



# Hālau Kū Māna

New Century Public Charter School

2101 Makiki Heights Drive Honolulu, Hi. 96822

Aloha!

Mahalo nui for your interest in Hālau Kū Māna (HKM)! As a public school of choice, HKM aims to serve and meet the educational goals and needs of students dedicated to perpetuating Hawaiian language, culture and traditions and committed to reaching their highest level of achievement. HKM seeks enthusiastic motivated students of all ethnicities who can contribute to, and will benefit from, it's culturally driven programs.

HKM is open to all students, grades 6 through 12. HKM shall not discriminate on the basis of race, sex, color, religion, national origin, ancestry, or disability, unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services. All persons are encouraged to apply.

Application to HKM follows a four (4) step process listed below. Students are selected for admission to HKM on the basis of available openings, academic potential, cultural engagement and interest, as well as readiness for the school's unique programs and settings. The admissions process is the same for new and re-enrolling students. Re-enrolling students will be given preference by an additional numeric base. There are no provisions against homelessness. In addition, family willingness to actively participate in the educational process is an essential factor for admission.

All new and returning students are initially accepted on a "provisional" basis for the first quarter. In all cases, the school retains the right to determine, at its sole discretion, whether or not to select a student for admission.

## **HKM'S 4-STEP PROCESS:**

STEP 1: Submit to the HKM office:

- 🕒 Completed 2-page Application – with essays and 'Ae Like/Contract/Research release
- 🕒 2 letters of recommendation
- 🕒 Copy of latest report card (Semester or Year)
- 🕒 Birth Certificate

STEP 2: Interview with student and parent(s)/guardian/foster parent using rubrics

STEP 3: The admissions committee's decision whether a candidate is granted admission is based on the following: application rubric, interview rubrics, letters of recommendation, the match between the needs and qualifications of the student with the needs of the school.

STEP 4: Letter to students regarding acceptance/non-acceptance to HKM.

*NOTE: An IEP meeting must be held prior to the start of school for all students accepted to HKM who are identified as IDEA or 504.*



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## STUDENT APPLICATION FORM FOR SCHOOL YEAR 2010-2011

Please submit the following to Hālau Kū Māna Office by February 26, 2010: application, essays, two letters of recommendation from a previous teacher or childcare provider, and signed Student and Parent 'Ae Like, Contract and Research Participation Release. The admission and application process is designed to enroll students who can be well-served by the school and to identify learning strengths, differences and needs that HKM can address and support successfully.

Student's Name: \_\_\_\_\_  
(As it appears on Birth Certificate Last Name, First Name & Middle Name)

Birth Date: \_\_\_\_\_ Sex: M F

Mailing Address: \_\_\_\_\_  
(Street or P.O., City, State, Zip Code)

**Please Circle:**

Mother /Guardian/Foster Parent : \_\_\_\_\_  
(Last Name, First Name, M.I.)

Mother's Occupation: \_\_\_\_\_ Mother's Hobbies/Skills: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Please Circle:**

Father /Guardian/Foster Parent: \_\_\_\_\_  
(Last Name, First Name, M.I.)

Father's Occupation: \_\_\_\_\_ Father's Hobbies/Skills: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_



**SY2010-2011 CONTINUED STUDENT APPLICATION TO BE COMPLETED BY PARENTS**

**Hālau Kū Māna SPECIAL EDUCATION POLICIES**

Please provide the following information so that we may better serve your child.

My son or daughter is currently a student receiving services or related services under the IDEA(SpEd) \_\_\_\_\_ (Yes or No)

If Yes, please provide a copy of the current IEP. Although we will be obtaining one from your child’s current school, we are requesting that you provide one to us to expedite and ensure that services continue.

My son or daughter is currently a student receiving services under Section 504 \_\_\_\_\_ (Yes or No)

If Yes, please provide a copy of the current Modification Plan. Although we will be obtaining one from your child’s current school, we are requesting that you provide one to us to expedite and ensure that services continue.

Hālau Kū Māna New Century Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment or in its programs and activities. The school does not discriminate in admission, treatment, or access to its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Micky Huihui Address: 2101 Makiki Heights Drive Honolulu, Hi. 96822 Phone No. 945-1600

**McKinney-Vento Services Questionnaire**

Please see the next page for the questionnaire, and complete.

For Office use only:

Date received: \_\_\_\_\_ Date Posted: \_\_\_\_\_ Initial: \_\_\_\_\_

Application complete: Yes No Missing: \_\_\_\_\_

QUESTIONNAIRE TO DETERMINE ELIGIBILITY FOR

MCKINNEY-VENTO SERVICES

STUDENT NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

**Section 1. ACTION REQUESTED**

- Enrollment  Geographic Exception\*  Transfer, Exit or Release from School  
 Transportation to/from School

**Section 2. DOES THE STUDENT/PARENT/GUARDIAN:**

(Check the box that applies – you may be eligible for services)

