Kahoʻiwai Catalog
2022-2023

Contents

History and Background to Kahoʻiwai

Kaho`iwai is a Native Hawaiian higher education organization that operates as a division of Kanu O Ka `Āina Learning `Ohana. Kahoʻiwai serves the needs of Native Hawaiians through education and training. Beginning in 2002, Kahoʻiwai has focused predominantly on teacher education certifying program completers for license in the State of Hawaiʻi.

Kaho`iwai literally means the return of the water. Metaphorically, it refers to the use of traditional approaches that provide the foundation for the organization's philosophy. It also refers to the use of ancestral knowledge and practices in the development of approaches to teaching and learning. Physically, Kahoʻiwai is a place in Mānoa Valley. Today, this teacher education program is community-based and is designed to produce graduates that can teach effectively in Native Hawaiian-focused charter schools and other sites with numbers of Native Hawaiian children.

Kaho`iwai has participants from seven of the populated islands in the State of Hawaiʻi. Applicants are employed or connected to charter schools, conversion charters, DOE schools, private schools, bilingual, and language immersion schools.

The location of Kahoʻiwai is in the town of Waimea on the Island of Hawai`i. The address is Hālau Ho`olako 64-1043 Hiʻiaka Street (PO Box 6511) Kamuela, HI. 96743. Phone: 808-887-1117 Fax: 808-887-0030

Accreditation Statement

Kaho`iwai Post-Baccalaureate Teacher Certification Program, is designed to graduate candidates who seek to work in Hawaiian-focused charter schools; candidates who demonstrate the knowledge skills and values to meet the needs of Native Hawaiian children in education. Kaho`iwai has successfully completed a WINHEC Accreditation Review in accordance with the WINHEC Accreditation Authority Standards The audit was carried out by an international review team in June 7-9, 2018 as authorized by the WINHEC Board The accreditation approval is valid for ten years from 8.21.2018 to 8.21.2028.

Kaho`iwai is an Education Program Provider (EPP) as authorized by the Hawaiʻi Teacher Standards Board.

Mission Statement

Kaho`iwai Mission- Empowering post-secondary students through hybrid educational experiences grounded in Hawaiian knowledge and values.

Administrator Details

Ms. Taffi Wise (M.Ed)	Chief Executive Officer	Ms. Sunny Aiona (M.Ed)	Teacher Manager
Joe Fraser (PhD)	Chief Academic Officer	Ms. Katie Benioni	Chief Finance Officer
Ms. Noe Kirby (M.Ed)	Academic Dean	Ms. Nancy Levenson	Chief Information Office

Legal Status

Kahoʻiwai is an Education Program Provider approved by the Hawaii Teacher Standards Board in Honolulu. Kahoʻiwai is accredited with the World Indigenous Nations Higher Education Consortium (WINHEC).

Kahoʻiwai is located at 64-1043 Hi`iaka Street, Hālau Ho`olako
PO Box 6511. Kamuela, HI 96743

Phone 808-887-1117 Fax: 808-887-0030
info@kahoʻiwai.org

website: kahoiwai.org

- **Board of Directors**
    - o Judy Olivera, Ph.D. (Chair)
    - o Joe Fraser, Ph.D. (Secretary)
    - o William Hancock, (Treasurer)
    - o Taffi Wise, (Executive Director)

- **List of Faculty**
    - o Dr. Kerri-Ann Hewett, Ed
    - o Ms. Noekeonaona Kirby, M.Ed
    - o Ms. Sunshine Aiona, M.Ed
    - o Ms. Azure Kawelo, M.Ed

- **List of Instructors**

- o Ms. Leona Watson, M.Ed
- o Mr. Abraham Nahulu, M. Ed
- o Mr. Keala Watson, M.Ed
- o Ms. Laura Kelson, M. Ed
- o Ms Pua Watson, M.Ed
- o Ms. Lucianne Pukahi-Viernes, M.Ed
- o Ms. Chablis Paris, M.Ed

- **Kahoʻiwai Staff**
    - o Mr. Ikaika Jenks-Puaʻa

The Chief Academic Officer is available 10am-4pm Monday to Friday by email joef@kalo.org.

The Academic Dean is available 10am-4pm Monday to Friday by email noekr@kalo.org.

The Program manager is available 10am-4pm Monday to Friday by email sunnya@kalo.org.

Student academic services appointments are available by emailing Dr. Kerri-Ann Hewett at Kerri-ann@kalo.org

Instructors are available by email. Instructors do not maintain regular office hours due to the online nature of the program. Office and contact details are posted in the syllabi.

Academic Calendar

KALO reserves the right to make changes to this calendar at any time. Grades may be published earlier. Students are advised to check for updates in Populi.

Cohort 8 cont.. and Cohort 9 Begins

2022-2023	Term 1	Term 2	Term 3	Term 4
Term Dates	01 Apr 2022	01 July 2022	01 Oct 2022	01 January 2023
First Day of Instruction	04 Apr 2022	05 July 2022	03 Oct 2022	09 January 2023
Last day of Instruction	30 June	30 Sep	31 Dec	31 Mar
Residential Dates Cohort 8	March 11-13	June 10-12	Sep 9-11	
Residential Dates C9	March 18-20	June 24-26	Sep 23-25	Jan 6-8
Last day to withdraw	End of Week 6	End of Week 6	End of Week 6	End of Week 6
Drop Course	End of Week 4	End of Week 4	End of Week 4	End of Week 4
Graduation			Cohort 8 October 15th 2022	
Grades Published	July 10	October10	January10	April 10

Cohort 9 cont..

