

KULEANA PREPARATORY ACADEMY

2026-2027 Family & Student Handbook

Flexible Online Learning | Live Support | Enrichment | Ohana-Centered Education

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This handbook describes Kuleana Preparatory Academy policies, academic expectations, program offerings, tuition and fees, calendar dates, family responsibilities, and school procedures for the 2026-2027 academic year. Families are responsible for reviewing the handbook and following the policies that apply to the student's approved enrollment program.

Handbook Notice: This handbook is intended for school operations and family communication. Kuleana Preparatory Academy may update policies, calendars, programs, staffing, curriculum platforms, or procedures when needed for student support, safety, compliance, staffing, or financial feasibility. Families will be notified of material updates through official school communication channels.

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1. Welcome, Mission, and School Identity

Kuleana Preparatory Academy provides flexible, supportive, and academically meaningful educational programming for students in grades PreK-12. The school emphasizes responsibility, respect, student growth, family partnership, and an Ohana-centered culture.

Mission: To provide accessible, personalized, and engaging academic pathways that help students build confidence, master essential skills, prepare for college and career options, and participate in a respectful learning community.

School Culture: Kuleana means responsibility. Students, parents, guardians, teachers, and administrators share responsibility for communication, engagement, respectful conduct, academic honesty, and consistent follow-through.

2. Enrollment, Admissions, and Program Placement

Enrollment is based on application review, student needs, program fit, available staffing, available services, tuition status, and the school's ability to provide the requested program. Enrollment is not complete until required forms, payment arrangements, records requests, and student onboarding steps are completed.

- Families must provide accurate student information, emergency contacts, academic history, learning support information, and funding/payment information.
- The school may request prior transcripts, report cards, IEP/504/support documents, standardized testing, work samples, or placement information.
- Program placement may be adjusted when a student's academic needs, attendance, support needs, behavior, or family circumstances require review.
- Students may be enrolled in full-time academy, flex/homeschool support, tutoring, summer school, credit recovery, dual enrollment support, enrichment-only programming, or another approved program.

3. Tuition, Fees, Billing, Refunds, and Monthly Programs

Tuition and fees vary by student program, grade level, enrollment date, scholarship status, funding source, and services selected. The school may offer promotions, scholarship awards, sibling discounts, or limited-time rates in writing. Any promotion must be confirmed by the school to apply.

Program / Fee	2026-2027 Amount	Notes
Full-Time Online Academy, Grades K-12	\$3,500 per academic year	Includes online curriculum access, school support, live/interactive opportunities, reporting, and standard academic oversight.
PreK-2 Early Learning / Online Support	From \$1,200 early-bird / \$1,500 regular	Age and readiness dependent. May include self-paced curriculum, live support options, family guidance, and learning activities.
Hybrid / Enhanced Support Program	\$7,500 per academic year	For students approved for enhanced support, hybrid scheduling, or additional structured support beyond standard online programming.
Summer School / Credit Recovery	\$299 summer program rate when offered	Includes approved summer coursework and/or credit recovery access during the published summer window.
Technology Fee	\$40 per year	Supports online learning

		infrastructure, platforms, accounts, and required digital systems.
Application Fee	\$25 one-time, non-refundable	Required with application or enrollment setup unless waived in writing.
Dual Enrollment Add-On	\$400 per semester	Optional college-level pathway support/course access when approved. Additional outside college fees may apply if separately required.
Tutoring / Monthly Programs	As listed on enrollment agreement or invoice	Monthly programs, subscriptions, tutoring blocks, and add-on services are non-refundable once billed or activated.

Payment Plans: Families may be offered annual, semester, quarterly, or monthly payment arrangements. A payment plan does not reduce the total tuition owed unless a written scholarship, discount, or promotion states otherwise. Late or missed payments may result in account holds, suspension of optional services, records holds where permitted, or withdrawal review.

Refund Policy: Families may request a refund within 30 calendar days from the student's enrollment date. Approved refunds are reduced by any non-refundable fees, curriculum licenses used or activated, platform subscriptions, testing fees, dual enrollment costs, materials sent by the school, shipping, consumables, and any services already provided. Refund requests after 30 calendar days from enrollment are not guaranteed and are generally not approved unless required by a written agreement signed by the school.

Monthly Programs Are Non-Refundable: Monthly programs, tutoring subscriptions, club memberships, enrichment-only options, flex programs, short-term programs, and other month-to-month services are non-refundable once billed, activated, or made available to the student. This includes months in which a student does not attend or does not use the service after access has been provided.

