

# **OHANA INSTITUTE**



## **Limahana Kukui**

**2018-2019**

### **Ohana Policies and Procedures for Employees**

## **Welcome To Ohana Institute**

This *Limahana Kukui* was prepared with you, as teachers and staff, in mind, to answer many of the questions that you may have about teaching and working at Ohana Institute (“Ohana”). It is our sincere desire that this *Limahana Kukui* will be of great help to you in becoming acquainted with Ohana.

The purpose of this *Limahana Kukui* is three-fold:

- a. To build a spirit of understanding and cooperation among staff and administration
- b. To ensure an ongoing consistency in application of policies and procedures
- c. To ensure a professional workplace

As such, you should become thoroughly familiar with the material contained herein and return to this *Limahana Kukui* as necessary for future reference.

## **Disclaimer**

The following policies and procedures cover a broad range of topics. They are not intended to create a contract, nor are they to be construed to constitute a contract, expressed or implied, between Ohana and any of its employees.

The following policies represent the most recent expression of the management of Ohana Institute in order to provide for equitable and consistent treatment of teachers and staff. This *Limahana Kukui* supersedes any previous handbook, staff guidelines and expectations, or related written policies.

To assure that Ohana achieves and maintains the purpose of this *Limahana Kukui* and to assure the organization’s continued ability to meet its needs and those of its teachers and staff under changing conditions, Ohana may modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this *Limahana Kukui* at any time.

## Table of Contents

1.0 FOUNDATIONS	7
1.1 Vision Statement	7
1.2 Mission Statement	7
1.3 About Ohana	7
1.4 OHANA Board of Directors	7
1.5 Administration	7
2.0 PERSONNEL POLICIES	8
2.1 Open Door Policy	8
2.2 Equal Employment Opportunity Policy	8
2.3 Harassment Policy	8
2.3.1 Definition of Harassment	8
2.3.2 Examples of Harassment	9
2.3.3 What To Do If You Experience Or Observe Discrimination Or Harassment	9
2.3.4 Confidentiality	10
2.3.5 Protection Against Retaliation	10
2.4 Child Abuse	10
2.4.1 Reporting Child Abuse	10
2.4.2 What is Child “Abuse?”	10
2.4.3 What is “Neglect?”	10
2.4.4 What is “Abandonment?”	11
2.4.5 Child Abuse and Sexual Abuse Training	11
2.4.6 Precautions	11
2.5 Probationary Period	11
2.6 Evaluations	12
2.7 Personal Status Changes	12
2.8 References	12
2.9 Physical Examinations	12
2.10 Genetic Information Nondiscrimination Act	13
3.0 PAYROLL POLICIES	13
3.1 Payroll Dates	13
3.2 Recording Time Worked	13
3.3 Administrative Pay Corrections	13
3.4 Overtime Policy for Non-Exempt Staff	13
4.0 BENEFITS	14

5.0	TIME OFF	14
5.1	Paid Holidays	14
5.2	Sick Leave and Personal Days	14
5.3	Absences and Tardiness	14
5.4	Leaves of Absence	14
5.4.1	Procedure for Requesting a Leave of Absence	15
5.4.2	Reinstatement After a Leave of Absence	15
5.4.3	Termination of Leave	15
5.4.4	Special Rules for Teachers on a Leave of Absence	15
5.5	Break Time For Nursing Mothers	15
5.6	Civic Duty	16
5.7	Military Training Leave	16
5.8	Military Call-Up Leave	16
5.9	Bereavement Leave	16
6.0	PROFESSIONAL STANDARDS	16
6.1	Personal Qualities	16
6.2	Tutoring	17
6.3	Accidents and Safety	17
6.3.1	Employee Injuries	17
6.3.2	Emergency Drills and Actual Emergency Events	17
6.4	Disciplinary Procedures	18
7.0	OPERATIONAL POLICIES/PROCEDURES	18
7.1	Bulletin Boards	18
7.2	No Solicitation/No Distribution	18
7.3	Limited Access/Visitors	19
7.4	Reduction in Force	19
7.5	No Firearms	19
7.6	Personal Property	19
7.7	Drug, Alcohol and Tobacco Policy	20
7.7.1	Substance Abuse	20
7.7.2	Tobacco Use	20
7.8	Health Policies/Procedures	20
7.8.1	Sick /Injured Students	20
7.8.2	Infectious Disease	21
7.8.3	Medication	21

7.9	Transportation Policy	21
7.10	Confidential Information	21
7.11	Privacy	21
8.0	PURCHASING AND FUNDS	22
8.1	Money/Bookkeeping Procedures	22
8.2	Handling Cash Funds	22
8.3	Purchasing Supplies	22
8.4	Fundraiser Requests	22
9.0	CLASSROOM AND BUILDING MAINTENANCE	22
9.1	Classroom Policy	22
9.2	Cleaning Checklist	22
9.3	Maintenance Requests	22
9.4	Keys	23
10.0	RESPONSIBILITIES OF THE TEACHER	23
10.1	Teacher-Student Communication	23
10.2	Parent-Teacher Communication	23
10.2.1	Contacting Parents	23
10.2.2	Parent-Teacher Conference Guidelines	24
10.3	Discussion of Personal Lives	24
10.4	School-Parent Communication	24
10.5	<i>Haumana Kukui</i>	24
10.6	Curriculum and Lesson Plans	25
10.7	Student Attendance and Timeliness	25
10.8	Lunch	25
10.9	Make-Up Work	26
10.10	Implementing Lesson Plans	26
10.11	Evaluations and Tests/Exams	27
10.12	Homework	27
10.13	Standardized Testing	27
10.14	Grading Scale and Report Cards	27
10.15	Retention Guidelines	28
10.16	Academic Probation	28
10.17	Trips	28
10.18	Unaccounted for Student	28
10.19	Grading Work	28
10.20	Permanent Records	28
10.21	Planning Periods	28
10.22	Principles of Professional Conduct for the Education Profession in Florida	29

11.0	ACCEPTABLE USE POLICY FOR TECHNOLOGY	30
11.1	Policy Statement	30
11.2	Technology Privilege	30
11.3	Violations	30
11.4	Liability	31
11.5	Technology Access and Use	31
11.6	Electronic Mail	31
11.7	Electronic Media	31
11.8	User Responsibilities	31
11.9	Cyber-Bullying	32

## **1.0 FOUNDATIONS**

### **1.1 Vision Statement**

The VISION of Ohana is to provide a personalized learning path that truly transforms education by discovering individual talents in an environment where students want to learn and where they can naturally discover their true passion as a life path.

### **1.2 Mission Statement**

The MISSION of Ohana is to respect the individual needs of all students, foster a caring and creative environment and use innovative technology to deliver an experiential, student-centered, blended education model. Ohana recognizes the individuality of each child and that all children are creative and need to succeed. Ohana believes that the paths of learning include social, emotional, physical and intellectual development which invites the passionate pursuits of each individual student's interests.

### **1.3 About Ohana**

Ohana is a fully accredited, independent, private, exploratory and innovative school serving students in grades 2–12 in the Florida Panhandle. The school operates on a flexible calendar that emphasizes project-based learning and combines both theoretical and real-world experiences for students through an engaging and broad array of subjects.

Ohana achieved Full Accreditation Status as an outstanding academic institution by AdvanceED/Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). NCAA has approved Ohana Institute's core courses. (Elective courses are not part of the NCAA college entrance requirements.)

### **1.4 OHANA Board of Directors**

Ohana is governed by a Board of Directors. The Board meets regularly to discuss issues and policies regarding the operation of the Institute. All policies set forth by the Board must be adhered to by the faculty and staff of the School.

### **1.5 Administration**

The Principal is responsible for the program operation and supervision of all staff.

## **2.0 PERSONNEL POLICIES**

### **2.1 Open Door Policy**

We prefer to interact with people directly rather than through a third party. We operate on the simple idea that if we treat all employees fairly and promote a positive feeling for providing the highest quality educational services for our parents and students, Ohana will be the best possible place for everyone to work. We know that no workplace is free from day-to-day problems. Nevertheless, we believe that we can best work out our differences among ourselves. We encourage you to bring your concerns to your supervisor or anyone in administration you feel can help you. We promise to listen and make our best effort to address your concerns. Our door is always open to you.