2023-2024	Term 1	Term 2	Term 3
Term Dates	01 Apr 2023	01 July 2023	01 Oct 2022
First Day of Instruction	03 Apr 2023	03 July 2023	02 Oct 2023
Last day of Instruction	30 June	30 Sep	31 Dec
Residential Dates Cohort 9	March 10-12	June 9-11	Sep 8-10
Last day to withdraw	End of Week 6	End of Week 6	End of Week 6
Drop Course	End of Week 4	End of Week 4	End of Week 4
Graduation			Cohort 9 October 14th 2023
Grades Published	July 10	October 10	January 10

Cohort 8

- Residential 1: March 26-28 2021
- Residential 2: June 25-27 2021
- Residential 3: Sep 24-26 2021
- Residential 4: Jan 7-9 2022
- Residential 5: Mar 11-13 2022
- Residential 6: June 10-12 2022
- Residential 7: Sep 10-12 2022

Cohort 9

- Residential 1: March 18-20 2022
- Residential 2: June 24-26 2022
- Residential 3: Sep 23-25 2022
- Residential 4: Jan 6-8 2023
- Residential 5: March 10-12 2023
- Residential 6: June 9-11 2023
- Residential 7: Sep 8-10 2023

2022 State and Federal Holidays

Fri, Jan 1 — New Year's Day
Mon, Jan 17 — Martin Luther King Jr. Birthday
Mon, Feb 21 — President's Day
Fri, Mar 25 — Prince Kuhio Kalanianaole Day
Fri, Apr 15 — Good Friday
Mon, May 30 — Memorial Day
Fri, Jun 10 — King Kamehameha Day

Mon, Jul 4 — Independence Day
Fri, Aug 19 — Hawaii Admission Day
Mon, Sep 5 — Labor Day
Tue, Nov 8 — Election Day
Fri, Nov 11 — Veterans Day
Thu, Nov 24 — Thanksgiving Day
Mon, Dec 26 — Christmas Day

2023 State and Federal Holidays

Mon, Jan 2 — New Year's Day
Mon, Jan 16 — Martin Luther King Jr. Birthday
Mon, Feb 20 — President's Day
Mon, Mar 27 — Prince Kūhio Kalanianaole Day
Fri, Apr 7 — Good Friday
Mon, May 9 — Memorial Day
Mon, Jun 12 — King Kamehameha Day

Tue, Jul 4 — Independence Day
Fri, Aug 18 — Hawaii Admission Day
Mon, Sep 4 — Labor Day
Fri, Nov 10 — Veteran's Day
Thu, Nov 23 — Thanksgiving
Mon, Dec 25 — Christmas

Academic Programs

Post Baccalaureate Certificate of Teaching (PBCT) Program Description

The Kaho`iwai program graduates candidates who seek to work in Hawaiian-focused charter schools; candidates who demonstrate the knowledge skills and values to meet the needs of Native Hawaiian children in education. Students can elect the secondary (6-12) or elementary (K-6) concentrations.

Secondary

Kaho`iwai delivers a 31.5 credit point Secondary (6-12) program – a Post Baccalaureate Certificate in Teaching. This program aims to graduate secondary (6-12) teachers including: include Mathematics, Science, Social Studies, English, and Hawaiian Studies. As a state approved teacher education program, graduates can apply for licensing upon program completion.

Elementary

The two-year 32 credit point Elementary Program (including 17 credits of field work and clinical experience) aims to graduate elementary (K-6) teachers. As a state approved teacher education program, graduates can apply for licensing upon program completion.

Admission requirements (PBCT)

1. Minimum of a bachelor's degree from a US accredited institution recognized by CHEA (or an international degree evaluated as comparable by a member of the (NACES) or the Association of International Credentials Evaluators (AICE).
2. If not a graduate of a US High School or college, an IELTS score of 6.5 is required.
3. Completion of State Praxis requirements (as required)
4. Successful completion of interview and writing activities
5. Min 2.5 GPA (Bachelor's Degree)
6. Must be over 18 years of age and verify ID
7. Must have access to a computer and internet and can operate technology as outlined in the Kahoʻiwai technology requirements such as openLMS, GoogleDocs, and Microsoft Office suite or programs
8. Must be able to attend in-residence programs each term
9. Preference is given to those employed in a Hawaiian Focused Charter School.

Graduation Requirements

Graduation requirements for the Post-Baccalaureate Certificate of Teaching (PBCT) include:

- Successfully complete all program coursework requirements
- Successfully complete practicum placement and associated requirements
- Successfully complete student teaching and associated requirements

- Successful completion of professional portfolio
- Successful completion of community journal
- Successful assessment of the Kauhale values
- Evidence of content in teaching field (Academic transcripts or Praxis II)
- Min overall GPA of 3.0

Course Listing

EDU401 Introduction to teaching (1 credit)

The course introduces participants to teaching contextualized by the HTSB Teacher Professional standards, use of dispositions and Kauhale principles, curriculum, and the Hawaiian Focused Charter School environment. It provides an opportunity for candidates to build their philosophical approach to teaching.

EDU402 Teaching Methods (1 credit)

This course is a study of strategies, techniques, materials, technology, and current research used in transitioning (field of teaching) concepts to high school students in the areas of (select one area): A. Math; B. English; C. Social Studies; D. Science; and E. Hawaiian Studies, as applies to the Candidates field of study.

EDU403 Practicum (1), (2), (3), (4), (5) (2.5 credits)

The Practicum is the application of teaching theory to practice in the classroom. Practicum supports the integration of theory to practice and participants reflect on the process and content of teaching. It also provides for mentoring throughout the experience.

EDU404 History of education (1 credit)

The course provides knowledge of the history of American education and an appreciation of historical perspectives as ways of understanding contemporary education. It treats the changing character of education in the context of broader social and cultural environs.

EDU405 Pedagogy (1 credit)

This course aims to provide candidates with the knowledge, skills, and disposition to become informed, reflective, and pedagogically proficient teachers.

EDU406 Psychology (1 credit)

This class introduces the fundamentals of children' physical, cognitive, social, and emotional development, from birth through adolescence. Students acquire a basic understanding of how factors within the child, family, and broader society shape the process of development.

EDU407 Assessment (1 credit)

This course focuses on fundamental concepts of educational assessment for classroom teachers including the relationship of assessment to educational aims, quality of assessment, principles of item construction, evaluation of student responses, interpretation of results, and improvement of techniques.