Materials and Curriculum Deductions: Any refund calculation may deduct the school's actual or estimated cost of curriculum licenses, digital licenses, educational subscriptions, textbooks, workbooks, technology, learning kits, mailed materials, assessment tools, and school-provided supplies.

Chargebacks and Disputes: Families agree to contact the school in writing before initiating a payment dispute. Chargebacks may result in account suspension, collection review, and withdrawal review when the disputed amount relates to active enrollment or services already provided.

4. 2026-2027 Academic Calendar

Key School Date	Date / Window
Summer School	July 8 - Aug. 28, 2026
Fall MAP Testing	Aug. 24 - Aug. 28, 2026
First Day of School	Sept. 4, 2026
Labor Day - No School	Sept. 7, 2026
Fall Break	Oct. 12, 2026
Veterans Day - No School	Nov. 11, 2026
Thanksgiving Break	Nov. 23 - Nov. 27, 2026
Winter MAP Testing	Dec. 14 - Dec. 18, 2026
Winter Break	Dec. 21, 2026 - Jan. 1, 2027
Spring Semester Begins	Jan. 4, 2027
MLK Day - No School	Jan. 18, 2027
Mid-Winter Break	Feb. 15 - Feb. 17, 2027

Spring Break	Mar. 29 - Apr. 9, 2027
Memorial Day - No School	May 31, 2027
Last Day of Academic Work	June 25, 2027

Semester	Dates
Fall Semester	Sept. 4 - Dec. 18, 2026
Spring Semester	Jan. 4 - June 25, 2027

Calendar dates are subject to change due to staffing, program needs, testing updates, weather or emergency issues, partner-platform schedules, or administrative needs. Families will be notified through official school communication channels when a change affects students.

5. Academic Quarters, Learning Periods, and Grade Reporting

Kuleana uses academic quarters and learning periods to organize pacing, progress monitoring, grade checks, attendance review, and family communication. Learning periods are shorter instructional blocks inside the school year. Quarters are broader checkpoints used for progress review, billing references, grade reporting, and intervention planning.

Learning Period	Dates	Primary Purpose
LP1	Sept. 4 - Oct. 2, 2026	Onboarding, baseline pacing, early diagnostics, routines.
LP2	Oct. 5 - Oct. 30, 2026	Quarter 1 progress review and parent updates.
LP3	Nov. 2 - Nov. 20, 2026	Fall academic work completion and intervention checks.
LP4	Nov. 30 - Dec. 18, 2026	Fall semester wrap-up, winter testing, semester grade review.
LP5	Jan. 4 - Feb. 26, 2027	Spring launch, skill recovery, semester planning.
LP6	Mar. 1 - Apr. 30, 2027	Spring pacing, assessments, course completion planning.
LP7	May 3 - June 4, 2027	Final projects, grade completion, spring testing follow-up.
LP8	June 7 - June 25, 2027	Final academic work, make-up work, year-end review.

Academic Quarter	Suggested Window	Explanation
Quarter 1	LP1-LP2: Sept. 4 - Oct. 30, 2026	Initial grades, engagement review, diagnostics, pacing adjustments.
Quarter 2	LP3-LP4: Nov. 2 - Dec. 18, 2026	Fall semester completion, credit checks, progress reports.
Quarter 3	LP5-LP6: Jan. 4 - Apr. 30, 2027	Spring mastery, intervention, state/testing preparation as applicable.
Quarter 4	LP7-LP8: May 3 - June 25, 2027	Final course completion, year-end grades, promotion/credit review.

Grades may include coursework, assessments, projects, participation, teacher evaluation, platform completion, standards mastery, and final demonstrations of learning. Missing work, lack of attendance, or failure to complete required assessments may delay grades, transcripts, or promotion decisions.

6. Attendance, Participation, and Engagement

Attendance in an online or flexible school includes more than physical presence in a live meeting. Kuleana may consider login activity, assignment submission, live class participation, teacher meetings, tutoring attendance, curriculum progress, testing completion, communication, and completed work as evidence of engagement.

- Students must log in regularly and complete assigned work according to the program plan.
- Students must attend required live classes, homeroom, tutoring, testing, or support meetings when those sessions are part of the student's program.
- Parents/guardians must notify the school when a student is ill, unavailable, traveling, or unable to participate.
- Excessive absences, non-participation, refusal to complete work, or failure to communicate may result in intervention meetings, probation, withdrawal review, truancy documentation where applicable, or other school action.