### **2.2 Equal Employment Opportunity Policy**

Ohana is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, and that is free from all forms of intimidation, exploitation, discrimination and harassment, including sexual harassment. Ohana is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, gender identity/reassignment, citizenship, genetics, pregnancy, maternity, or veteran status, or any other characteristic or conduct protected by federal, state or local law. Ohana's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoffs, termination and all other terms and conditions of employment.

Ohana is committed to providing reasonable accommodation(s) when necessary to qualified individuals with disabilities, or any other persons entitled to reasonable accommodations under applicable law, unless doing so would impose an undue hardship on Ohana. In general, it is an employee's responsibility to notify the Principal of the need for an accommodation.

Ohana is prepared to take action to prevent and correct any violations of this Equal Employment Opportunity policy. Anyone who violates this policy will be subject to discipline, up to and including immediate termination.

### **2.3 Harassment Policy**

#### **2.3.1 Definition of Harassment**

"Harassment" including "sexual harassment" means unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of the individual's race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, gender identity/reassignment, citizenship, genetics, pregnancy, maternity, or veteran status, or any other legally protected characteristic or conduct, made by someone from or in the work setting, under any of the following conditions:

- Submission to the conduct is explicitly made a term or condition of an individual's employment.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work

performance, or otherwise adversely affects an individual's employment opportunities.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through this school

### **2.3.2 Examples of Harassment**

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or other gestures that denigrate a person's race, color, national origin, sex, disability, or age, or other protected characteristic or conduct
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or groups because of race, color, sex, national origin, age, disability, or other protected characteristic or conduct, and that is placed on walls, bulletins boards, or elsewhere on the School premises, or circulated in the workplace
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to an individual's protected characteristic or conduct; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

### **2.3.3 What To Do If You Experience Or Observe Discrimination Or Harassment**

Ohana is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other forms of unlawful harassment. Therefore, Ohana expects that all relationships among persons in the School be businesslike and free of bias, prejudice and harassment. In keeping with this commitment, Ohana maintains a strict policy prohibiting discrimination or harassment of employees based on race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, gender identity/reassignment, citizenship, genetics, pregnancy, maternity, or veteran status, or any other characteristic or conduct protected by federal, state or local law, by other employees, vendors, contractors, or guests. Harassment of any kind is unacceptable in the workplace and in any work-related setting outside the workplace such as during School trips and School-related social events.

Employees who feel they have been subjected to conduct of a discriminatory or harassing nature are encouraged to promptly report the matter. Employees who have heard about or witnessed discrimination or harassment should also report the conduct in accordance with this procedure, even if the conduct is not directed at them. Supervisors are required to immediately report any discrimination or harassment which comes to their attention.

The following school officials are authorized to receive complaints and to respond to questions regarding discrimination or harassment:

Principal	Tele number: (850) 231-1140
Board Chair	Tele number: (850) 231-1140

All reported allegations of discrimination or harassment will be investigated promptly. The investigation may include individual interviews with the complaining employee, the alleged offender and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, disciplinary action, reassignment, temporary suspension without pay, compensation adjustments, or termination, as Ohana determines appropriate under the circumstances.

#### **2.3.4 Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Ohana will make necessary contacts as the circumstances warrant. Certain types of complaints will not be kept confidential (example: child abuse).

#### **2.3.5 Protection Against Retaliation**

It is against Ohana's policy to discriminate or retaliate against any person who has filed a complaint concerning discrimination or harassment or has testified, assisted, or participated in any manner in any investigation, proceeding or hearing concerning discrimination or harassment.

### **2.4 Child Abuse**

#### **2.4.1 Reporting Child Abuse**

All teachers and other school officials or personnel are considered professionally mandatory reporters of child abuse/neglect. Fla. Stat. 39.201(1)(d). If you know, or have reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, you must report such knowledge or suspicion to the Florida Department of Children and Families' central abuse hotline:

By Telephone: 1-800-96ABUSE (1-800-962-2873)

By Fax: 1-800-914-0004

By TDD: 1-800-453-5145

Web Reporting: <http://reportabuse.dcf.state.fl.us>

You have ready name, date of birth (or approximate age), race, and gender for all adults and children involved; addresses for all subjects including current location; and relationship of the alleged perpetrator to the child.

#### **2.4.2 What is Child "Abuse?"**

"Abuse" means any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child. F.S. 39.01(2).

#### **2.4.3 What is "Neglect?"**

"Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment

causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability unless actual services for relief have been offered to and rejected by such person. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child may not, for that reason alone, be considered a negligent parent or legal custodian; however, such an exception does not preclude a court from ordering the following services to be provided, when the health of the child so requires:

(a) Medical services from a licensed physician, dentist, optometrist, podiatric physician, or other qualified healthcare provider; or

(b) Treatment by a duly accredited practitioner who relies solely on spiritual means for healing in accordance with the tenets and practices of a well-recognized church or religious organization.

Neglect of a child includes acts or omissions. F.S. 39.01(44).

#### **2.4.4 What is "Abandonment?"**

"Abandoned" or "abandonment" means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both. For purposes of this subsection, "establish or maintain a substantial and positive relationship" includes, but is not limited to, frequent and regular contact with the child through frequent and regular visitation or frequent and regular communication to or with the child, and the exercise of parental rights and responsibilities. Marginal efforts and incidental or token visits or communications are not sufficient to establish or maintain a substantial and positive relationship with a child. A man's acknowledgement of paternity of the child does not limit the period of time considered in determining whether the child was abandoned. The term does not include a surrendered newborn infant as described in s. 383.50, a "child in need of services" as defined in chapter 984, or a "family in need of services" as defined in chapter 984. The incarceration, repeated incarceration, or extended incarceration of a parent, legal custodian, or caregiver responsible for a child's welfare may support a finding of abandonment. F.S. 39.01(1).

#### **2.4.5 Child Abuse and Sexual Abuse Training**

All teachers of Ohana Institute will receive training for child abuse identification.

#### **2.4.6 Precautions**

Any adult who has been convicted of or pleaded guilty to a child abuse crime may not work at the school. Ohana Institute will screen applicants by doing background checks and references.

No faculty or staff member shall have sole custody of a student at any time without parental permission. During operating hours, staff who are in sole custody of a student should do so in open view, including keeping classroom doors open, meeting in common areas, and moving around in the community in plain view.

For any activity that involves mixed gender student participation, you should arrange for a minimum of two adults, one male and one female, to be present (including field trips). Supervision should be maintained until all students are gone. No student should be left with only one adult supervisor.

Any inappropriate conduct or behavior between a staff member and a student must be reported to the Principal,

as well as the individual who is responsible for supervising the staff in question. Administration will investigate the matter and take the appropriate action against staff up to and including dismissal.

All adult chaperones and supervisors for overnight activities must be approved in advance, with a completed background check, by Administration.

Faculty and staff should report any breach of the aforementioned policies to the administration.

## **2.5 Probationary Period**

New teachers and staff are subject to a 90-day probationary period during which the Principal will evaluate whether the employee may continue in the employee's position. This is a time for you to get acquainted with Ohana and our operations and for us to get to know you. It is especially important that you make the administration aware of any questions or problems you may have during this period.

## **2.6 Evaluations**

Ohana teachers and staff may receive performance evaluations. Teachers and staff may receive guidance to encourage development of the learning environment and teaching and other skills. You are asked to follow any plan or suggestions made by the Principal. In addition, Ohana may provide teacher and staff development training and opportunities throughout the year depending on the need of the staff to provide the best education to the students.

## **2.7 Personal Status Changes**

It is very important that Ohana have the correct spelling of your name, your current address, telephone number and the name, address and telephone number of your emergency contact. If at any time during your employment any of this information changes, please notify the administration immediately.

## **2.8 References**

Employees should direct reference requests to the Principal. No other personnel are authorized to give information about former or current teachers or staff unless authorized in writing. Ordinarily, the Principal verifies dates of employment and compensation.

## **2.9 Physical Examinations**

Ohana may require medical examinations as part of its selection process or evaluation for continued employment only in the following situations:

- (1) After a conditional offer of employment has been extended to an applicant, and before the individual begins work for Ohana;
- (2) Where there exists a need to determine whether an employee remains able to perform the essential functions of the individual's job;
- (3) Periodic physical examinations to determine fitness for duty or other medical monitoring that is required by medical standards or by federal, state or local law; or
- (4) Voluntary medical examinations, including voluntary medical histories that are part of employee

health or wellness programs.