EDU408 Education Technology (1 credit)

This course provides candidates with the experience of developing teaching and learning activities using technological tools. This course supplements the objectives outlined in other courses within the program by teaching major education technology tools available to educators.

EDU409 Special Education (1 credit)

Students develop knowledge relating to the nature and causes, psychological/behavioral characteristics, and educational approaches concerning persons with disabilities. This includes legal issues, behavior management plans, and the impact of disabilities on individuals, family and community.

EDU410 Multiculturalism (1 credit)

This course develops participants' understanding of multicultural issues in society and supports implementation of effective teaching and learning activities to support all learners.

EDU411 Teaching in Hawaii (1 credit)

Hawai`i is a complex, multi-racial and isolated environment which can appear contradictory. This course provides candidates with knowledge of the cultural, leadership, environmental, educational, and historical context of working in Hawai`i.

EDU412 Student Teaching Seminar (1 credit)

The seminar scaffolds the assessment requirements for all candidates undertaking student teaching. Candidates develop the requirement of student teaching, support tools, and expectations throughout the student teaching placement

EDU413 Practicum seminar (1), (2), (3), (4), (5) (0.25 credits)

Candidates demonstrate knowledge of the practicum and scaffold teaching, learning and other requirements under development.

EDU414 Student Teaching (7.5 credits)

Student Teaching provides the practical application of teaching in education environments. Completed in conjunction with the seminar, the course provides a 10-week placement in the Candidate field of teaching area.

EDU415 Child Development, Teaching, and Learning (2 credit)

This course provides candidates with the knowledge, skills, and disposition to become informed, reflective, and pedagogically proficient teachers. This course allows candidates to demonstrate their commitment to the profession, recognize the role of teachers in developing a positive environment for teaching and learning; communicate effectively with students, colleagues, and members of the wider school community; and, evaluate the factors that promote and hinder effective learning and apply this knowledge to develop effective and creative assessment, teaching, and learning practices.

EDU416 Instructional Strategies (1 credit)

This course focuses on integrating instructional strategies and concepts within the context of planning and implementing a student-centered curriculum through the research, identification, and application of appropriate instructional strategies, methods, concepts, and techniques. Instructional strategies are directly linked to the curriculum, desired student outcomes, classroom assessments, and reflect learner needs and interests.

EDU417 Teaching K-6 Methods (Language Arts/Reading) (1 credit)

This course is a study of methods, techniques, materials, technology, state standards, and current research related to elementary school language arts and reading instruction.

EDU418 Teaching in Multicultural Environments (2 credit)

Hawai`i is a complex, multi-racial and isolated environment which can appear contradictory. This course provides candidates with an understanding of the cultural, environmental, leadership, educational, and historical context of working in Hawai`i. Activities will allow participants to develop understanding of multicultural issues in society and implement effective teaching and learning activities to support all learners.

EDU419 Teaching K-6 Methods (Health/PE) (1 credit)

This course is a study of methods, techniques, materials, technology, state standards, and current research related to elementary school health and physical education.

EDU420 Teaching K-6 Methods (Social Studies) (1 credit)

This course is a study of methods, techniques, materials, technology, state standards, and current research related to elementary social studies instruction.

EDU421 ELL Learners & Exceptional Learners (1 credit)

This course introduces the concept of and methods for instructing elementary-age students with diverse needs. It includes the study of how a learner-centered approach to teaching can provide English Language Learners and Exceptional Learners with a greater opportunity to interact meaningfully with educational materials as they learn subject matter. Coursework includes an overview of differentiated methods and techniques used for the identification, assessment, and instruction of diverse populations; English language acquisition approaches appropriate for diverse cultures; and research-based instructional activities and lesson planning with implementation models.

EDU422 Teaching K-6 Methods (Science) (1 credit)

This course is a study of methods, techniques, materials, technology, state standards, and current research related to elementary school science instruction.

EDU423 Teaching K-6 Methods (Math) (1 credit)

This course is a study of methods, techniques, materials, technology, state standards, and current research related to elementary school math instruction.

EDU424 Diagnosis & Remediation of Reading Difficulties (1 credit)

This course focuses on the use of reading assessments in determining classroom instruction and intervention strategies. It provides foundational information on reading acquisition stages, factors that impact reading success and failure, and strategies to address reading difficulties.

EDU425 Teaching K-6 Methods (Fine Arts-Music) (1 credit)

This course is a study of methods, techniques, materials, technology, state standards, and current research related to elementary school fine arts and music instruction.

Secondary Scope and Sequence (Example)

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Child Development	ELL	SPED	Assessment	Multiculturalism	Student Teaching
Intro to Teaching	Methods	History	Instructional Strategies		
Practicum	Practicum	Practicum	Practicum	Practicum	
Prac Seminar	Prac Seminar	Prac Seminar	Prac Seminar	Prac Seminar	

Elementary Scope and Sequence (Example)

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8
Child Development	ELL	SPED	Assessment	Multiculturalism	Reading Diagnosis	Art Meth	Student Teaching
Intro to Teaching	Methods	History	Science Meth	Soc Stud Meth	Health Meth		
	ELA Meth	Math Meth	Instructional Strategies				
	Practicum		Practicum		Practicum		

Academic Policies

Grading Policy

Student performance is measured using published grading policies that include prompt return of accurately, fairly, and consistently graded assessments that are created by a qualified instructor or faculty member. The institution publishes its assignment marking system, course extension policy, and information on issuance and completion of incomplete grades and applies them with fairness and consistency. Students are informed of their academic progress and standing in the program at regular intervals throughout their enrollment.

GPA

We use Grade Point Averages (GPAs) , a tool for measuring the proficiency of our students in coursework and supporting our claims about our program. At Kahoʻiwai students receive grades in each course to denote mastery of the subject. Grades are ordered conventionally such that the top grade a student may receive is an "A" and the bottom grade is an "F". Each letter grade corresponds to a numerical grade or points (see chart below). Program courses also have corresponding hours such that successful completion of a course earns a student a set number of hours.