- Live with friends or family because you can't afford rent  
 Live on the beach, at a campground, in a park, or in a hotel  
 Live in a tent, car, bus, or other non-permanent structure  
 Live in an emergency or transitional structure  
 Live in a domestic violence shelter  
 Live at any of the following:  
 **On Kauai:** Kauai Economic Opportunity Shelter  
 **On Hawaii:** Kawaihea Transitional House, Office for Social Ministry  
 **On Maui:** Kahele A Ke Ola, Ha Hale O Wainee  
 **On Oahu:** Family Promise, Institute for Human Services (HIS), Loliana, Maililand, Next Step, Ohana Ola, Onemalu, Hope for a New Beginning, Waianae Civic Center, Weinberg Village, Lighthouse Shelter  
 Have no regular place to stay at night  
 **None of the above**

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Parent/Guardian Signature

Printed Name

Date

\*Geographical Exceptions DO NOT apply to McKinney-Vento eligible students, unless the parent/guardian wants the student to attend a school other than the students' geographic home school or school of origin.

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**OFFICIAL USE ONLY:**

If any box in Section 2 (other than "None of the above") is checked, identify the student as eligible for McKinney-Vento services. Contact Homeless Concerns Liaison, if appropriate.

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<b>School Representative Signature</b>	<b>Printed Name</b>	<b>Date</b>
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**APPLICATION ESSAYS:**

**1. TO BE COMPLETED BY STUDENT** on a separate piece of paper and attached to application.

As a HKM student, you agree to kūlia i ka nu'u (strive to reach your highest level) and to perpetuate Hawaiian language, culture and traditions. In order to be considered for admission for the 2010-2011 school year, the HKM Admissions Committee would like you to respond in writing to the requests listed below.

1. Please let us know why you want to join HKM. What excites you, what do you want to learn?

2. Please list 3 goals demonstrating your intent to perpetuate Hawaiian language, culture and traditions. What aspects of Hawai'i's native culture interest you? **(Please use the format below)**

Goal #1 \_\_\_\_\_  
Action Plan \_\_\_\_\_  
Goal #2 \_\_\_\_\_  
Action Plan \_\_\_\_\_  
Goal #3 \_\_\_\_\_  
Action Plan \_\_\_\_\_

3. Please list 3 academic goals demonstrating your intent to kūlia i ka nu'u (strive to reach your highest level). What are your strengths? What talents do you bring? **(Please use the goal/action plan format)**

4. Please share some of your concerns or obstacles that you may need to overcome as you try to reach your highest level. Which areas do you want to improve in?

**2. TO BE COMPLETED BY PARENT/GUARDIAN/FOSTER PARENT** on a separate piece of paper and attached to application.

As a HKM parent, you agree to help your son/daughter to kūlia i ka nu'u (strive to reach his/her highest level) and to perpetuate Hawaiian language, culture and traditions. In order for your child to be considered for admission for the 2010-2011 school year, the HKM Admissions Committee would like you to respond in writing to the requests listed below.

1. Please state why you would like your son/daughter to join HKM. What are your hopes and expectations?

2. Please list 3 goals demonstrating your family's intent to perpetuate Hawaiian language, culture and traditions. What Hawaiian things do you know about and/or practice? **(Please use the format below)**

Goal #1 \_\_\_\_\_  
Action Plan \_\_\_\_\_  
Goal #2 \_\_\_\_\_  
Action Plan \_\_\_\_\_  
Goal #3 \_\_\_\_\_  
Action Plan \_\_\_\_\_

3. Please state how your 'ohana intends to assist your child to kūlia i ka nu'u (strive for the highest level) and perpetuate Hawaiian language, culture and traditions. What are your interests as an 'ohana, what aspects of Hawaiian culture do you want to learn? **(Please use the goal/action plan format)**

4. Please list 3 goals on how your 'ohana intends to contribute to HKM. What can you share with our learning 'ohana? **(Please use the goal/action plan format)**

**I. STUDENT AND PARENT CONTRACT** (Failure to abide by the conditions of this contract may result in loss of privilege to attend HKM.)

**STUDENT COMMITMENT:**

I want to join HKM and become an active member of the Halau Ku Mana learning ‘ohana for SY 2010-2011. As an active member of this learning ‘ohana, I agree to: perpetuate Hawaiian language, culture and traditions, and to strive to reach my highest level.

This means I will make every effort to attend school every day and on time, work as hard as I can on all my projects and assignments, become fluent in the Hawaiian language and knowledgeable in Hawaiian culture, practice Hawaiian values such as aloha, mālama, kōkua and mahalo, help my fellow school mates and teachers whenever I can, and contribute to the collective growth of HKM.

**PARENT/GUARDIAN COMMITMENT:**

I agree to have my son/daughter join HKM for SY 2010-2011. Since research indicates a strong relation between parent involvement and student success, I agree to become an active member of the Hālau Kū Māna learning ‘ohana, to help my son/daughter perpetuate Hawaiian language, culture and traditions, and help him/her to reach his/her highest level. I also agree to support my son/daughter in achieving excellence by making every effort that my son/daughter will come to school every day and on time and that he/she will complete all assigned work. I further agree to contribute to the collective success of HKM in every way I can, and contact HKM immediately should I have any questions or concerns regarding my son/daughter’s performance, attitude or behavior.