A drug test is not considered a medical examination and may be administered by Ohana any time in the pre-employment or employment process in accordance with Ohana's policy and practice.

The results of any medical examination performed by or on behalf of Ohana will be collected and maintained on separate forms and in separate medical files and will be treated as confidential. The only exceptions to this confidentiality shall be as follows:

- (1) Administration may be informed about necessary restrictions on the work or duties of the employee and any necessary accommodations;
- (2) First aid and safety personnel may be informed, where appropriate, if a disability might require emergency treatment;
- (3) Government officials investigating compliance with federal and state laws shall be provided relevant information upon request; and
- (4) Where appropriate, such information may be reported in compliance with Florida's Special Disability Trust Fund or other provisions of the Florida Workers' Compensation Law.

### **2.10 Genetic Information Nondiscrimination Act**

Ohana complies with the Genetic Information Nondiscrimination Act (GINA), which prohibits employers and other entities covered by GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, Ohana asks that you not provide any genetic information when responding to any request for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **3.0 PAYROLL POLICIES**

### **3.1 Payroll Dates**

Payroll will be made on the 15th day of each month. Payroll dates may vary due to holidays and vacations. Employees may have their paychecks directly deposited into their bank accounts if they provide advance written authorization to Ohana. Employees will receive an itemized statement of wages when Ohana makes direct deposits.

For your protection, no paycheck will be given to anyone except the employee whose name appears on the check. An exception will be made where an employee has given written authorization to a proxy and submitted the authorization to the Principal.

### **3.2 Recording Time Worked**

Each hourly staff member is responsible and accountable for recording time worked on behalf of Ohana.

Employees who record time worked by utilizing a time and attendance card may never allow anyone else to complete their time and attendance card. Permitting another employee to complete the card for you may result in disciplinary action including termination.

Hourly staff members must record all time they spend performing duties on behalf of Ohana. Hourly employees are prohibited from working off the clock. Work-related use of electronic devices by hourly employees while off the clock is strictly prohibited.

Should you forget to record time on your time and attendance card, you must take your time card to the Principal so that the Principal may record and authorize your time.

### **3.3 Administrative Pay Corrections**

Ohana takes all reasonable steps to ensure its employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, you must bring the discrepancy to the attention of the Principal promptly so that necessary corrections can be made as quickly as possible.

### **3.4 Overtime Policy for Non-Exempt Staff**

It may be necessary for non-exempt (hourly) staff to work overtime to meet critical needs. Overtime must be authorized by the Principal, and staff members are expected to work overtime when requested. Every effort will be made to give staff members adequate notice whenever overtime work will be required. Violations of this policy, such as working overtime without approval, may result in disciplinary action, up to and including termination.

## **4.0 BENEFITS**

Ohana offers many competitive benefits to teachers and staff. The benefits available to you are outlined in your offer of employment letter or Faculty Agreement.

## **5.0 TIME OFF**

### **5.1 Paid Holidays**

All teachers and staff shall receive compensation for school holidays, including all scheduled fall, winter, and spring breaks as dictated by the published Ohana calendar. Additionally, all teachers and staff shall receive compensation for approximately six weeks in the summer.

### **5.2 Sick Leave and Personal Days**

Ohana employees are provided many days off during the school year. There should only rarely be a need to take additional time off. Having said this, we recognize that sometimes absences can't be avoided. Every employee is provided with a designated amount of sick leave and personal days which is outlined in the Faculty Agreement or offer of employment letter. A written request must be submitted to the Principal a minimum of two weeks prior if an employee is aware of time needed to be taken off, and must be approved before the employee is permitted to use sick leave or personal days. Absences should be posted on the Missed Time calendar. Any time missed during orientation, planning, or teaching workdays will be considered as absences.

### **5.3 Absences and Tardiness**

Although Ohana recognizes that occasional absences from work may be unavoidable due to bona fide illnesses and emergencies beyond an employee's control, absenteeism is costly and burdensome in terms of added expense, inconvenience to others, and lowered employee morale. Tardiness and leaving early from work likewise cause problems. Unsatisfactory attendance as measured against these standards will subject an employee to disciplinary action. Continued unsatisfactory attendance will lead to more severe disciplinary action and could ultimately result in termination.

Employees who cannot report to work due to illness or other emergencies beyond their control shall make every effort to inform the Principal of their anticipated absence, if at all possible, well before the beginning of the School day. If advance notice is not possible, employees must notify the Principal of their tardiness or absence as soon as possible. To notify Ohana of an absence or tardiness, employees should telephone the Principal and give the reason for the tardiness or absence and its anticipated duration. The employee has the sole responsibility to provide the above information in reporting his or her tardiness or absence from work. The employee should make every effort to obtain coverage by other staff members during their absence.

Unless prevented by circumstances beyond their control, employees must personally contact the Principal; having a family member or acquaintance call on the employee's behalf does not satisfy the employee's responsibility under this policy.

### **5.4 Leaves of Absence**

When medical or other personal reasons require, an employee may be granted an extended leave of absence without pay. In Ohana's discretion, a leave of absence may be granted for a maximum of 12 work weeks if the employee has been employed at Ohana for at least 12 months. Ohana may continue to reimburse eligible employees for their health insurance premiums while an employee is on a leave of absence. Leaves will be without pay except that employees will be required to exhaust their paid sick leave and personal days. In addition, while on a leave of absence, employees will not accrue paid leave.

#### **5.4.1 Procedure for Requesting a Leave of Absence**

If you need a leave of absence, you must file a written request for a leave of absence with the Principal. This written request must be submitted at least ten working days before the date on which your requested leave is to begin, unless an emergency prevents you from providing advance notice. In case of such an emergency, you must submit the written request as soon as possible.

A leave of absence must be approved by the Principal. If Ohana grants a leave of absence, your leave will begin from the first work day which you miss as a result of the emergency or other situation requiring the leave. Ohana may request documentation of any circumstances requiring a leave of absence. If the request for a leave of absence is due to personal illness, disability, or pregnancy, the employee must submit a physician's statement stating the reason for the leave and the length of time for which the employee will be required to miss work. In addition, before returning from any leave of absence, the employee will be required to furnish a physician's statement certifying that the employee is able to resume the essential functions of the employee's job. At any time during a leave for a health-related reason, Ohana may require an examination by a School-selected physician and/or a statement from the employee's physician concerning the employee's current condition.

#### **5.4.2 Reinstatement After a Leave of Absence**

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee your job will be available when you return from a leave of absence. An effort, however, will be made to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior employment history warrants your rehire.

#### **5.4.3 Termination of Leave**

An employee's leave of absence will be terminated and the employee will be considered as having resigned his or her employment if the employee:

1. Does not return to work on the first day after his or her leave of absence expires;
2. Engages in or applies for any other employment during his or her leave of absence; or
3. Gives a false reason for any requested leave of absence.

#### **5.4.4 Special Rules for Teachers on a Leave of Absence**

If a teacher begins a leave of absence at some point during the last five (5) weeks of a semester, Ohana may require the teacher to continue taking leave until the end of the semester.

#### **5.5 Break Time For Nursing Mothers**

Ohana will provide a reasonable amount of break time to an employee who is breastfeeding and needs to express milk for her nursing child who is up to one year old unless providing the break time would impose an undue hardship on Ohana. The break time will be unpaid, unless it is taken at the same time as other paid break periods already provided. Non-exempt (hourly) staff members should indicate on their time card any break time taken that does not run concurrently with normally scheduled paid breaks. Ohana will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public to express breast milk.

#### **5.6 Civic Duty**

Ohana believes it is important for everyone to be involved with their government. All employees are encouraged to vote, and employees who are summoned for jury duty or to serve as a witness are encouraged to comply with their civic duty. All employees must notify the Principal as soon as they learn that they have been summoned as a juror or witness so that work arrangements can be made. Any employee excused from work for jury or witness duty will be paid his or her usual compensation less the fee or compensation he or she receives from serving as a juror or witness.

#### **5.7 Military Training Leave**

If an employee is a member of the National Guard or the reserve component of any branch of the armed services, Ohana will grant the employee a military leave without pay for field training. Written requests for military leave must be made to the Principal within a reasonable time before the scheduled leave. When requesting military leave, a copy of the military order should be presented with the employee's written request. Reinstatement will be governed by applicable law. Employees may use unused personal days during military leave.