Grading / GPA scale

Letter Grade	Numerical Grade	%
A	4	90-100
B	3	80-89
C	2	70-79
D	1	60-69
F	0	0-59
I	Incomplete	The issuance of an "I" grade is not automatic. At the discretion of the faculty member, a grade of "I" may be assigned to a student who has successfully completed with at least a passing grade, a majority of the work of the course and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule.
W	Withdrawn	Withdrawal before published deadline
P/F	Pass/Fail	
CT	Credit Transfer	

Students are required to maintain a minimum GPA of 3.0 to complete post graduate programs.
Incomplete grades are available to students who request assistance with a valid reason.

GRADES

Instructors are responsible for grading student work. Any authorized grade changes must be submitted to the Academic Dean. Students are required to maintain a program GPA of at least 3.0. Students whose GPA falls below 3.0 are placed on academic probation, and they have two terms to bring up their GPA or they may face dismissal from the program.

GRADE REPORT

Grades will be made available online on the Populi database by the 10th day following the end of term. Students have access to transcripts.

Questions about a particular grade should be addressed to the instructor. Any suspected error in the grade should be reported to the Academic Dean as soon as possible. The time limit for any grade change is six months from the end of the semester.

Feedback on submitted work-Students are to be provided with timely feedback on the quality of work submitted. Feedback should be in narrative form and can include rubrics, or verbal comments. Student feedback on assessment items is to be completed in the week following submission. For large assessments feedback is to be provided within two weeks of submission.

GRADE POINT AVERAGE The student's academic standing is indicated by a grade point average, determined by dividing the total number of grade points earned by the total number of credit hours the student has attempted. Courses taken on a Credit/No Credit basis are not included in the grade point average computation. If a course is repeated to improve a grade, the highest grade is used in calculating the grade point average.

Semester Credit policy

1. Credit point hours are written into internal accreditation documents for each program offered.
2. Credit points are to be based on a formula of 45-hours work per 1 credit point hour in a semester. This includes 15 hours of instructor contact and 30 hours of associated work related to the course.
3. Credit can be allocated for work that is:
    a. instructor delivered;
    b. online;
    c. student based;
    d. research based;
    e. classroom based;
    f. lab based;
    g. or any combination of activities including practicum and internships.
4. Hours are to be rounded down in 0.25-hour increments. For example, 1.35 credit hours of work is to be recorded as 1.25 credit hours. Hours are not to be rounded up.
5. Credit point hours procedure is based on Hawai`i state education community practice for student equity purposes and for consistency within the organization.
6. Transfer of Credit. Credit transfer is at the discretion of the institution. KALO will assess course/program objectives to ensure alignment with KALO programs before accepting applicants into programs. For transfer to other institutions, students should consider their long-term educational goals and the policies of those institutions.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the policy Kaho'iwai uses to measure student progress toward program completion. The two components of SAP are Grade Point Average and Course Completion Rate. If, at any time, a student is not meeting the minimum requirements for SAP, the student receives an email notification. However, it is ultimately the student's responsibility to know SAP requirements and failure to receive notification does not nullify the SAP status.

Students must make satisfactory academic progress toward program completion by meeting the following criteria:

- Earning at least a 3.0 final grade point average (GPA) in each course, yielding a cumulative program GPA (CGPA) of 3.0 or better on a 4.0 scale.
- Course Completion Rate: Maintaining a minimum course completion pace of 75% for the program. Course Completion Rate is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted. All courses count as attempted, except for drops and withdrawals for Military Leave of Absence.

Students are evaluated against these criteria at the conclusion of each quarter. Students who fall below these minimums are subject to academic discipline according to the criteria below.

Transfer credits accepted from other institutions do not count toward students' cumulative GPA but do count towards cumulative credits attempted and earned.

Students who are members of the U.S. Armed Services: Course withdrawal due to military service requirements do not impact satisfactory academic progress and arrangements are made to assist students in continuing their program at a later date.

Academic Discipline

If students fail to maintain satisfactory progress, they will receive a notice of planned corrective action including academic probation or suspension, depending on the circumstances described below.

Academic Probation

If students earn a final course GPA between 2.0 and 2.99 or fall below the required course completion pace for the first time, they receive additional coursework or assessments for grade improvement. The additional coursework or assessments may be completed between academic quarters or may extend into the next quarter. Students are required to maintain full-time enrollment while completing the additional assigned coursework or assessments. Students may not appeal academic probation status.

If students improve their course GPA to at least 3.0 and maintain a course completion pace of at least 75%, they are considered to be in good academic standing. If students fail to re-establish satisfactory academic progress, they are subject to academic suspension.

Academic Suspension

If students earn a final course GPA below 2.0, fall below the required course completion pace for more than one quarter, or fail to re-establish good academic standing after being on academic probation, they are subject to academic suspension. Students subject to academic suspension cannot enroll in Kahoʻiwai courses for one year and are required to re-apply at that time.

Academic Suspension Appeal

Students may appeal their academic suspension if they feel that extraordinary circumstances interfered with their ability to meet satisfactory academic progress standards. Students must appeal their academic suspension in writing within ten days of receiving notice of their suspension. Extraordinary circumstances may include but are not limited to:

- Illness, accident, or injury experienced by students or a significant person in their life. Documentation required may include a physician's statement, police report, or other documentation from a third-party professional including a hospital billing statement.
- Death of a family member or significant person in students' lives. Documentation required may include a copy of the obituary or death certificate.
- Divorce experienced by students or their parents. Documentation required may include an attorney's letter on the law firm's letterhead or a copy of the divorce decree.
- Personal problems or issues with students' spouses, family, roommates, or other significant persons. Documentation required may include a written statement from a medical doctor, counselor, attorney, or professional adviser.

