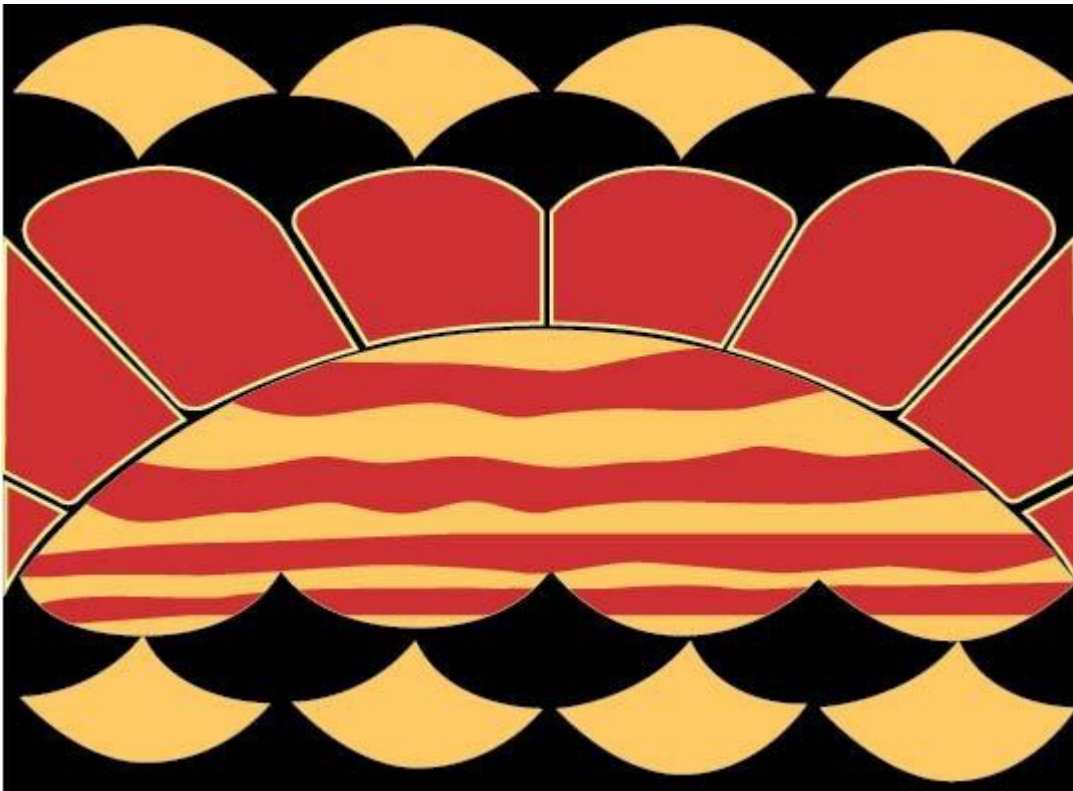




# **Student and Parent Handbook**

## **SY 2024-2025**



345 Makalika Street  
Hilo, Hawai'i 96720  
Office: (808) 981-5866  
Fax: (808) 981-5860  
Website: [www.kuaokala.org](http://www.kuaokala.org)

## Transportation

Kua O Ka Lā has qualified for Community Educational Provision (CEP). The bus fee has been waived for SY 2024-2025. Information on routes and schedules will be provided via school messenger and will also be posted on our website. Routes and times are subject to change due to mechanical issues, driver availability, road conditions, and acts of nature. Please complete a Student Transportation Application to sign your child up to ride the bus.

### Strict Designated Bus Stops

- PLEASE BE AT YOUR DESIGNATED BUS STOP 10 MINUTES PRIOR TO SCHEDULED DEPARTURE TIMES.
- We will not accommodate phone calls, written notes or any other type of notification including but not limited to sports activities, visiting `ohana or sleepover's to temporarily change your keiki's bus stop.
- Should the student's primary residence change, parents/guardians must submit a NEW Transportation Application. Due to limited seating, student(s) are not guaranteed a seat on the new route and may be waitlisted.

### Bus Stop Waiting Process

- Students are expected to follow all school rules and 'aelike while waiting for the bus.
- Student safety is a priority. Students must wait until the bus comes to a complete stop. If crossing the street, cross ten feet in front of the bus and the driver will give a signal before students attempt to board the bus.

### Afternoon Bus Stop Drop Off

- Kua O Ka Lā follows the DOE policy for dropping off students, K-8, after school at their designated bus stops
- It is the parent/guardian's responsibility to make arrangements to pick up their keiki at their designated bus stop.
  - IF PARENTS ARE NOT AT DROP OFF:
    - The driver will contact school administration and keep the student on the bus for the remainder of the scheduled route until parents are reached
    - If parents or emergency contacts can't be reached, our last resort will be to leave the student at the nearest Police Station to the end of the scheduled route.

### Bus Detention / Suspension Guideline

If a Bus Incident Report is made on your child, an administrator will perform an investigation of the incident and notify the parent or guardian of the outcome. Students who misbehave on the bus shall be subject to disciplinary actions, which can lead to denial of transportation.

### General Parking lot reminders:

- Please enter and exit the parking lot through the designated gates only
- Drive slowly and safely at all times while in the parking lot
- When possible, please use Railroad Avenue, rather than State Route 11 (Hawaii Belt Highway) for access to Makalika Street

### Drop-off Reminders:

- The school day begins at **7:45am**
- At 7:30am, a staff member will open the gate and welcome students in