## **5.8 Military Call-Up Leave**

Employees called up for active duty in any of the United States Armed Forces will be granted leave without pay. Employees may use unused personal days during military leave. Reinstatement will be governed by applicable law.

## **5.9 Bereavement Leave**

In the event of a death in the immediate family of any full-time employee, the employee shall be granted paid bereavement leave up to three consecutive workdays annually. To qualify for bereavement leave, the employee may be required to provide supporting document of the need for leave. Employees may, with the Principal's approval, use any available personal days as needed. Immediate family is defined as parent, sibling, child, grandparent, grandchild, father-in-law, mother-in-law, spouse, stepmother, stepfather, stepbrother, stepsister and stepchild.

# **6.0 PROFESSIONAL STANDARDS**

## **6.1 Personal Qualities**

Each teacher and staff member should be involved in continual objective evaluation and re-evaluation. The following list of professional standards is meant to assist in this personal evaluation process. We must be certain of always being professional, exhibiting habits and reactions that will nurture students and build them up.

Teachers and staff must demonstrate these personal qualities on the job:

### General Appearance

- A. Dress appropriately and professionally with appropriate grooming for all occasions. Casual attire is acceptable as long as it is not revealing or does not promote ideas or images that are inconsistent with Ohana's vision and mission. Employees should generally follow the dress code applicable to students in the *Haumana Kukui*. At administration's request, professional dress is expected.
- B. Set an example of cleanliness, neatness, and good taste
- C. Cultivate friendly facial expressions toward parents and students
- D. Create a comfortable atmosphere for parents
- E. Teachers should wear supportive footwear and use protective gear where deemed appropriate

### Speech

- A. Speak audibly, articulating clearly
- B. Do not speak harshly
- C. Use acceptable grammar
- D. Choose appropriate words, forming proper sentences
- E. Realize that it is important how something is said as much as what is said
- F. Avoid sarcasm
- G. Understand that body language speaks as loudly as words.

### Attitude

- A. Reflect a positive attitude. “We Care” should be demonstrated always.

### Favoritism

- A. Do not yield to favoritism of any particular child or parent. Every student and parent deserves the same loving consideration and attention from Ohana.

Ohana considers the following conduct, whether on or off campus and during or after work hours, grounds for immediate termination as inconsistent with the role model that teachers and staff must manifest as part of Ohana’s staff:

- A. Child abuse
- B. Use of illegal and non-prescription drugs
- C. Smoking or use of tobacco
- D. Criminal conduct or fraud

## **6.2 Tutoring**

Tutoring for pay is not permitted during school hours. Approval must be granted by the Principal for additional tutoring on school premises by administration.

## **6.3 Accidents and Safety**

### **6.3.1 Employee Injuries**

Ohana wants its operations to be safe and injury free. Therefore, all employees should always use common sense to avoid accidents and injuries and should pay attention to all safety rules and practices. If you are injured, you should report the injury immediately to the Principal no matter how minor the injury appears to be. This is important to insure you receive proper and timely medical treatment, and to correct any unsafe condition. Employees are covered by worker’s compensation. Medical attention will be furnished in accordance with provisions of the worker’s compensation law.

### **6.3.2 Emergency Drills and Actual Emergency Events**

State law mandates that schools conduct regular safety drills, including fire drills, lock downs, and tornado drills. Employees play a vital role in carrying out drills and maintaining student and staff safety during drills and actual emergency events.

Upon the sounding of the fire alarm, employees are responsible for ensuring that students proceed immediately out of the building in an orderly fashion under the direction of staff. All employees and students must move well away from the building and keep out of roadways, giving fire equipment free access to all areas. Students must assemble with their Lahui and remain outside until signaled to return to the building. Under no circumstances should anyone delay exiting the building by stopping at another location, such as the restroom. Fire drill exits are posted in each classroom. During lockdowns or dangerous weather (whether a drill or actual emergency event), employees are responsible for ensuring that students remain in designated areas and closely follow all directions by staff.

## **6.4 Disciplinary Procedures**

To help maintain high standards of conduct and performance in all aspects of our operations, Ohana has

established disciplinary procedures which attempt to identify and correct unacceptable performance or behavior before it becomes so severe as to require termination. The disciplinary procedures consists of discussions with the Principal and written documentation. Generally the process proceeds as follows:

- Verbal Counseling
- Written Warning
- Probation, Suspension or Demotion
- Final Written Warning
- Termination

Written warnings shall be given to the employee for review and signature to acknowledge receipt of the warning. An employee may have the opportunity to respond to written discipline.

Ohana can implement disciplinary measures, including termination of employees where deemed necessary. Ohana does not guarantee to its employees any progressive discipline prior to termination. In appropriate cases, at the discretion of the Principal, the termination of an employee may be effected without any prior verbal or written warning. Such decisions remain within the sole discretion of the Principal.

## **7.0 OPERATIONAL POLICIES/PROCEDURES**

### **7.1 Bulletin Boards**

Ohana's bulletin board is located in the Office Supply Workroom next to the Kitchen. Employees should watch the bulletin board for notices, bulletins and interesting information posted for employees' benefit. Only matters pertaining to official Ohana business may be posted on the bulletin board. Notices, announcements or advertisements for individuals or outside organizations or groups are prohibited.

### **7.2 No Solicitation/No Distribution**

Solicitation on Ohana's property causes employees to neglect their own work and interferes with the work of fellow employees. The following rules shall apply to solicitation or distribution of literature by employees on Ohana's property:

1. There shall be no solicitation during working time.
2. There shall be no distribution of literature during working time or any other time in any working area.

"Working time" means time designated for performing actual job duties, either by the person soliciting or distributing the literature or the person being solicited or receiving the literature.

Examples of "solicitation" include, but are not limited to, solicitations for magazines or periodical subscriptions, political contributions, or membership in organizations. Examples of "distribution" include, but are not limited to, distribution of political literature, subscription forms or informational bulletins.

Persons not employed by Ohana are forbidden from coming on Ohana's property to solicit or distribute material for any reason. All employees should immediately report to the Principal any solicitation or distribution of literature in violation of this rule by non-employees.

### **7.3 Limited Access/Visitors**

Ohana has a limited access policy to preserve and maintain a safe and secure environment for our employees and students. This policy permits only authorized individuals to enter Ohana's property. Vendors, suppliers, contractors and their employees are permitted access, but only as invited by authorized Ohana officials and in accordance with applicable law. Unauthorized persons will not be permitted access to Ohana's property without Ohana's prior approval. To promote security, all employees are encouraged to promptly report any unauthorized persons on Ohana's property.

Parents are always welcome to visit the School and are encouraged to do so. However, Ohana requires that all visitors, including parents, report to the front desk to obtain a visitor's pass. Visitors may be required to have a staff escort. Tours of the School must be scheduled and approved in advance.

### **7.4 Reduction in Force**

If it becomes necessary at any time for the School to remain in operation due to a funds shortage then the School may call for a reduction in force to balance the budget. This will only be used at times when the School's overall health and well-being are threatened due to financial circumstances.

### **7.5 No Firearms**

No firearms or other weapons are permitted on Ohana's property at any time. Possession of a firearm or any kind of weapon on School property is grounds for immediate termination of employment.

### **7.6 Personal Property**

To promote security, all vehicles, packages, handbags and other containers brought on or off Ohana premises by employees are subject to inspection or search, as are employees' outer garments (coats, jackets, etc.). Cabinets, furniture and desks on Ohana premises also are subject to inspection and search at any time with or without notice. If any Ohana property is secured by a lock for which Ohana has not been provided a key or a combination, the lock is subject to being removed by Ohana.

If you choose to bring personal items of value to work, please lock them up at night or take them home with you each evening. Ohana cannot assume responsibility for the loss of any items of value you choose to bring to work. We try to provide a safe working environment, but many times things happen which are out of our control. It is our wish that none of our employees suffer any loss, so please think about your responsibility before bringing valuables to work.

### **7.7 Drug, Alcohol and Tobacco Policy**

#### **7.7.1 Substance Abuse**

Ohana sees no reason to accept any risk to the safety of our employees and students, the quality of our work, or our productivity which results from the use of alcohol or illegal drugs. Employees are expected to report to work without any detectable illegal drugs, controlled substances, or alcohol in their bodies.