Students are notified of Kahoʻiwai's decision within fifteen business days after a written appeal is received. If the appeal is accepted, students are reinstated into the program and provided a plan to re-establish good academic standing. If the appeal is denied, students are notified in writing that the suspension decision stands.

Repeated Courses

Only the highest grade for a repeated course is counted in the Cumulative Grade Point Average (CGPA). All attempted courses are counted toward the Course Completion Rate.

Non-Academic Dismissal

If students fail to meet any of the following non-academic criteria (criteria without an associated grade), they may be subject to corrective action up to and including suspension or dismissal as determined by the Admissions and Progression Committee:

- Participation in all in-residence activities unless students' absence was excused and made up through the completion of an approved alternate activity.
- Completion of at least 12 community service activities with community nonprofit organizations or programs approved by Kaho'iwai.
- Exhibit program values as assessed by the Kauhale Values Rubric.
- Failure to meet the requirements for taking or completing praxis each term.
- Failure to find a school placement within the first term of study.

Student Identity Verification Policy

Student identity verification is initiated during the admissions process to confirm that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

Persons applying to KALO programs will provide identification documents to validate their identity. These documents can include:

- State Driver's License
- US Passport
- Green Card
- Birth Certificate

Once verified confirmation of student identity is recorded on the student file.

The Student Identity Verification Policy applies to all courses or programs offered by KALO. Students are formally identified during the application process and verified at orientation. The process continues through graduation, transfer, or withdrawal from the institution.

- All interactions with students are verified by using of a variety of methods including but not limited to:
- Physical verification on admission to the program
- A secure login and authentication process for electronic communication and teaching and learning interactions;
- Other technologies and practices that are effective in verifying student identification.

To ensure appropriate and secure access to online learning platforms and the Student Information System, enrolled students are responsible for providing complete information about themselves in any identity verification process. Confidentiality is important in this process and all efforts are made to abide by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws or regulations.

All users of the Leaning Management System and Self Information System are responsible for maintaining the security of usernames, passwords and any other assigned access credentials, and are responsible for changing passwords periodically to maintain security.

The Chief Academic Officer is responsible for ensuring university-wide compliance with the provisions of this policy.

Transfer Credit Policy

There are no credit transfer opportunities established with other Higher Education Institutions at present. Students who have completed coursework at other accredited institutions may apply to the Academic Dean for credit transfer.

Students may request credit transfer for study that is recent and relevant to the Kahoʻiwai program. Students requesting credit transfer are responsible for completing the application process and providing evidence.

The following applies:

- Credit earned must be within the past ten-years.
- Transcripts, syllabi, course catalogues, and other documents from the granting institution must be provided.
- The course comparison table must be completed.
- Credit transfer applies only to coursework and not field experiences.
- The maximum credit that can be transferred is 50%

Kahoʻiwai will follow the Council for Adult and Experiential Learning Principles for Assessing Learning

1) Credit or competencies are awarded only for evidence of learning, not for experience or time spent.
2) Assessment is integral to learning because it leads to and enables future learning.
3) Assessment is based on criteria for outcomes that are clearly articulated and shared among constituencies.
4) The determination of credit awards and competence levels are made by appropriate subject matter and credentialing experts.
5) Assessment advances the broader purpose of equity and access for diverse individuals and groups.
6) Institutions proactively provide guidance and support for learners' full engagement in the assessment process.
7) Assessment policies and procedures are the result of inclusive deliberation and are shared with all constituencies.
8) Fees charged for assessment are based on the services performed in the process rather than the credit awarded.
9) All practitioners involved in the assessment process pursue and receive adequate training and continuing professional development for the functions they perform.
10) Assessment programs are regularly monitored, evaluated and revised to respond to institutional and learner needs.

Process

1. The applicant completes the request form and comparison table and provides evidence.
2. The application is reviewed by the Academic Advisor.
3. The evidence of alignment is provided with the application.
4. The approval of credit transfer is ratified by the Admissions and Progressions Committee and approved by the Academic Committee.
5. The credit transfer application and outcome are noted on the student file by the Academic Dean
6. The credit transfer is noted on the student's transcript by the Academic Dean and the course of study is adjusted.
7. The student is notified.

8. Students can appeal the decision if required using the Kahoʻiwai appeals process.

Tuition, Fees, Scholarship, and Refund Policy

The program does not charge tuition. There is a $100 admissions fee and a $100 graduation fee. The application and graduation fees are non-refundable. All student travel, meals, and accommodation associated with the program are covered although students may be required to buy textbooks. Any textbooks that the student is required to purchase are detailed in the affirmation agreement at the start of the program.

Withdrawal

Students are allowed to withdraw from a seminar by the date stipulated in the academic calendar with a 'W' grade.

Total Withdrawal

Withdrawal from registered seminars and courses. Students who withdraw from the program will be issued a W. No refunds are granted for withdrawals from the program.

Student Services

Academic Advising

Students requiring academic advice, assistance with credits, progression, transcript analysis, and program advice can contact the Student Advisor. The advisor will work with you individually to answer whatever questions you may have. Please email Kerri-ann@kalo.org.

Tutoring

There are a range of support options available to students including one-on-one support, online writing support, and APA support. Tutoring is available to students on request. Faculty are available on each island to provide support as required. To access support please contact the student advisor.

Career Services

The majority of students in teacher programs are employed on admission to their programs. The few who are in transition can access support with resume writing, interview coaching, and professional advice such as teacher licensing. KALO has access to school networks, workforce development support, and job fairs to support students. If you need career services, please contact the Academic Dean.

Cultural Support

As a Native Hawaiian organization, students have access to language and culture specialists on campus. Off campus, KALO can refer students to persons and organizations with specialist cultural knowledge as required. KALO's educational philosophy is based on a Hawaiian education framework. The certificate in teaching requires students to work with community programs as service learning to develop local community values. To access cultural support please contact the Academic Dean.

Student Information and Services

Student information and services are available by calling KALO 808-8871117 and by contacting the Academic Dean.