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'Ōpio (Student) Signature

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Date

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Makua (Parent/Guardian) Signature

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Date

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Kumu (Teacher) Signature

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Date

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Alaka'i (School Administrator) Signature

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Date



## 'Ae Like

### Collective Values and Actions

As members of Hālau Kū Māna's learning 'ohana, we recognize the following values, traits, attitudes, and actions as essential ingredients for building and maintaining a thriving family-oriented, community-based place of learning:

#### 'Ōpio (Student):

- **Kū i ka māna, Kūlia i ka nu'u, Kūpono** – Strive for māna, reach for your highest potential, and be pono!
- **Mālama** – Demonstrate concern and care toward our environment and all members of our learning 'ohana, Hālau Kū Māna
- **Makawalu** – Always be open to multiple perspectives and ways of learning
- **Laulima** – Accept responsibilities, contribute to the 'ohana, Hālau Kū Māna
- Learn and actively perpetuate **Hawaiian language, culture, and values**
- **Attend Hālau EVERY DAY as scheduled and on time** unless there is legitimate illness, injury, or emergency
- **Communicate with a makua any problems or frustrations** concerning the Hālau, other makua, 'ōpio, or your own life situations
- **Kōkua, Mahalo, a me Aloha kekahi i kekahi** – Help, respect and appreciate, and show aloha to one another

#### Makua ('Ohana, Parent/Guardian):

- All expectations and commitments mentioned above, except for attending Hālau every day!
- Attend Hālau Kū Māna's quarterly pā'ina, Lā 'Ohana (at least one makua per 'ohana)
- Attend quarterly 'Ohana Conferences with staff to review your 'ōpio's progress (at least one makua per 'ohana)
- Read memos and initial your child's assignment book DAILY
- APPRECIATE YOUR CHILD'S DAILY SUCCESS
- Provide input and feedback on overall well-being of your child as necessary, and return calls from HKM staff within 24 hours
- Participate fully in at least two school wide fundraisers each year. This helps strengthen relations within the 'ohana, and raise awareness and support in the community.
- Kōkua 16 hours per year, contributing to the needs of our 'ōpio and 'ohana overall (see the 'Pehea la e kōkua ai' list)
- Join at least one committee
- Be familiar with and abide by HKM's 'Ohana Handbook

**Makua A‘o (‘calabash’ parent, a.k.a. HKM Staff):**

- All expectations and commitments mentioned above
- Maintain passion, commitment, and perseverance in providing the highest quality learning experience for our 'ōpio
- Know each student personally as an individual – for their strengths, challenges, and specialties
- Engage in respectful collaboration with all members of the learning 'ohana
- Join at least one committee
- Participate in all required professional development events and opportunities
- Written and verbal evaluations prepared for each makua/'ōpio conference, and as necessary to monitor progress of 'ōpio
- Initial response to 'ōpio or makua concerns by the same or next day

All who choose to become a part of Hālau Kū Māna share a collective vision and mission, and as core members of this learning 'ohana, we agree to strive for and participate in the above mentioned items in every way possible, to ensure the success of our Hālau in achieving our personal and collective goals.

'Ōpio (student) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Makua (parent) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kumu (teacher) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alaka'i (admin) signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. RESEARCH PARTICIPATION RELEASE**

I consent to HKM producing visual images and/or audio representations and reproductions of the undersigned student and his/her schoolwork (Materials). I consent to HKM’s use of the Materials in any manner and purpose deemed appropriate by HKM. I waive any rights to approve the Materials and I understand that HKM is not obligated to use any of the Materials. I understand that any proceeds generated by the sale or use of the Materials will be used for the benefit of all HKM students.

I grant permission for my son/daughter to be a part of any HKM research project, and any tapes, videos, photographs or other reproductions of voice and image may be utilized for the purposes of the research project(s). I understand that my son/daughter’s name and other demographic information, which might identify him/her, will not be used without permission. I will contact Micky Huihui at 945-1600 should I have any questions or concerns regarding HKM’s research projects.

Name of Student	Research Participant Signature	Date
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Name of Parent/Guardian	Signature of Parent/Guardian	Date
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Name of Research Coordinator	Signature of Research Coordinator	Date
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Name of School Administrator	Signature of School Administrator	Date
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**Please Submit to HKM Office 2101 Makiki Hts. Dr. Honolulu, Hi. 96822.**

The student whose name is listed below has applied for admission to Hālau Kū Māna New Century Public Charter School for SY 2010-2011. Please complete the form below and return to the address above by February 26, 2010.

**LETTER OF RECOMMENDATION**

Full Name of Applicant: \_\_\_\_\_

Full Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Current Job Title: \_\_\_\_\_

Number of years you have known Applicant: \_\_\_\_\_

In what capacity: \_\_\_\_\_

Please rate Applicant in the following areas:

Area	Exceptional	Above Average	Average	Less than Average	Minimal or None
Commitment to perpetuate Hawaiian language, culture and traditions					
Desire to strive to reach his/her highest level					
Scholastic Aptitude (ability to master academically rigorous curriculum)					
Positive Behavior					
Commitment to practice Hawaiian values (aloha, mālama, kōkua, mahalo)					