Participation Reviews: The school may conduct participation reviews for students who fall behind, stop logging in, fail to attend required meetings, or do not submit work. Families may be asked to attend a conference and agree to a written success plan.

7. Curriculum, Instruction, Testing, and Academic Integrity

Kuleana may use a combination of online curriculum, teacher-created lessons, live instruction, enrichment sessions, tutoring, project-based learning, skill diagnostics, standards-aligned practice, and college/career pathway tools. Curriculum and platform assignments may be adjusted for program needs, student progress, budget, vendor availability, or academic fit.

Testing Expectations: Students are expected to complete required diagnostic, benchmark, placement, progress, or achievement testing during the school year. Testing may include MAP, i-Ready, Exact Path, IXL diagnostics, curriculum assessments, teacher-created assessments, writing samples, oral assessments, project reviews, college readiness assessments, or other school-approved measures.

- Fall testing is used to establish baseline levels and instructional placement.
- Winter testing is used to measure growth and adjust instruction.
- Spring testing is used to measure year-end progress, support reporting, and guide promotion or course planning.
- Students receiving accommodations should provide documentation early so testing supports can be planned.

Academic Integrity: Students must submit their own work, cite sources when required, follow teacher instructions, and may not plagiarize, use unauthorized AI tools, copy from answer keys, submit another person's work, or misrepresent attendance or progress. Academic integrity concerns may result in a redo, grade penalty, parent conference, loss of credit, discipline, or withdrawal review.

Artificial Intelligence: AI tools may be used only when allowed by the teacher or assignment instructions. Students may not use AI to replace required original thinking, writing, calculations, reflections, projects, or assessments. The school may require oral explanation, revision history, drafts, or alternative assessment to verify mastery.

8. Program Offerings and Student Support Services

Program offerings may vary by school year, staffing, enrollment level, student need, and available funding. The school may add, pause, combine, or discontinue offerings when necessary.

Offering	Description
Full-Time Academy	Comprehensive online or flexible school program with curriculum access, academic oversight, live opportunities, progress monitoring, support, and

	records.
Flex / Homeschool Support	Supportive program for families seeking curriculum, guidance, accountability, tutoring options, or documentation while maintaining flexible home-based learning.
Virtual Interactive Campus	Avatar-based campus experience where students may attend live sessions, clubs, enrichment, support spaces, and structured activities.
Live Classes and Learning Pods	Optional or assigned small-group sessions for academic support, homeroom, enrichment, executive functioning, reading, math, or grade-level support.
Tutoring and Intervention	Individual or small-group academic support in core subjects, study skills, reading, writing, math, credit recovery, or assignment completion.
Special Education Support / IEP-504 Collaboration	Documentation-informed supports, accommodations, family consultation, teacher collaboration, and appropriate program planning. Kuleana is not a public school district and services depend on enrollment agreement and available resources.
Dual Enrollment / College Pathways	Optional college-level opportunities, college readiness support, transcript planning, ASU or other approved partner coursework when available and approved.
Career & College Readiness	SAT/ACT/ASVAB preparation, career exploration, internship-style projects, portfolio building, resume support, and pathway planning when available.
Credit Recovery	Targeted coursework or support for students who need to recover missing credits, incomplete coursework, or semester requirements.
Enrichment, Clubs, and Electives	Options may include coding, robotics, drones, culinary arts, art/anime, world languages, yoga/meditation, PE, pet care, computer science, social clubs, and other offerings.

Support services are educational supports and are not a substitute for medical, psychological, emergency, or therapeutic care unless specifically contracted with a qualified provider. Families should maintain outside providers as needed for clinical, medical, or therapeutic needs.

9. Technology, Virtual Campus, LMS, and Student Accounts

Students and families are responsible for maintaining reliable internet access, a functioning device, headphones/microphone when needed, and regular access to school platforms unless the school has agreed in writing to provide a specific device or technology support.

- Students must use school accounts appropriately and may not share passwords, impersonate others, bypass restrictions, or misuse school platforms.
- Google Classroom or another LMS may be used for assignments, schedules, links, resources, grades, guardian summaries, and teacher communication.
- Virtual campus spaces must be treated like school spaces. Students must use appropriate names, avatars, language, chat, microphone use, and behavior.
- Parents may receive summaries, progress updates, records, and teacher communication through approved school channels. Direct account access may be limited to protect student privacy, platform security, and classroom management.