Student Responsibilities

Students accepted into an academic program at the institution have certain rights and responsibilities that help to establish a student code of professional conduct. Foremost to this code is student access to a learning environment free from harmful interference.

1) Students have the right to an objective evaluation of their academic performance.

   i) Students shall receive the course syllabus outlining the objectives, coursework, and the methods of assessment that determine final grades by the start of the course.

2) Students are responsible for actively participating in and completing program requirements.

   i) Students have a right to quality education. This right includes access to and the inclusion of appropriate instructional strategies and methodologies, adequate materials, quality instructors, and a learning environment that stimulates creativity and personal growth.

   ii) Students will be treated in a respectful manner conducive to maintaining self-worth, values, and dignity. Students shall be free from verbal, emotional, and physical intimidation, insult, harassment, and aggression.

3) Students have the responsibility to conduct themselves in a professional manner throughout the program and to abide by the institution policies.

4) Students are responsible to practice, uphold, and perpetuate the values representing the institution and programs.

     i) Students will be notified of infractions and have the right to respond to disciplinary sanctions.

5) Students have the right and responsibility to seek and engage in opportunities that promote personal development.

6) Students have the right to form and uphold personal perspectives of data or views covered in the course, but they are responsible for learning the academic content presented.

7) Students have a right and the responsibility to participate in the evaluation of courses and instructors. Students are expected to provide constructive criticism of institution services received.

Student Code of Conduct

It is expected that students will display program values at all times. Behavior that is unacceptable is shown below.

1. **Acts of dishonesty**, including but not limited to the following:

     o Cheating, plagiarism, or other forms of academic dishonesty.

     o Furnishing false information to any official, faculty member, or office.

     o Forgery, alteration, or misuse of any document, record, or form of identification.

The term *"cheating"* includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the faculty, staff or student; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

The term *"plagiarism"* includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

2. **Disruption or obstruction** of teaching, research, administration, disciplinary proceedings, other activities, including its public service functions on or off campus, or of other authorized activities when the conduct occurs on campus. This includes creating noise or other disturbances on campus or in student life areas sufficient to disrupt the normal functioning of campus activities including classroom instruction.

3. Any **conduct or behavior which threatens or endangers the health or safety of any person** including but not limited to physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and stalking.

4. **Sexual advances**, requests for sexual favors or other behavior of a sexual nature that is unwelcome and sufficiently severe or pervasive that it interferes with a person's academic or professional performance or creates an intimidating, hostile or offensive educational or

employment environment. The behavior can be verbal, non-verbal or physical. Examples include sexual innuendo, spreading sexual rumors, sexual put-downs and jokes, remarks of a sexual nature about a person's clothing or body, offensive written notes or emails, sexual propositions, insults or threats, leering, whistling, suggestive or insulting sounds and gestures, and touching someone's body when unwelcome.

5. **Discrimination** of any person protected by law.

6. Attempted or actual **theft of and/or damage to property of property of a member of the Kahoʻiwai community or other personal or public property, on or off campus**.

7. **Hazing**, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for the continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both are violations of this rule.

8. **Failure to comply with any directions of officials or law enforcement officers** acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.

9. **Unauthorized possession, duplication, or use of keys, keycards, or other security mechanisms** to any premises or unauthorized entry to or use of premises.

10. **Violation of any policy, rule, regulation, contract or agreement**.

11. **Violation of any federal, state or local law**.

12. **Use, possession, manufacture, or distribution of marijuana, heroin, narcotics, or other controlled substances** except as expressly permitted by law. Note: State law does not permit the use of medical marijuana on school grounds.

13. **Use, possession, manufacture, or distribution of alcoholic beverages by any person at Kaho`iwai activities.**

14. **Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals** on premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

15. **Participating in an on-campus or off-campus demonstration, riot or activity** that disrupts the normal operations of Kaho`iwai and/or infringes on the rights of other members of the community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

16. **Obstruction of the free flow of pedestrian or vehicular traffic** on premises or at Kaho`iwai sponsored or supervised functions.

17. **Conduct that is disorderly, lewd, or indecent**; breach of peace; or aiding, abetting, or procuring another person to breach the peace on premises or at functions sponsored by, or participated in by, the organization or members of the academic community. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person while on premises without his/her prior knowledge or without his/her consent, when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom.

18. **Theft or other abuse of computer and other electronic facilities and resources**, including but not limited to:

   o   Unauthorized entry into a file to use, read, or change the contents or for any other purpose.

   o   Unauthorized transfer of a file.

   o   Use of another individual's identification and/or password.

   o   Use of computing facilities and resources to interfere with the work of another student, faculty member of UH official.

   o   Use of computing facilities and resources to send obscene or abusive messages.

   o   Online harassment of members of the community.

   o   Use of computing facilities and resources to interfere with normal operation of the computing system.

   o   Use of computer facilities and resources in violation of copyright laws.

   o   Any violation of any computer use policy.

Program Values

- Aloha kekahi i kekahi (Love one another) – Respect for all of our relations; value of cultivating relationships; consideration of how your actions affect everyone, including those you don't know; expansion of life-affirming traditions and ways of knowing;
- Mālama i kou kuleana (Take care of your responsibilities) – Taking care of kuleana (responsibilities) at the individual, familial, community, nation/world level; mālama ʻāina, as in actively taking care of the living systems that sustain us; kuleana to transform things that are not pono (good, just, in balance, etc…) at the appropriate time in an appropriate manner;
- Kōkua aku, kōkua mai, pēlā ihola ka nohona ʻohana (Give help, receive help, that is the way of family) – Actively looking for ways to help one another, and allowing yourself to be; interconnectedness of all, in family, in all worlds (physical/spiritual, etc); community empowerment through collaboration;
- Mahalo i ka mea loaʻa (Be thankful for what we have) – Perpetuation of life-sustaining practices and ancestral knowledge that has been passed down; cultural efficacy; incorporation of ʻŌlelo Hawaiʻi;
- Kūlia i ka nuʻu, i ka paepae kapu ʻo Līloa (Strive to reach the summit, the sacred platform of Līloa) – Strive to reach your highest potential; Ethic of seeking excellence; Exhibition of mastery; ʻike aʻo, learning through the process of giving/receiving knowledge, and specifically for teachers, by reflecting, adapting and being flexible in the teaching context;
- Ua mau ke ea o ka ʻāina i ka pono (The life of the land is perpetuated in righteousness) – Show respect and love for the Akua, ʻaumākua, kūpuna, kānaka, and the ʻāina;. Seek to restore Hawaiʻi's sovereignty, including self-determination in education, by living pono and practicing cultural traditions like asking forgiveness, following protocols, and embodying Hawaiian

Program values are assessed using the Kahuale Values Rubric.