If Ohana has reason to believe an employee is under the influence of alcohol or has used controlled substances, the employee will be asked to undergo a urinalysis examination, blood tests or other examination to confirm or deny drug or alcohol use in violation of this policy. Also, if the situation warrants, random, post-accident, or fitness-for-duty drug or alcohol testing may be required. If the screening is negative, there will be no loss of pay; but if it is positive, disciplinary action will be taken, up to and including termination.

It is your responsibility to discuss with your doctor the potential side effects of any medicine and report to the Principal any side effects that may affect your ability to safely and efficiently perform your job duties. While Ohana will make every effort to provide a reasonable accommodation to allow employees to continue working, any employee unable to perform the essential function of the employee's job due to the influence of medicine will not be permitted to work.

Ohana has ZERO TOLERANCE for drug use. Illegal drug use is prohibited at all times, regardless of whether the drug use occurs on Ohana property or off duty. Possession, sale or use of alcohol or illegal drugs while at work or on Ohana premises, as well as the use of prescription drugs illegally, including using prescription drugs not prescribed for the employee using it, will also subject the employee to discipline up to and including termination. If you believe an employee is under the influence of drugs or alcohol while performing his or her responsibilities for Ohana, we request that you report such information to the Principal. Employees with substance abuse problems are urged to discuss rehabilitation options with the Principal.

Ohana occasionally sponsors events at which alcohol is served. Employees are expected to behave responsibly at such functions, that is, not consuming alcohol to excess and not operating motor vehicles under the influence of alcohol.

#### **7.7.2 Tobacco Use**

No tobacco use in front of students. Also, refrain from displaying evidence of tobacco use in front of students.

### **7.8 Health Policies/Procedures**

#### **7.8.1 Sick /Injured Students**

Sick students, including those with vomiting, diarrhea, rash, and fever of 100 degrees or more, should be sent home. The Principal should be consulted if there are any questions. An injured student is to be brought to the Principal who will notify the student's parent(s). An Incident Report should be completed for all student injuries and signed by the parent when the student is picked up.

If a student needs immediate medical care, 911 should be called. The medical personnel will be given the name of the hospital listed on the student's enrollment form. If medical personnel advise that it is necessary to transport the student to a closer facility, then the School will follow the request of the medical personnel with parents' permission via telephone or in person.

#### **7.8.2 Infectious Disease**

An infectious disease is any disease that spreads from one person to another. This includes, but is not limited to, common childhood diseases such as Chickenpox, Measles, Mumps, Respiratory and Digestive Illnesses.

If a student or employee is known to have an infectious disease, you should immediately inform the Principal. When it is known and verified that a group of students has been exposed to an infectious disease, the parents and teachers will be contacted.

Teachers, staff members and students should not come on to or remain on School property if any of the following conditions exist:

A verified temperature of 100 degrees in the last 24 hours

Vomiting	Diarrhea	Head or Body Lice	Undiagnosed rash
Severe Coughing	Pink Eye	Open Skin Lesions	Symptoms of infectious childhood disease

They may return to School when a doctor has verified they are no longer contagious and/or they have been free of fever/symptoms for 24 hours.

### **7.8.3 Medication**

No medication will be administered to students without written authorization from a parent or guardian. All medications (prescription or otherwise) should be in original containers and will be stored in the school office. The office staff will be responsible for dispensing any medication to students and keeping a medication log. Further information about Ohana’s medication policy and procedures is contained in the *Haumana Kukui*.

### **7.9 Transportation Policy**

Transportation services provided at Ohana are for emergency evacuations, transportation for medical needs, events, and trips. While on trips, the health form of each student will be with the teacher. The health form contains parent and emergency contact information as well as allergy/medical information. Drivers for Ohana events, trips, and activities must be approved by the Principal.

### **7.10 Confidential Information**

Except as otherwise permitted by law, employees may not use or disclose, other than for the benefit of the School, any confidential and proprietary business information concerning the School or the School’s business activities (including, but not limited to, information about the School’s financial, fundraising, development, donors, and other operational matters), or any private or personal information concerning applicants, students, parents, or donors, which the employee acquires during the course of or as a result of the employee’s employment with the School. Confidential information does not include information about the terms and conditions of employment (including wages or benefits) of other employees, unless the employee obtains this information as part of the employee’s job duties or through unauthorized or unlawful access to Ohana records or private records belonging to others. Violation of this policy may result in discipline, including termination, and/or any available legal remedy.

### **7.11 Privacy**

All employees shall hold discussions regarding students including, without limitation, their academic, behavioral, personal, family, and medical condition or progress in strictest confidence. Discussions about students should be held in private and not in the presence of others. Conversations about students should take place in places where they cannot be overheard and should be confined to collaborative efforts to improve the student learning experience. In order to maintain privacy, employees should refrain from conversing with others about personal, student or parental matters unless these are matters which need to be discussed professionally. If you are aware of conversations about students beyond the scope of learning, please report such conversations to the Principal.

## **8.0 PURCHASING AND FUNDS**

### **8.1 Money/Bookkeeping Procedures**

All handling of money and bookkeeping responsibilities will be managed by the administration and/or an individual appointed by the administration.

## **8.2 Handling Cash Funds**

Any time cash is handed in to you by a student, it should be placed in a sealed envelope, labeled with the total amount, what it is for, and initialed. If cash is accompanied by a form place both into the envelope. If cash is received, receipts are available through the administration upon request. Extreme care should be taken in handling and accounting for cash funds. Change needed for special functions or activities should be secured ahead of time by written request. Fundraising money should be counted and turned in to the administration's office each day.

## **8.3 Purchasing Supplies**

Nothing is to be purchased or ordered without prior approval. If materials are needed a request may be turned in to the Principal. These items will be purchased only if the budget allows in the Principal's discretion.

## **8.4 Fundraiser Requests**

All fundraising efforts are handled through the Ohana Institute Foundation and/or School administration. Requests for fundraising should be made in writing to School administration. Employees are not permitted to engage in or manage any fundraising activities without prior permission and support from School administration.

# **9.0 CLASSROOM AND BUILDING MAINTENANCE**

## **9.1 Classroom Policy**

Furniture should remain in assigned classrooms with limited exceptions. Appliances such as coffee makers, space heaters, microwaves, toaster ovens, etc. may not be in classrooms without prior approval due to fire code regulations. To adhere to fire code regulations, candles and plug-ins are not allowed. Books and other articles should not be in the aisles or beside the student's desks. Writing on the desks will not be tolerated. Students should be encouraged to take care of the School.

## **9.2 Cleaning Checklist**

Teachers are responsible for the daily cleaning of the classroom. Ten minutes of each day should be reserved for cleaning the classroom. Students share the responsibility of cleaning the classroom and may be assigned tasks and encouraged to straighten up before leaving for the day. Employees are encouraged to lead by example in keeping the campus, halls, and common areas clear, clean, and neat. All lights not in use should always be turned off and a/c and heating units should be adjusted to a cost-efficient level. Classroom doors should be locked at the end of each day. Make sure exterior doors are shut properly and locked, not propped open. When items become damaged or missing, please report it to the Principal.

## **9.3 Maintenance Requests**

Employees are required to report any necessary classroom repairs, general building repairs, cleaning needs, or damage along with any equipment defects to the Principal.

## **9.4 Keys**

Employees are responsible for maintaining possession of any and all assigned keys. Duplicate keys are not to be made. Employees are not permitted to allow others to use their keys. If keys are lost, employees should report this to the administration within 24 hours.

## **10.0 RESPONSIBILITIES OF THE TEACHER**

### **10.1 Teacher-Student Communication**

Open, honest, direct, and respectful communication between teachers and students is appropriate. Teachers should maintain behavior, which is conducive to learning. Teachers should follow these guidelines for achieving positive behavior in the classroom:

- Clearly define and communicate behavior expectations
- Monitor behavior and provide appropriate feedback
- Reward positive behavior
- Give appropriate consequences for disruptive behavior
- Inform parents of disruptive behavior

In addition, teachers should adhere to the following guidelines:

- When working alone with individual students, keep room doors open or move into a common area
- Keep all unoccupied rooms locked as appropriate
- Maintain professionalism and appropriate conduct when engaged in or around students outside of school
- Under no circumstances should a teacher tell or allow stories or comments which might be considered off-color, racial, or sarcastic. Making fun of students or laughing at others' mistakes should never be tolerated from teachers or students. Students with learning differences should be encouraged and supported.
- Avoid using "offensive" mannerisms, including the use of voice (loudness, harshness, speed), appearance, peculiar habits, or improper speech to direct or discipline students.

