GRADES 6–8	Kamākaʻimoku Room 133	Division Office (808) 982-0773	Mr. Layne Richards	Closed on the following holiday:
	Pauahi Lani Nui Room 1031	Health Room (808) 982-0775		
HIGH SCHOOL GRADES 9–12	Kaʻōleiokū Room 2743	Division Office (808) 982-0774	Mrs. Pua Kalaniʻōpio	Wednesday, July 4, 2018 Independence Day
	Ke Aliʻi Bernice Pauahi Bishop Room 19129	Health Room (808) 982-0611		
Hālau Kupukupu Innovations Academy Main Office Monday thru Friday 7:00 am–5:00 pm PHONE: (808) 982-0033 FAX: (808) 982-0010 EMAIL: halaukupukupu@ksbe.edu	Transportation Office Open year round Monday thru Friday 7:30 am–3:30 pm PHONE: (808) 982-0026 or (808) 982-0701 EMERGENCY CELL: (808) 217-1437 EMAIL: raiyo@ksbe.edu	Security Main Gate (24 hour contact) PHONE: (808) 982-0149	Kamehameha Schools Hawaiʻi 16-714 Volcano Road Keaʻau, Hawaiʻi 96749 PHONE: (808) 982-0000 http://hawaii.ksbe.edu/summer	

For More Information

Please refer to your
2018 Student & Parent
Handbook.





Mahalo!

hālau
Kupukupu
INNOVATIONS ACADEMY