Student Interaction

Student interaction is an important component of the academic and cultural experience at the institution. The academic platforms used throughout the program is designed to encourage student interactions and maximize opportunities for social, academic, and cultural growth. Students are encouraged to participate in study or interest groups. Online coursework requires active student participation. In-residence activities require students to minimize the use of electronic equipment to the times specified and participate actively.

Personal Appearance

Personal appearance is an important aspect in the development of professional skills. Students are required to dress in an appropriate and professional manner while attending institution events and during program assignments. Professional appearance is an important aspect of developing professional skills. Students are expected to practice good personal hygiene habits and maintain a neat professional appearance at all times.

Administration and faculty are responsible for enforcing the dress code. Any student exhibiting inappropriate personal appearance will be addressed in order to rectify the unacceptable dress code infractions.

All students are to dress appropriately for the environment they are in. In school settings this means following professional dress codes. In outdoor settings, students are to wear protective clothing and footwear to prevent sunburn and other injuries. Kaho`iwai students may be expected to maintain a higher standard of dress than school or other workplace requirements.

Intellectual Property Protection and Ownership

Student intellectual and cultural property remains the property of the student. Kaho`iwai does not assume ownership of intellectual or cultural property

Kahoʻiwai Complaints Policy

Academic materials and processes are excluded from this policy. Grade disputes, admissions decisions, graduation appeals, and similar academic decisions are not issues for grievance, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation or veteran status. Student allegations of discrimination are grounds for initiating a grievance.

Complaints Procedure

The complaints procedure is applicable to all students, administration, and instructional personnel at Kahoʻiwai. Kahoʻiwai encourages its students and instructional personnel to resolve any disagreements, complaints, misunderstandings and grievances by informal means, where possible, before filing a formal complaint.

Complainants may choose a path for resolving their issues. Starting with more informal mechanisms does not preclude the individual's deciding later to pursue more formal ones.

Informal Resolution

The complainant is first encouraged to communicate with the individual most directly responsible for the problem, and this often resolves the matter. In instances where no resolution is reached or if contacting or writing the person directly would be a source of discomfort, then the complainant may choose another route to achieving a resolution.

Complainants may seek to resolve the matter through mediation. Complainants wishing to have a third party informally resolve the issue consult with the Academic Dean who will attempt to facilitate a resolution. Both parties must consent to participate in the confidential, voluntary process. The Academic Dean does not decide who is right or wrong, but rather mediates a conversation between the parties. Because it is a voluntary process, disciplinary action cannot be taken against the respondent and, once agreement has been reached, it is final and cannot be appealed.

If, after 30 days, the Academic Dean deems it impossible to achieve a satisfactory resolution between the parties, the complainant can choose to close the matter or to file a formal complaint.

Formal Resolution

Although students have the option of filing a complaint with an outside agency, Kahoʻiwai strongly encourages students to file a formal complaint with the organization before resorting to an outside agency. Students with an issue or concern about their experience with Kahoʻiwai who wish to file a formal complaint should contact the Academic Dean directly at noekr@kalo.org.

The Procedure

Submission of a Complaint

I. Formal complaints are submitted to the Academic Dean

II. The complaint must include:

    a. A full description of the problem,

    b. The identity and status of the individual against whom the complaint is being lodged,

    c. A description of what may have been done to try to resolve the matter informally,

    d. A suggested action requested or recommended to resolve the matter, and

    e. Any supporting documents.

III. Once the complaint is received, the Academic Dean reviews it for appropriateness for the complaints procedure and emails the complainant acknowledging receipt of the complaint.

IV. If the complaint is not appropriate for the procedure, the complainant is informed and may be referred elsewhere as appropriate.

V. The Academic Dean will dismiss the application if the formal procedure for complaints is not followed.

The Investigation

I. In all instances, the respondent/s is/are notified of the complaint immediately and receive/a copy of it. The respondent/s is/are given 15 calendar days within which to submit a written response.

II. Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued.

III. The Academic Dean will initiate an investigation of the complaint 15 days after the respondent/s is/are notified of the complaint, with or without a response from the respondent/s.

IV. In undertaking the investigation, the Office will have complete discretion to gather any and all relevant information about the incident. All the information gathered in the process of the investigation will be considered confidential and shared only with those with a need to know.

V. The finding will be issued within 45 calendar days of receipt of the formal complaint, and will be communicated to both the grieving party and the respondent/s. Any disciplinary action against the respondent will be promptly put into effect.

Appealing the Finding

I. Both the complainant and the respondent/s have the right to appeal the final decision. The appeal must be submitted to the Academic Dean within 10 calendar days of issuance of the formal finding. The Academic Dean will then communicate the appeal to the Appeals Committee.

II. Appeals will only be considered in instances where:

   a. the appealing party has new information that was not available at the time of the investigation;

   b. the appealing party has identified procedural irregularities of a magnitude that would change or affect the finding; or,

   c. The appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.

III. The Appeals Committee will then exercise their discretion to determine:

   a. If the process of the Formal Complaint had been fair;

   b. If the decision was reasonable based on the facts; and,

   c. If the sanction was a reasonable one.

IV. The Appeals Committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal from the Academic Dean. The decision of the Appeals Committee is final.

V. The final decision will be sent to the Appellant via email and to the Academic Dean and a detailed log of each complaint will be kept on file.

VI. Access to this data is limited to the Chief Academic Officer and authorized personnel.

Complaints about Kahoʻiwai

Persons with a complaint relating to Kahoʻiwai as a State Education Preparation Provider (EPP) should be directed to the Hawaii Teacher Standards Board at https://hawaiiteacherstandardsboard.org/. Complaints can also be directed to the program accreditor at the World Indigenous Nations Higher Education Consortium- http://winhec.org/

The Chief Academic Officer is responsible for implementing, reviewing and promulgating this policy to all relevant staff and students.

Nondiscrimination/Non-Harassment Policy

In terms of discrimination and harassment-All State and Federal laws apply to students, staff, and faculty within Kaho`iwai.

Student Health Services

The institution does not provide student health services. If a medical emergency arises, a designated staff member will call 9-1-1 emergency medical services. Students who require non-medical care will be directed to the appropriate medical agencies or services. Students are responsible for incurred medical costs.

Student Housing

Kahoʻiwai offers programs using a hybrid delivery method including short term residentials and online learning. As such, the program does not offer student housing.

Technology and Equipment Requirements for Digital Instruction

All students enrolled in Kahoʻiwai programs require access to the internet to complete coursework. The required software includes the Microsoft Office Suite (including MS Word, Excel, and PowerPoint), Populi, and OpenLMS. Students are required to provide their own laptop and computer.

Technology Requirements for Online Instruction

- **Software and Systems Used:**
  ○ Open LMS (provided by Kahoʻiwai)
  ○ Populi Management System (provided by Kahoʻiwai)
  ○ G Suite for Education (provided by Kahoʻiwai)
  ○ Microsoft Office Suite (provided by student)
  ○ Google Chrome browser (provided by student)

Specific System Requirements

The following minimum hardware and software requirements are necessary for participation in Kahoʻiwai.

	Minimum	Recommended
Operating System	Windows 10 Mac OSX 10.8 or higher	Windows 10 Mac OS 10.12
Processor	1 GHz processor	2 GHz or faster processor
Memory	2 GB of RAM	4 GB of RAM or higher
Monitor Resolution	1024 x 768	1280 x 1024 or higher
Free Hard Disk Space	5 GB of free disk space	20 GB or higher of free space
Internet Connection	Broadband (high-speed) Internet connection with a consistent minimum speed of 1.5 Mbps.	Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher

Internet Browser**	Microsoft Edge, Safari, Chrome or Firefox	Microsoft Edge, Safari, Chrome or Firefox

Additional considerations for the Student Online Platform

Generally, it is a good idea to have multiple browsers installed on your system for a couple of reasons. First, you always want a plan B. If you are trying to perform time sensitive tasks in the online platform, you don't want to waste time troubleshooting your browser or downloading a new browser. Having multiple browsers already installed allows you to quickly switch to a different browser when you have a browser related issue.

Second, it helps to rule out browser related issues. If you are having problems in one browser and not another, then you know there is something going on with your browser or its settings. If you are having the same problem in multiple browsers, then you'll know that it is either a system issue or something related to the online platform.

Java

Java is a programming language and software platform that is required for certain features of Blackboard to function properly. *Some of the important features of Blackboard which use Java include assessments, surveys, discussions, file uploading, and downloading.*

Additional considerations for Populi

Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function, so you may never even need to think about this part. And using a up-to-date web browser won't just benefit your Populi use—it's one of the best things you can do for your overall internet security!

For more information or to review these requirements on the Populi website go to https://support.populiweb.com/hc/en-us/articles/223791927-Welcome-to-Populi-

Additional considerations for G Suite

The latest versions of Google Drive, Docs, Sheets, Slides, and Forms are compatible with the following browsers:

Google Drive, Docs, Sheets, Slides, and Forms work with the 2 most recent versions of the following browsers (unless specified otherwise). Make sure cookies and JavaScript are turned on for your browser.

- Chrome
- Firefox
- Windows only: Internet Explorer 11, Microsoft Edge
- Mac only: Safari

Other browsers may work, but you might not be able to use all the features.

Crime Awareness and Campus Security

Students are to be conscious of their environment. Any situation that poses a risk to personal or material safety is to be reported to a faculty member immediately. Any knowledge of a crime is to be reported to a staff member immediately.

Drug and Alcohol Abuse Awareness and Prevention

The campus and all activities scheduled by Kaho`iwai are drug and alcohol free. This also applies to all Kahoÿiwai activities off-campus. Any exemption to this policy is to be approved by the KALO President.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This law provides student access to their records on request and a hearing to address the records under certain circumstances. It also allows institutions to provide directory information on students, unless the student has a written request to the contrary.

Directory Information Public Notice

Program information is available from any staff or faculty member. Information is also available at kahoiwai.org and on Populi (for students, staff, and faculty).

Academic Information

Class Size

Programs are cohort based. Students move through the programs in cohorts. Where possible, Kahoʻiwai sets the size of programs to provide peer support and provide opportunity for learning in a social context. Students are often divided into working groups for academic activities.

Hours of Operation

Normal campus operating hours at Hālau Ho`olako are 9am-5pm Monday to Friday with the exception of State and Public holidays. Instructors will post their availability in their syllabi. Phone inquiries can be made at 808 887-1117.

Definition of an Academic Year

The academic year for post-baccalaureate courses consists of four terms of 13 weeks. Courses are scheduled within this term timeframe. A normal academic year that aligns to grants is from 01 October to September 30. Each year students can expect the following:

Term 1 (Winter)-January 1 to March 31

Term 2 (Spring)-April 1 to June 30

Term 3 (Summer)-July 1 to September 30

Term 4 (Fall)-October 1 to December 31

For Cohort Eight (2021) the term will start on April First and be delivered in three-month terms.