Teachers should actively address behavioral challenges in a positive manner in accordance with the Student Behavioral Interventions and Discipline policy and procedure in the *Haumana Kukui*. When positive communication does not work, please refer the situation to the Principal. Teachers should report violations of the *Haumana Kukui* to the Principal. Corporal punishment is not permitted at Ohana Institute.

### **10.2 Parent-Teacher Communication**

#### **10.2.1 Contacting Parents**

Communication is the key word in working with parents and students. Every effort should be made to keep all lines of communication with parents open at all times. Teachers must take the initiative for keeping parents informed. Teachers should communicate with parents on a regular basis. Teachers should keep parents informed of the good as well as the bad. There should be at least two positive contacts with parents before a negative one. Parents should be contacted any time there is a concern about attendance, behavior, or academics. Teachers should make contact with parents if a student begins continually receiving poor or declining grades on assignments, tests or projects. If a student is having academic or behavior problems and the School has to take action, it should not come as a surprise to the parents.

The preferred forms of communication with parents are telephone and in-person meetings. If communication is through a written note sent home with the student, a parent signature may be required on the note to be returned the next day to ensure receipt by the parent.

Teachers should cordially and promptly respond to any notes or inquiries from parents. All notes from parents

regarding discipline, behavior, academics, attendance or other issues should be documented and filed. Teachers must take seriously the concern parents have for their children and support it.

### **10.2.2 Parent-Teacher Conference Guidelines**

The success or failure of a parent-teacher conference depends on the teacher. It is important to be enthusiastic about the contact. Ohana recommends that teachers follow these guidelines when conducting a parent-teacher conference:

- Be prepared. Have all data needed, including a folder of sample work or documentation of any misbehavior. Any problems should be documented.
- Plan to meet in a room where there will be few interruptions. The student should not be present, in most cases.
- Get right down to business; do not waste time.
- Make the conference flexible. Find something to praise, emphasize strength, and ask the parents for help to correct any weak areas.
- Relax, be unhurried, and make the parents feel that they are wanted and important to the situation. Seek to get the parents to take the initiative.
- Always be open minded and willing to change your opinion.
- Give helpful counsel on the parent's attitude toward their child.
- Talk about differences in children and about the characteristics of the particular age.
- Do not compare one child with another.
- Discuss ability and progress, being as positive and helpful as possible.
- Be careful not to criticize another teacher for work the child has done in another grade or class.
- Comment on the parent's cooperation in helping the child; emphasize the fact that the school and home must work together for the sake of the student.
- Close the conference on a constructive and positive note, giving some suggestions for the parents to help in the situation.
- Document the conference in the student's file.

### **10.3 Discussion of Personal Lives**

Teachers should be cautious about discussing their personal lives with students and parents. We need to remain professional in all contacts with parents and students, both in and out of school.

### **10.4 School-Parent Communication**

Ohana distributes school-related news and information to parents through a communication app called Parent Square. In addition, Ohana maintains a social media presence on Facebook and Instagram where parents may obtain additional information about school activities. Ohana also hosts a parent night once per semester.

### **10.5 *Haumana Kukui***

Teachers are responsible for being familiar with the student policies, expectations, and procedures set forth in the *Haumana Kukui* and ensuring that all students follow the guidelines in the *Haumana Kukui*. If a student does not comply with the *Haumana Kukui*, the teacher should address the issue with the student, parents and administration as set forth in the *Haumana Kukui*.

### **10.6 Curriculum and Lesson Plans**

Teachers are responsible for developing their own curriculum. Teachers must provide a syllabus, and scope and sequence for each class they teach during the first week of the semester. These documents should include: (1)

an explanation of the standards the teacher will use for the class, (2) the curriculum plan, (3) the grading platform (which should be based on the 0 – 5 scale discussed in this *Limahana Kukui*), (4) the resource list, and (5) the assessment protocols. Teachers should also establish the classroom policy on cell phone use and make-up work and include that information in the syllabus.

In addition, teachers must submit lesson plans weekly to the Principal. In preparing their lesson plans, teachers should:

A. Review objectives of the curriculum.

- Review curriculum objectives.
- Identify specific prerequisite skills and/or knowledge necessary to accomplish the objectives.

B. Select appropriate resources and activities.

- Review resources to verify that the materials are ethical, cited and referenced.
- Prepare plans to promote student mastery of the curriculum objectives.
- Select resources, activities, and instructional methods, which match objective(s).
- Select resources, activities, and instructional methods, which match the learner(s).
- Select resources, activities, and instructional methods, which provide a variety of learning modalities (auditory, visual, tactile, and kinesthetic).
- Select instructional methods, activities and resources, which support appropriate cognitive levels of learning: knowledge, comprehension, application, analysis, synthesis, and evaluation into lesson plans.
- Plan appropriate amount of time for selected activities.
- Plan appropriate evaluations.

Through the development of the curriculum, lesson plans, and classroom experience, teachers should demonstrate evidence that they know the lesson and have exercised research skills and personal experience to construct a worthwhile presentation. To communicate effectively, teachers should use visualized instruction and teaching methods appropriate to the respective age level. Students should be directly involved in the presentation as much as possible.

It is the responsibility of the teacher to be prepared for each day's lessons and then to take advantage of every moment in the classroom to impart knowledge to the students. One reason for the success of our School is that the teachers are dedicated to the tasks before them: impacting the minds and hearts of their students.

### **10.7 Student Attendance and Timeliness**

Teachers are responsible for monitoring the student Attendance and Timeliness policy in the *Haumana Kukui*. The classroom teacher must record student attendance every day and enter the data into PowerSchool. Teachers should report any student who has been absent for three continuous days to the Principal.

### **10.8 Lunch**

Teachers are responsible for monitoring the student Lunch policy in the *Haumana Kukui*. While students may be allowed to eat in the classrooms, the teacher may deny this privilege if it causes a distraction or otherwise interferes with the teacher's ability to conduct the lesson.

## 10.9 Make-Up Work

Teachers must maintain regular procedures and support students in their efforts to turn in late work and make-up work after absences to encourage academic success.

## 10.10 Implementing Lesson Plans

Teachers should:

- A. Provide initial focus for the lesson
  - Clearly communicate specific learning objectives to the students
  - Explain the importance or relevance of the objectives by one or more of the following:
    - o Relate learning to relevant life experiences
    - o Relate objectives to previous and/or future work
  - Capture student attention through overt or covert involvement
- B. Deliver lesson
  - Organize content for presentation of the lesson
    - o Present information in a logical sequence, such as moving from simple to complex or moving from concrete to abstract
    - o Organize the presentation of content into blocks or steps based on the ability of the students and the complexity of the material
  - Use appropriate delivery strategy(ies) such as lecture, discussion, demonstration, inquiry, cooperative learning, etc.
    - o Present definitions, examples, illustrations, and information needed for students to master objectives for the lesson
    - o Use associations and analogies to help students master objectives
    - o Use aids and materials that effectively support the presentation
    - o Emphasize critical or important areas of the topic by explicitly stating or highlighting their importance
    - o Strive to implement higher-level thinking skills
    - o Summarize or review during the lesson
  - Use questions to promote understanding
    - o Ask clearly stated questions which are relevant to the objective(s)
    - o Create the expectation of being called on by eliciting responses from volunteers and non-volunteers
    - o Ask questions before calling upon specific students, thereby encouraging all students to formulate answers
    - o Provide cues to prompt, correct, or expand student answers
    - o Ask students to explain answers and clarify responses
    - o Pause after asking a question to provide wait-time for student responses
    - o Ask questions which promote all levels of learning (knowledge, comprehension, application, analysis, synthesis and evaluation)
  - Provide feedback on student responses
    - o Provide feedback to students by repeating, paraphrasing, applying or extending their correct responses
    - o Respectfully take corrective actions, such as giving hints, using different words and examples, reteaching, creating smaller steps, and employing alternative instruction materials when students make incorrect responses