Technology Misuse: Cyberbullying, harassment, profanity, threats, disruption, inappropriate images, unauthorized recording, sharing private links, platform abuse, cheating, or unsafe behavior may result in immediate removal from live sessions or virtual campus spaces and further discipline.

10. Student Conduct, Parent Conduct, and Communication Expectations

Kuleana expects respectful communication from students, parents, guardians, staff, and visitors. Concerns should be handled directly, calmly, and through appropriate channels. The school may set boundaries on communication that is excessive, abusive, threatening, harassing, discriminatory, or disruptive.

Student Code of Conduct: Students must be respectful, attend assigned sessions, complete work honestly, protect school technology, follow adult directions, use appropriate language, and support a safe learning environment.

- No bullying, harassment, threats, intimidation, discriminatory language, or targeted exclusion.
- No recording classes, students, staff, or meetings without permission.
- No weapons, explicit content, drug/alcohol references, sexualized content, or unsafe behavior in school spaces.
- No disruption of live classes, virtual campus spaces, chats, tutoring, or clubs.

Parent/Guardian Code of Conduct: Parents and guardians must communicate respectfully, follow school procedures, avoid excessive or hostile messaging, respect staff working hours, support attendance and coursework, and participate in requested meetings when student concerns arise.

Communication Channels: Official communication may include school email, scheduled meetings, Google Classroom summaries, invoices, administrative notices, phone calls, and other school-approved systems. Social media, personal text messages, or informal channels are not guaranteed official records unless confirmed by school administration.

Escalation Path: Academic questions should generally begin with the teacher or homeroom contact. Ongoing concerns may be escalated to administration. Repeated hostile, threatening, or excessive communication may result in a communication plan, required meeting, restricted communication channel, or enrollment review.

11. Records, Transcripts, Withdrawal, and Privacy

The school maintains academic records, enrollment records, attendance/engagement records, grades, progress reports, transcripts, billing records, and documents needed to support school operations. Records are generally provided electronically unless the school determines another method is appropriate.

- Transcript and record requests should be submitted in writing with enough time for review and processing.
- Records from prior schools should be requested early; the school is not responsible for incomplete records that prior schools fail to send.
- Withdrawal should be submitted in writing by the parent/guardian or adult student. Non-attendance alone does not automatically complete withdrawal or cancel financial obligations.
- Outstanding balances, unreturned school property, incomplete withdrawal information, or unresolved documentation may delay optional records or non-required services where permitted by policy and agreement.

Privacy and Confidentiality: Student records and family information are handled as confidential school business. The school shares information internally with staff and vendors who need it for educational, operational, billing, safety, or compliance purposes. Parents/guardians should avoid sharing other students' private information or screenshots from school spaces.

12. Safety, Wellness, Mandated Concerns, and School Review

Kuleana may take action when student safety, wellness, behavior, attendance, communication, or participation raises concern. The school may require parent meetings, written safety plans, outside documentation, healthcare clearance, behavior agreements, or temporary removal from live or in-person activities when necessary to protect the student, peers, staff, or school community.

- Staff may report suspected abuse, neglect, safety threats, self-harm concerns, or welfare concerns to appropriate authorities when required or appropriate.
- A student may be temporarily restricted from classes, clubs, campus spaces, or activities while a safety or conduct review is pending.
- The school may request documentation from a qualified provider before a student returns to live, virtual, or in-person programming after serious safety concerns.
- Emergency situations should be directed to emergency services. The school is not an emergency mental health, medical, or crisis response provider.

Discipline and Enrollment Review: Discipline may include warning, parent conference, behavior plan, loss of privileges, removal from a class or club, probation, suspension from live/virtual campus spaces, withdrawal review, or dismissal from the program. Serious misconduct may result in immediate action.

13. Acknowledgment of Handbook Receipt

By signing below, the parent/guardian and student acknowledge that they have received or been given access to the Kuleana Preparatory Academy 2026-2027 Family & Student Handbook, understand that it contains important school policies, and agree to follow the rules, expectations, tuition/refund terms, attendance requirements, technology expectations, and conduct standards described in this handbook.

Student Name: _____

Student Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Administrative Use / Policy Update Log

Date	Policy Area	Summary of Update	Authorized By