- Monitor instruction
  - o Interpret student responses to determine opportunities for praise, prompts, extensions, and corrective feedback
  - o Listen to verbal responses to check understanding
  - o Observe students' facial expressions and other body language to determine if further clues or explanations are needed
  - o Observe students for initial engagement after making assignments
- C. Provide guided practice
  - Conduct relevant teacher-directed group practice activities after presenting new information or skills
  - Provide guided practice on new learning in amounts that are appropriate for the complexity of the content and the ability of the student
  - Move about the students to give assistance during guided practice
  - Continue guided practice until most students are successful
- D. Close lesson by using strategies such as the following:
  - Summarize the main points of the lesson
  - Restate the objective which has been stressed in the lesson
  - Ask a student to summarize the lesson or state the objective
  - Ask questions to focus students' attention on what they have learned
  - Associate material the students have learned that day to previous material studied or to future learning
  - Provide an interesting "clincher" to bring the lesson to an effective close
  - Relate what the students have studied that day to the overall unit
- E. Provide independent practice
  - Assign independent practice after successful guided practice
  - Assign independent practice that assists students in mastering objectives
  - Assign appropriate amounts of independent practice through in-class or homework activities
  - Differentiate independent practice assignments based on learner needs
  - Check independent practice to determine level of student mastery of objectives

### **10.11 Evaluations and Assessments**

Evaluations and tests/exams should provide formative and summative evaluation, which measures student achievement of objective(s). Teachers should:

- Provide evaluation which matches learning objectives
- Provide evaluation which is valid and reliable
- Provide evaluation which is appropriate for the learner(s)
- Prepare students by reviewing the material
- Informing parents of the evaluation/testing schedule
- Maintain evaluation records for each student
- Communicate evaluation records for each student
- Use evaluation results to plan for subsequent instruction or remediation

### **10.12 Homework**

At Ohana, the learning process is considered ongoing and takes place during scheduled class time, during independent study time on campus, and outside of school during off-hours. Teachers are expected to provide comprehensive learning opportunities that move students toward the learning goals of the class. Ohana teachers

should gear student workload toward the individual needs of each student, based on the pace set by the scope and sequence of the course. Assignments outside of scheduled class time should neither be excessive nor should they be lacking in providing students with the supports needed to ultimately meet all of the learning goals of the course.

### **10.13 Standardized Testing**

Ohana Does not believe in over-testing its students. However, Ohana finds value in both monitoring student growth in learning as well as helping students prepare for the style of testing that they will likely encounter in other arenas. As such, Ohana mandates the following standardized testing for its students:

ISEE Entrance Exam (all students, as a part of the application process)

Iowa Exam (once, annually, for all students in grades 2-7)

PSAT Exam (once, annually, for all students in grades 8-11)

ACT/SAT (not mandated, but strongly encouraged for all students in grades 11-12)

### **10.14 Assessment and Grading Measures and Reporting**

Ohana teachers use multiple assessment types, both formative and summative. In all cases, whether the assessment components are scored individually or based on a rubric (for more significant assignments), teachers are to use a qualitative scale that measures mastery of standards. This scale is numerated 0-5. However, each number represents a level of understanding: mastery, proficiency, approaching proficiency, well below proficiency, deficient, and not submitted. The minimum expectation for understanding is approaching proficiency. The assessment scale and associated grading translation is as follows:

Assessment Scale:	Grading Translation:
Mastery of Standards - 5	4.00 - 5.00: A
Proficiency of Standards - 4	3.00 - 3.99: B
Approaching Proficiency - 3	2.00 - 2.99: C
Well Below Proficiency - 2	0.00 - 1.99: No Credit
Not Acceptable - 1	
No Evidence Displayed - 0	

Teachers are expected to communicate within each course rubric their plan for assessing content and logging grades. This includes the approximate the assessment types, number of grades that will be logged, when they will be logged, and their weighting as it pertains to determining an overall grade for the course. Teachers will log these grades into the PowerSchool gradebook on a consistent basis (within three days of determining the grade) so that students and parents have ready access to these scores. At the end of each quarter, teachers will publish a brief summary of each student's progress to be made available along with the current grade average within Wave gradebook. The mean of the first two quarters' averages will act as the student's final grade for the fall semester. Similarly, the mean of the last two quarters' averages will act as the student's final grade for the spring semester.

### **10.15 Academic Probation**

Student Academic Probation will be handled on a case-by-case basis as determined by Administration. Causes for such action should be properly documented and communicated by the teacher to Administration on a regular basis and timely manner.

### **10.16 Retention Guidelines**

Student Academic Probation will be handled on a case-by-case basis as determined by Administration. Causes for such action should be properly documented and communicated by the teacher to Administration on a regular basis and timely manner.

### **10.17 Trips**

Trips must have definite educational value, having something to do with recent studies. Teachers should be prepared prior to the trip to provide learning experiences directly linked to the trip plans, enrichment activities during the trip, and follow-up learning at the conclusion of the trip (student-led, if possible). Teachers should also provide trip organizers support during trips regarding preparation, scheduling, expectations, guidelines, etc. All Ohana student and employee policies and procedures apply during school trips. Ohana staff should avoid being alone with a student unless in an emergency or pre-planned rooming situation. If such emergencies arise, prompt communication to other staff should take place.

All trips must be approved by the Principal by submitting a trip request at least two weeks in advance. Parents must receive notification stating the date, time and place of the trip at least two weeks before the scheduled trip. Written parental authorization of a student to participate in a trip is required. Emergency forms must be taken on each trip. Appropriate adult supervision must be given on each trip. The number of students per adult will depend on the age of the students. A list of chaperones must be turned in to the administration prior to the trip.

### **10.18 Unaccounted for Student**

In the case of a student that has become separated from the group during a trip or otherwise becomes unaccounted for during a school day or activity, the teacher must immediately contact security and/or law enforcement and then must contact School administration and the student's parents. Teachers must secure the other children in their care first before beginning a search for the missing student.

### **10.19 Grading Work**

To protect the confidentiality of individual student grades, students or parents may not grade the work of other students. This includes anything on which a student is receiving a grade. This policy will also eliminate peer pressure to incorrectly grade another student's work.

### **10.20 Permanent Records**

A student's permanent record is confidential. Student records are filed in the School office and may not be removed from the office. The permanent record of each student contains the student's academic record, teacher comments, report cards, immunization record, application for admission, standardized test results, and record of disciplinary concerns. The administration and teachers have access to the student records. These records are also available to a student's parents.

### **10.21 Planning Periods**

The teacher's primary professional concern should always be the student and the development of the student's

potential. Teachers should strive for professional growth and seek to exercise the best professional judgment and integrity.

Teachers should limit their personal trips during students' Independent Study periods. Teachers should be available to students during this time. However, if you need to leave the campus during the Independent Study periods, you must inform the front desk and the Principal.

## **10.22 Principles of Professional Conduct for the Education Profession in Florida**

Ohana's educators shall be guided by the following Principles of Professional Conduct for the Education Profession in Florida:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Ohana educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to discipline and potentially to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes.
13. Shall self-report within forty-eight (48) hours to the Principal any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.
14. Shall report to the Principal any known allegation of a violation of these principles.

## **11.0 ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### **11.1 Policy Statement**

Technology at Ohana offers enhanced learning opportunities. Technology resources include, but are not limited to, computers, printers, software, online catalogs and databases, network file servers, a school-wide email system, and access to the Internet. Internet and computer network and non-network access is available to authorized students, teachers and other staff. Ohana provides technology resources for education purposes only. Some worldwide resources available on the Internet, however, are not of educational value in a school setting. An Acceptable Use Policy for Technology serves to protect the interests of Ohana and its technology resources users.

### **11.2 Technology Privilege**

Use of the Ohana Institute Internet and technology infrastructure (computers, network file servers, and network wiring) is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating to use. Inappropriate use may also result in disciplinary action (up to and including suspension or termination) as well as potential civil or criminal liability and prosecution. Administration may request that the network administrator deny, revoke or suspend specific user access in the event of violation of this policy.

### **11.3 Violations**

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited are the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing, obscene material and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the Internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities unrelated to School business, introduction of viruses, and manipulation or corruption of systems, files and other related resources. Any illegal activities will be reported to the appropriate agencies and/or authorities.

### **11.4 Liability**

Ohana cannot guarantee the availability of technology resources and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Ohana will take reasonable efforts to ensure that all electronic transmissions are secure and private and but cannot guarantee the accuracy or quality of information obtained. Ohana does employ technology protection measures to filter or block material defined to be objectionable.

### **11.5 Technology Access and Use**

Technology resources provided by Ohana for employee use is the property of the School. Employees have no reasonable expectation of privacy in any activity, conduct or content accessed, viewed, stored or saved on Ohana's technology resources, including personal email and social media accounts and personal files. In addition, employees should be aware that use of Ohana's technology resources may be monitored in order to provide an acceptable level of service to all users. Employees should also be aware that data that resides on, or passes through, Ohana's technology infrastructure (computers, network file servers, and network wiring) is subject to review and monitoring in the School's sole discretion. In order to maintain system integrity and to ensure users are using the system responsibly, network administrators may review files and communications without prior notice or permission of the user. Users should not expect that files or other communications are private.

### **11.6 Electronic Mail**

Ohana will provide access to electronic mail for all employees. Electronic mail provided by Ohana for employee use is the property of the School. Employees have no reasonable expectation of privacy in any electronic mail sent or received through electronic mail access provided by Ohana. Electronic mail is subject to monitoring and review in Ohana's sole discretion. Employees should use electronic mail responsibly. Employees should not create, distribute or forward chain letters, or offensive or harassing messages in violation of Ohana's policies prohibiting discrimination or harassment. Employees must obtain the owner's written permission prior to distributing copyrighted material. The electronic mail system and all of its constituent software, hardware, and data files is owned and controlled by Ohana.

### **11.7 Electronic Media**

Throughout the school year, employee may have their image, likeness and/or voice captured on digital video, photos, slides, audio and other electronic media. Ohana reserves the right to use this media to promote continuation and improvement of the division and its educational programs through the Internet, mass media, displays, brochures, presentations and other forms of promotion and distribution.

### **11.8 User Responsibilities**

Employees should use technology in a responsible, ethical, and legal manner. Employees should not access, modify, or destroy other user's data without appropriate authorization. Employees should not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others in violation of Ohana's policies prohibiting discrimination and harassment.

Users will use resources responsibly. Users will not give out passwords. Users shall not disrupt network usage by others, monopolize technology resources, nor print excessively. Users may not use the network for financial gain, commercial activity, or illegal acts such as hacking.

Employees should not use Ohana's technology resources to create, distribute, download, or view obscene, threatening, or illegal content.

### **11.9 Cyber-Bullying**

Cyber-Bullying includes using information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, hostile behavior intended to harm others.

Cyber-Bullying or harassment is subject to sanctioning at Ohana. Cyber-Bullying is defined as behavior to intentionally, repeatedly, and over time inflict or threaten to inflict physical or emotional injury or discomfort on another's body, feelings or possessions. A person is being cyber-bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Cyber-Bullying behaviors include actions that cause the physical, verbal or emotional abuse of others. Taunts, threats, insults, gossip, humiliation, and teasing using electronic media are all considered Cyber-Bullying behaviors. Some bullying behaviors may also fit the definition of other prohibited behaviors, such as assault/battery, and will be handled accordingly, up to and including referral to law enforcement authorities.

### **11.20 Cell Phone Use**

Employees are expected to model the use of cell phones for students and limit their use to non-instructional times. This includes in class, during support hours at school, and on field trips and other school-based learning experiences.

### **11.20 Social Media**

Ohana recognizes certain employees have personal accounts on various social media sites such as Facebook, LinkedIn, Twitter, SnapChat, Instagram, and others, and may create or contribute to blogs, wikis and similar content (collectively, "Social Media"). In addition, some employees use Social Media as part of their jobs at Ohana.

Ohana has developed this policy to permit use of Social Media by employees, while protecting Ohana's

legitimate educational interests. This policy applies whenever an employee is using School-provided equipment, devices, or communication systems. This policy also applies to certain off-duty Social Media use by employees. Employees who violate this policy may be subject to discipline, up to and including discharge.

### **11.20.1 Work Related Social Media Use**

The Principal has sole responsibility for the content management of School-sponsored Social Media. While employees are invited to visit these sites, Ohana maintains these Social Media sites to promote the School and its educational services. Accordingly, these sites are not to be used for personal comments or communication by employees.

Non-exempt employees are not permitted to engage in work-related use of Social Media outside their normal work hours, unless the administration provides advance written approval. If approved, non-exempt employees must accurately record and timely report all time spent on work-related Social Media use so the employees may be appropriately paid for these activities.

Employees may not use personal Social Media sites to post items as part of their official job duties. Rather, all such items must be directed to the Principal for posting on Social Media sites belonging to Ohana.

Ohana's Social Media sites are the exclusive property of the School. If employment ends, an employee must immediately relinquish control of any Ohana Social Media sites and provide Ohana all login and password information associated with these sites.

### **11.20.2 Personal Social Media Use**

Employees should not engage in the personal use of Social Media during working time or during school functions. Employees may only engage in personal use of Social Media during non-working time (e.g. authorized break times, meal periods and off-duty hours) and only from personally-owned electronic devices. Employees may not use Ohana's technology resources for personal use of Social Media. Personal use of Social Media use must not interfere with the work and productivity of the employee or other employees and must not preempt any Ohana-related activities.

Employees should be thoughtful in their communications and dealings with others, including on Social Media. Employees should always be courteous, professional and respectful to students, parents, vendors, competitors, and other business associates, including on Social Media.

### **11.20.3 Scope of Improper Acts**

Provided below is a non-exclusive list of prohibited activities in which employees may not engage on Social Media. When considering the propriety of engaging in a particular act, the employee should be guided by both the specific prohibitions provided below and the general objectives and guidelines expressed in this policy.

Employees must not post or discuss:

- statements about Ohana, its directors, administration, or employees, which the employee knows to be false or has no basis to believe to be true;
- negative or derogatory information or statements about the School's products or services;
- negative or derogatory information or statements about the School's competitors, business partners, agents, students, parents, vendors or other third parties;
- comments about fellow professionals, coworkers, vendors, competitors or other business associates,

students or parents that are vulgar, obscene, threatening, intimidating, or a violation of the School's policies against discrimination or harassment;

- any "recommendation" of coworkers or the School's vendors, competitors, other business associates, students, or parents without noting the recommendation is personal in nature and does not express the views or opinions of Ohana; or
- statements or comments that violate Ohana's workplace policies, including but not limited to its policies protecting confidential information.

Employees should comply with reasonable and legitimate requests from Ohana that topics should not be discussed for confidentiality or legal compliance reasons.

#### **11.20.4 Copyrights and Intellectual Property**

Respect all copyright and other intellectual property laws. For Ohana's protection as well as your own, it is critical that employees show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Ohana's own copyrights and service marks. Employees may not infringe on Ohana's copyrights or other intellectual property. In addition, employees may not use any Ohana copyright or other intellectual property for business or commercial use without the consent of the Principal. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information they use and accurately cite copyrighted works they identify in their online communications. Employees should obtain permission from the copyright holder before posting any third party's copyrighted works and/or images.

#### **11.20.5 Your Views are Your Own**

Employees should distinguish between their personal opinions and those that may represent Ohana's official position. Employees using Social Media in a personal capacity must never represent their views and opinions as those of Ohana. Employees should not say or suggest that the views and opinions they express related to Ohana represent the official view of the Company.

Employees who endorse or post positive comments to Social Media in their personal capacity about the School must disclose their affiliation with Ohana in the post and state the employee's views and opinions are not necessarily the views and opinions of Ohana. Employees should not create a link from a Social Media site to Ohana's website without identifying that they are employees of Ohana.

#### **11.20.6 Social Media Use and Students**

Employees are not permitted to take photos of students or parents during working time or school functions without the express permission of the Principal. Employees are not permitted to post, send or use photos of students or parents on Social Media without the express permission of the Principal. This includes, but is not limited to Snapchat, Facebook, and Instagram. Employees should be mindful of their Social Media presence with students. Employees should not engage in communication with students using Social Media that is not education-focused. This policy should not prevent employees from posting about their own children in the event that their children attend Ohana.

## Appendix A

### Receipt of Limahana Kukui

I received my copy of Ohana Institute's *Limahana Kukui*, which I have read and understand. I also have been given an opportunity to ask questions I may have concerning any of the policies in this *Limahana Kukui*. I understand that the *Limahana Kukui* does not provide any contractual rights or guarantees of employment. I agree that Ohana Institute's policies and benefits may be changed from time to time at its discretion without advance notice. I will keep my *Limahana Kukui* for future reference and observe the personnel policies and rules outlined in this *Limahana Kukui*.

Name (Printed):

Signature:

Date:

