



## ‘Aikahi Elementary School

281 Iliha Street  
Kailua, HI 96734  
808.254.7944  
www.aikahi.net

### Our Vision

Educating, inspiring, and empowering the whole child for life-long success.

### School Hours

Office Hours: 7:30 am – 4:30 pm  
School Day:  
M, T, TH, F 7:55 am – 2:05 pm  
W 7:55 am – 12:30 pm

### Bell Schedule

Warning Bell	7:50 am
Tardy Bell	7:55 am
1 <sup>st</sup> Recess	9:45 – 10:00
1 <sup>st</sup> Lunch & Recess (K-2)	11:15 – 12:00
Wednesday	11:00 – 11:40
2 <sup>nd</sup> Lunch & Recess (3-6)	11:45 – 12:30
Wednesday	11:35 – 12:20
End of School Day	2:05
Wednesday	12:30

### School Phone Numbers

Office Telephone	254.7944 or 254-7945
A+ (DreamCo)	254.7953
Cafeteria	254.7951

### About This Planner

This student planner has been prepared to provide essential information for parents and students of ‘Aikahi Elementary School.

This planner has several purposes:

1. To provide a means of communication between school and home.
2. To assist students in setting weekly academic and behavioral goals.
3. To reinforce the General Learner Outcomes.
4. To provide families with school policies and expectations to ease the transition to ‘Aikahi Elementary School.

We ask parents to support your child(ren) by checking this planner daily. Please use it to write notes or concerns to your child’s teacher.

### **This planner belongs to:**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_

## Vision of a Hawaii Public School Graduate

All Hawaii Public School Graduates will:

1. Realize their individual goals and aspirations.
2. Possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society.
3. Exercise the rights and responsibilities of citizenship.
4. Pursue post-secondary education and/or careers without the need for remediation.

## Board of Education Student Code of Conduct

1. **Regular Attendance** – Students are expected to attend school regularly and to attend all classes.
2. **Punctuality** – Students are expected to be on time for school and classes.
3. **Work Habits** – Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests, and examinations.
4. **Respect for Self and Others** – Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of inappropriate language, actions, and attire. Students are expected not to harass others verbally and/or physically. Students are expected to come to school free from the influence of tobacco products, alcohol, or drugs. Students are expected not to use or possess such substances.
5. **Respect for Authority** – Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.
6. **Respect for Property** – Students are expected to treat all property belonging to the school with care.
7. **Freedom from Fear** – Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable! *Formally Adopted by BOE on February 2, 1995*

## Six General Learner Outcomes (GLOs)

1. **Responsibility:** Takes responsibility for one's own learning.
2. **Cooperation:** Understands that people must work together.
3. **Thinking:** Engages in complex thinking and problem solving.
4. **Quality Work:** Recognizes and produces quality work.
5. **Communication:** Communicates effectively in various situations.
6. **Technology:** Uses technology effectively and ethically.

## Department of Education Drug Free & Tobacco Free Statement

The Drug-Free Schools & Communities Act Amendments of 1989, P.L. 101-226, require that 'Aikahi Elementary School & the DOE maintain a drug-free and alcohol-free school environment to enable our public school system to continue to be eligible for Federal aid. According to Chapter 31, Tobacco-Free School System of the DOE Administrative Rules, all student activities on and off campus are tobacco-free. We expect that all those associated with our school abide by these laws.

## School Policies & Procedures

**Before School Procedures:** Breakfast is served from 7:15 – 7:35 am. Students not participating in the breakfast program are encouraged to attend school no earlier than 7:30 am. Students are not allowed to play on the equipment or roam around campus before school begins.

**After School Procedures:** At the end of the school day, all students, unless with parents or enrolled in an after school program (A+, enrichment, clubs, study hall, etc.,) are to leave school grounds within 15 minutes of school ending. The school is not responsible for supervision of students after 2:20 pm on Monday, Tuesday, Thursday, and Friday and after 12:45 pm on Wednesday.

### **Coming To and From School:**

- **Walking:** Please enter the campus through one of the gates and walk on a sidewalk. **Do not walk across the parking lot.** At the end of the school day, parents should wait on the benches between the classroom wings and the administration building, or at the front of the school. Please use the sidewalks to exit the school.

- **Biking/Skateboarding:** HPD recommends that parents allow students in grades 3-6 to ride bikes to school. Please obey bike safety rules and respect JPOs and crossing guards. Once on campus, bikes and skateboards are to be walked to, parked, and locked in the bike racks near 'A' building. By law, all bikes must be licensed and all riders must wear a helmet.
- **Riding the Bus:** Bus service is available for students who live one or more miles away--within the 'Aikahi School geographic region. Applications are available in the school office and must be completed before the student is allowed to ride the bus. Students who ride the bus should conduct themselves in an orderly manner and obey the bus driver for the safety of all riders.
- **Driving by Car:** There are two lanes in the parking lot. Keep right to drop-off or pick-up children. Keep left to move through to exit the parking lot. Students should exit from the right side of the vehicle only. Students who are picked up after school must wait on the wall. Please do not double park or use the marked stalls in the mornings between 7:30 – 8:00 am, because parking stalls are limited to staff use.

### **Dress Code Policy**

To promote a positive and safe school atmosphere, students are expected to dress appropriately. The administration is the final authority in determining whether or not a student is appropriately dressed and/or groomed. Any type of clothing, accessories, hairstyles, or grooming that might prove to be embarrassing to your child or distracting to others is discouraged. The following are prohibited:

- Clothes and/or accessories depicting or encouraging use of illegal drugs, alcohol, violence, sex or gangs.
- Clothes and/or accessories bearing vulgar inappropriate or suggestive text or logos.
- Shorts, pants, skirts, or long shirts with wording printed across the derriere.
- Shoes with cleats or wheels.
- Baseball caps, visors, or any other hat worn indoors.
- Indiscreet clothing such as crop tops, tube tops, halter tops, see through tops, shirts that reveal the midriff area, clothing with spaghetti straps, swimsuits, mini skirts that fail to reach midway between the knee and the hip, shorts that barely cover the derriere or clothes that fail to cover underwear.

Violating the dress code will result in a call to parents or guardian to bring a change of clothes or a school t-shirt will be loaned to the student for the day. Repeated violations will result in progressive disciplinary actions. The dress code will also apply during special events, such as Halloween, Talent Show, and Spirit Week.

### **Cafeteria**

Breakfast and lunch meals are available daily in the school cafeteria at a minimal cost and children are encouraged to participate in the daily meal program.

	Full Price	Reduced	Free
Student Breakfast	\$.95	\$.30	\$0
Adult Breakfast	\$1.90	N/A	N/A
Student Lunch	\$2.20	\$.40	\$0

Adult Lunch	\$4.40	N/A	N/A
Milk Only	\$.50	N/A	N/A
2 <sup>nd</sup> Entrée*	\$1.75	\$1.75	\$1.75
2 <sup>nd</sup> Meal*	\$4.40	\$4.40	\$4.40

\*Only students in grades 3-6 may receive a second entrée or second meal. Students must have permission from parent.

**Meal Tracker:** Our school uses a computerized meal card system called "MealTracker." An individual meal account is created for every child and is bar-coded to work like a debit card. Deposits of cash or check are made to the account. This account is used at lunch/breakfast service to purchase meals/milk using the funds deposited. Deposits to your child(ren)'s account may be made at the office. A locked box is mounted on the counter in the office as a drop box for meal deposits. Make checks payable to: Department of Education. Please make sure you include child(ren)'s names on the memo portion of the check. Account balances are updated daily. Notices will be sent home when account balances run low. If the balance falls below zero, parents will be notified by phone since negative balances are not permitted.

### **Student ID Badge (Name Tag)**

Student safety and well-being are of paramount concern to the school. Identification badges have been issued to all faculty/staff to assure that school officials are aware of adults on campus and their purpose. Similar ID badges are also required of all students. The student ID badges provide an effective and secure means of identifying students for various purposes: student safety, behavior management, meal service, library borrowing, and also serve as a classroom nametag. Students shall wear and display their ID badge in a visible location (e.g. on a lanyard worn around their neck or other similar location readily visible/accessible). Students shall be provided the initial ID badge at no cost.

**Badge Replacement Policy:** Students with damaged, altered, defaced, or lost ID badges shall purchase a replacement ID badge. A replacement fee of \$5.00 shall be assessed for each occurrence of a lost/damaged ID badge. The replacement fee should be given to the tech coordinator.

### **Health Services**

If your child becomes ill or is injured in school, our school health aide will administer first aid for minor injuries. Because the school is not equipped to care for sick children, the aide will notify parents or the emergency contact as designated on the student's Emergency Card. The student should be taken home or to the doctor. The person coming for the child must obtain a student pass before the child is released to him/her. If an emergency occurs, and the school is unable to reach parents, an ambulance will be called. If necessary, the child will be taken to a hospital or emergency unit. **Please be sure that all emergency information for your child is complete and up to date throughout the school year.**

- **Medications:** All medications that need to be taken while a student is in school shall be cleared through the school Health Aide first. Any daily medications also need to be authorized by the student's physician.
- **Head Lice Policy:** Head lice, commonly known as ukus, are a recurring infestation that requires a collaborative effort at home, school, and community to keep it under control. If you suspect or know that your child has ukus, please notify the health aide so that others may be screened. Students with head lice will be sent home to be treated. Only after treatment and health aide or administrative clearance, will a child be allowed to return to school.

### **School Service**

Department of Education Policies and Regulations Student Series 4300 states that the Department of Education shall permit schools to assign students appropriate school service duties. These duties shall conform to the Department's administrative regulations.

Students in grades 4 – 6 are assigned to serve as an office monitor or cafeteria helper on a rotational basis by classroom. In addition to being a great help in school, students learn essential lessons in courtesy, responsibility, and community service.

### **Student Progress**

**Hawaii State Assessment (HSA):** The Hawaii State Assessment is an annual testing program that measures student achievement in reading, mathematics, science, and writing, based on the third edition of the Hawaii Content and Performance Standards (HCPS III). Each year, students in grades 3 – 6 are tested in science and writing in the fall and tested in reading and mathematics in the spring. The assessments are rigorous. Hawaii's test is one of the most difficult in the nation. We are proud of our students who consistently score well on these tests. It is, however, important to know that these assessments are just one indicator of student achievement. For more information about the HSA, please visit their website at [www.alohahsa.org](http://www.alohahsa.org) for more information.

**Parent/Teacher Conferences:** Parent/Teacher conferences are held annually at the end of the first quarter. Students will be released from school early during conference time. Participation at the conferences is strongly recommended. Subsequent conferences can be scheduled at the request of the teacher or parent. Parents are encouraged to contact their child's teacher if they have any questions about their child's progress at any time during the year.

**Quarterly Report Cards:** The DOE has created standards based report cards that allow the teachers to report each student's progress toward the standards. Quarterly report cards will be sent home at the end of each quarter. This report is a permanent record of a child's progress on the Hawaii Content and Performance Standards and the General Learner Outcomes. Parents are asked to sign and return the report card envelope to acknowledge that the report card had been received. Visit <http://doe.k12.hi.us> for more information about standards based learning and assessments.

**Progress Reports:** Formative assessments in STAR Reading and Math will be reported to parents on a quarterly basis. All students in grades 2 – 6 are required to take the STAR Reading and Math assessments. These tests are designed to assess student reading and math levels in less than 15 minutes. This done to:

- Receive accurate, reliable, norm-referenced scores including grade equivalency.
- Determine the appropriate level of challenge for each student to individualize instruction.
- Predict results on high-stakes testing.
- Track growth in achievement.

## **Lost and Found**


Please label all articles belonging to your child(ren). This includes personal school supplies, lunch containers, wallets, and articles of clothing. This will help the rightful owners in claiming their property. Parents and children should check the lost and found box when they have misplaced an article. Items not claimed after a reasonable length of time will be donated to charity. Usually, all lost items are donated quarterly.

- The Lost and Found box for large items such as jackets and lunch boxes is in the cafeteria.
- Small or valuable items, such as watches, wallets, glasses, or money will be taken to the office.
- Personal electronics or other valuables should not be brought to school and may be subject to confiscation.

## **Safety**

**Visitors:** The school strives to maintain a safe and secure campus for students.

**All visitors are REQUIRED sign in at the office with their name and destination.** The visitor logbook contains self-adhesive visitor badge that once completed, must be worn while on campus. All classroom visitations must be pre-arranged and subject to pre-approval by the classroom teacher.

<b>VISITOR</b>	 <b>Alkahi Elementary School</b>
	Name: _____
	Destination: _____
	Date: _____ Time In: _____

**Emergency Information:** It is important that the school be notified whenever there is a change in address, phone number, or the emergency contact person on your child's emergency card. Up to date information is necessary when parents need to be contacted in the event of an emergency. All changes must be made in person at the office.

**Phone Usage:** Students will be permitted to use the telephone only when the school staff deems it necessary. Telephoning home for forgotten items will be permitted at the teacher's discretion. **Cell phone** usage by students is not permitted during school hours or while on campus.

**Leaving Campus:** Students are not allowed to leave campus during the school day unless they are officially excused and accompanied by a responsible adult with proper identification. For early release procedures see attendance section.

**Traffic Monitors & JPO:** Traffic monitors and JPOs will assist all students coming to and leaving school. All students, parents, staff, and community members are expected to respect and obey our traffic monitors and JPOs. JPOs are scheduled for duty from 7:10-7:40 am and 2:00-2:15 pm daily. They will be on duty except during inclement weather or when adult supervision by school personnel is not available. JPOs are stationed on the corner of Kaneohe Bay Drive and Iliha Street with the crossing guard before school. After school, JPOs provide hall duty and assist the Traffic Monitors in the parking lot.

**Emergency Drills:** Emergency drills at regular intervals are required by law and are an important part of safety requirements. When emergency drills are conducted, everyone is expected to follow the appropriate emergency plan as quietly and as orderly as possible. Once in their designated area, students must form an orderly line so that attendance may be taken by teachers. Fire drills will be conducted monthly. Other drills are conducted annually during the first semester. These annual drills include: lockdown, shelter-in-place, earthquake, off-campus evacuation. If a visitor happens to be on-campus during a drill, he/she is asked to follow the procedures we've asked staff and students to follow. Your cooperation is greatly appreciated.

**Trespassing:** Trespassing signs are posted around the school and should be obeyed. Trespassers will be subject to arrest. Trespassers include but are not limited to those:

- Using our field or playground equipment on non-school days without the proper authorization via Use of Facilities Forms.
- Using our field or playground during school hours.
- Skateboarding, bicycle riding, or walking dogs on our campus.

## **Fieldtrips**

All school fieldtrips are selected to enhance the curriculum and all students are encouraged to participate. Permission forms and money need to be turned in no later than noon on the day that they are due. No late forms or money will be accepted after that deadline. Students who choose not to participate in a field trip are still expected to attend school. Work will be provided for that day.

Parents who are invited to chaperone should wear appropriate attire including closed shoes. Parents should also be prepared to assist the teacher in supervising students for the safety of all children on the field trip.

## **Attendance**

Students shall to attend school daily and be in class on time so that optimum benefits of education can be achieved. Unexcused and/or excessive absences and tardiness are unacceptable.

**Absences:**

Attendance records are maintained daily. If your child is absent, parents are to notify the school. Please call the office in the morning by 9:00 am at 254-7944 or 254-7945 to report an absence. If you cannot reach the office staff, a note must be sent to the teacher explaining the reason for the absence. A note must be provided for any absence over 3 days. If your child is absent due to illness or injury for more than 5 days, a doctor’s note is preferred. Excused absences include illness or injury, death in the family, court appearances, or other special cases approved ahead of time by the principal. Unexcused absences include: vacations, babysitting, entertaining visitors or guests, etc. To be considered present, your child must be in school for at least 3 hours.

**Tardies:** School begins promptly at 7:55 am. A child is tardy when he/she is not in the classroom by 7:55 am. When your child is tardy, he/she is to report to the office before going to class. Your child will be given a tardy slip to give to the teacher. An excused tardy includes: medical or dental appointments accompanied by a note, delayed school bus, or unusual weather or traffic circumstances. An administrator must review all other reasons before the tardy is deemed excused.

**Consequences:** Families will be notified by mail of excessive absences and tardies. According to Hawaii Revised Statutes (HRS) 302A, “All school age children must attend either a public or private school unless exempted.” This statute also states that, “Any parent or guardian having the responsibility for the care of the child must send the child to school unless exempted by law.” In addition, HRS 302A-1135 provides that a parent or guardian who does not enforce the child’s regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to \$1,000 (HRS) 706-640) or jail time for up to thirty (30) days (HRS 706-663). Also pursuant to HRS 571-11(2), Family Court can place a child under its jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law. Therefore, per HRS 302-1131 and 302A-1136, the school is responsible to inform parents when their child reaches or exceeds 10 absences or tardies.

Students with persistent attendance problems are screened by the Attendance Monitoring Team (administrator, SSC, counselor, and School Social Worker). The screening process is to ensure that school attendance is a priority. The team also works to support students and families encountering attendance difficulties.

Number of Absences/Tardies	Action to be Taken
1 <sup>st</sup> to 4 <sup>th</sup>	Information recorded on eSIS. Teacher contacts parent/guardian.
5 <sup>th</sup>	Attendance notice #1 is sent home.
6 <sup>th</sup> to 9 <sup>th</sup>	Student’s absences/tardies will be monitored by Attendance Monitoring Team.
10 <sup>th</sup>	Attendance notice #2 is sent home with a request for a conference. Parent/guardian is required to attend a conference with the Attendance Monitoring Team.
11th to 14th	Attendance Monitoring Team will continue to monitor the student’s absences/tardies.
15 <sup>th</sup>	Attendance notice #3 is sent home with a request for a second conference. Parents are required to attend a conference with Attendance Monitoring Team. The school social worker completes a home visit.
16 <sup>th</sup> – 20 <sup>th</sup>	Attendance Monitoring Team will continue to monitor the student’s absences/tardies.
20 <sup>th</sup> +	Attendance is closely monitored. If no improvement is noted, a Family Court Referral will be done.

**Off Campus Policy:** Students shall remain on the school campus for the entire school day once they have arrived. They will be allowed to leave campus ONLY:

- When attending school sponsored field trips;
- When accompanied by a parent or authorized adult; or
- When directed by Administration or Designee to be removed from the campus (i.e. Out-Of-School Suspension).

If your child must leave campus, you must request an **Off Campus Pass** from the office. The person picking up the child must provide a picture ID to obtain the pass and must sign the Student Off Campus Log. If an individual does not have authorization from the parent, either on the Emergency Card or via a note, the office staff will verify permission before allowing the student to leave. Please keep the Off Campus Pass as proof that the child is not truant.

**Homework Policy:** It is the child and/or parent’s responsibility to get his/her homework if absent. Homework requests can be made after the second day of absence. Requests for homework should be made in writing to the teacher, or you may call the office before 9:00 am to request homework for pick up the same day. Homework requested after 9:00 am may be picked up the following day after school. Families are discouraged from

scheduling family vacations during school time. If a family vacation is scheduled, the child is responsible for making up all missed work in a timely fashion. Work will be given to the student upon his/her **return** from vacation.

**Perfect Attendance:** In order to qualify for the perfect attendance awards, the student must remain on campus the entire day school is in session. The following criteria apply:

- No absence for the quarter.
- No tardies for the quarter.
- Students entering 'Aikahi during mid-quarter are not eligible.

### **'Aikahi's Family Involvement Policy**

The Board of Education recognizes that a child's education is a responsibility shared by the school and the family throughout the child's educational career. Research has shown that family involvement in the education of their children increases student achievement and success in the following ways:

- Students exhibit more positive attitudes and behavior.
- Students get better grades and test scores.
- Attendance improves.
- Graduation rates rise.
- Students' enrollment in post-secondary education programs rise.

'Aikahi recognizes that a child's education is a responsibility shared by the school and family. Our school works together with our parents to support students' academic achievement and personal success. Our Family Involvement Policy establishes programs and practices that enhance parent involvement and reflect the specific needs of the students.

**PCNC:** The Parent-Community Networking Centers (PCNC) serve to create supportive partnerships among the home, the school, and the community for the purpose of supporting student success and building a sense of family and community. The PCNC is a gathering place for parents, teachers, volunteers, and the community.

Every public school has a position for a Parent Facilitator in the PCNC. Our Parent Facilitator is available to work with parents in the school to build a strong supportive network between the home and school. The Parent Facilitator holds workshops, activities, and meetings throughout the year. Parents will be notified about these events through our school flyers, newsletters, and marquee. All parents are encouraged to attend. Our facilitator is also available to share information from a parent's point of view about the school and its operations. People interested in volunteering at the school may contact the Parent Facilitator at 254-7944 x 235.

**Communication Via Student Planner:** Our school communicates with parents through the child's planner for students in grades 2 - 6. The planner is an important form of communication. Students are to:

1. Bring their planner to and from school daily.
2. Enter assignments in the planner daily.
3. Complete homework assignments.
4. Show homework to parents.
5. Have a parent initial planner daily.

**'Aikahi Elementary School Community Council (SCC):** Our SCC includes representatives from the following groups: parent, community member, student, teacher, classified staff member, and administrator. The SCC meets with a focus on supporting the development of the whole child. They work collaboratively to establish the vision, mission, and performance measures for our school. Meetings are open to anyone interested in learning more about our school. For more information, agendas, meeting times, and minutes follow the link on our website at [www.aikahi.net](http://www.aikahi.net).

**PTSA:** The PTSA is a membership organization comprised of families, teachers, staff, and friends of 'Aikahi. Their role is to support the mission of the school. A volunteer board elected annually leads the PTSA. One of the main areas of focus is to promote parent and community participation in the programs and activities of the school. Another function of the PTSA is to raise money to support programs that the school cannot fund. All families, teachers, staff, and friends are invited to become members and attend meetings. Meetings are held the 3<sup>rd</sup> Wednesday of the month. Visit [www.Aikahi.net](http://www.Aikahi.net) for more information.

**Open House:** An annual Open House for grades 1-6 is held during the first quarter of school. Open House for kindergarteners is held in conjunction with the transition to school process.

### **CSSS**

'Aikahi's Comprehensive Student Support System (CSSS) ensures a continuum of services and supports in our school. These services and supports provide a positive social, emotional, and physical environment to help all students learn and meet our Hawaii Content and Performance Standards (HCPS). 'Aikahi has an array of services

which include: basic supports in the classroom for all students, informal supports through collaboration of staff, individualized school and community based programs, specialized services, and intensive and multiple agency services. Our focus is on prevention efforts that support student successes. If you have a concern regarding your child's performance and/or progress talk to your child's teacher, school administrator, or the student services coordinator (SSC). For more information, please visit our website at [www.Aikahi.net](http://www.Aikahi.net), where you can view our brochure online.

### **Positive Behavior Support (PBS)**

'Aikahi's Comprehensive Student Support System (CSSS) includes the development of positive behavioral supports and interventions that address the behavioral needs of all students. PBS has helped to build the foundation for us to establish and sustain positive, preventive, and proactive teacher and student practices to maximize academic achievement and character development for all students.

- The PBS system encompasses proactive behavioral practices. We have a school wide Behavior Matrix based on the DOE's General Learner Outcomes (GLOs). The matrix focuses on the 5 R's: Respect, Responsibility, Resourcefulness, Relationships, and Resiliency. Positive Behaviors are modeled and taught in and out of the classroom by all teachers and staff. Our Character Education Program focuses on our 5R's and guidance lessons are done in every classroom on a regular basis.
- Teachers and staff give out "Catch a Wave" tickets to the students and staff who are "caught" using one or more of the 5 R's. We have monthly PBS assemblies that acknowledge students for "Catching a Wave" and to introduce the new character trait for the next month.
- 'Aikahi also has a structured morning recess. Students can choose to do quiet games, field games, court games, free play, or they can go to the library. Our goal is to make recess a positive time for all students by offering different activities in which they can participate.

### **Discipline and School Rules**

The Department of Education's *Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence*, governs 'Aikahi and its students.

- Violation of rules will be handled according to progressive discipline guidelines (see the Chapter 19 brochure sent home at the beginning of the school year).
- Consequences for student misconduct may include: counseling, reprimand, detention, in-school suspension, out-of-school suspension, crisis suspension, disciplinary transfer to another school, and/or dismissal.
- All of the "school rules," whether they are State law, Department of Education rules, or 'Aikahi Elementary School rules, are in place to provide a safe, secure environment for all students and staff.

**All school rules apply to students on campus and at all school-sponsored events during school and non-school hours, such as field trips, overnight trips, camps, and school performances.**

### **The following actions are prohibited:**

- Using profane language.
- Running on lanais or sidewalks.
- Littering school grounds.
- Climbing or sitting on second floor railings.
- Standing on and/or jumping from benches.
- Climbing and/or swinging on poles.
- Riding bikes, skateboards, roller blades, heeies, scooters or any other wheeled vehicle on school property during school, non-school hours, holidays and weekends.
- Walking through planted areas that are designated off limits (students are to stay on walkways when going from one building to another or out to the field).
- Picking flowers or leaves from plants on campus.
- Playing or loitering in, or defacing restrooms.
- Insubordination to faculty or staff members.
- Bullying other students.
- Fighting.

**Playground Rules:** During morning and lunch recesses, the following rules must be followed:

- Follow all directions of supervisors.
- Students are not to be in the classrooms or hallways without a teacher present or without a teacher's

- permission.
- Covered footwear must be worn on the playground. Students without covered footwear must sit on the wall or bleachers for the duration of the recess, or take advantage of the structured recess in the cafeteria, when offered.
- Toys and balls (with the exception of Nerf-type balls) brought from home are prohibited on the playground.
- When the recess bell rings, all students will freeze until a supervisor blows the whistle. When the whistle is blown, students are to walk to their designated areas.
- No contact sports/play is allowed.
- No running on or within the sidewalk area of the front playground.
- No tree climbing is allowed.
- Throwing rocks, sand, or sticks is not allowed.

**Cafeteria Rules:** Breakfast and lunch provide opportunities for students to get nourishment and socialize with others. To maintain order and keep all students safe, the following rules will be enforced:

- Students will follow the directions of adult supervisors.
- Students will line up in an orderly fashion. No pushing, shoving, or playing will be allowed.
- Students must sit at assigned tables.
- Students with home lunches will enter the cafeteria and wait for a few members of their class to receive their lunches before moving to their tables.
- Parents are welcome to join their children for lunch. We have reserved visitor's tables nearest the serving line where parents and their children can eat. Your child may choose one other student to join them at the guest tables.
- Students must eat their own food. They are not allowed to share food from their trays or lunch bags.
- Students must use quiet voices, keep their hands and feet to themselves, not leave their tables without permission, and raise their hands for assistance.
- After being dismissed, students will scrape their trays and take them to the dishwashing area.
- Students who are still eating when the class is dismissed may stay to finish their meals.
- Upon exiting the cafeteria, students will walk to the playground using the sidewalks surrounding the cafeteria.
- Students who arrive at lunch without their name tag will be asked to wait until students with name tags have had their purchases scanned. This prevents a delay in the lunch line due to the need to manually enter student data for students who do not have their id tags. Progressive consequences will be administered to students who continually come to lunch without their id tag.

**Assembly Rules:** During assemblies and performances, students are expected to be a considerate audience by:

- Sitting quietly in assigned areas.
- Facing the stage or performance area.
- Not obstructing the view of others.
- Being attentive and politely clapping for presenters.

**Contraband:** Contraband is any item found to be disruptive, harmful, unsafe or likely to be stolen. Contraband includes but is not limited to the following items:

- Guns/Knives/Pepper spray
- Illicit drugs/Alcohol
- Dangerous instruments like slingshots, matches, and fireworks
- Toy weapons
- Toys from home that may be considered valuable
- Marbles, trading cards, or other current fad toys
- Electronic games or devices (such as Gameboys, iPods etc.)
- Cell phones
- Gum, dry saimin noodles, sunflower seeds, Chinese seeds, lollipops
- Edible dry powders such as pixie sticks, Kool-aid, chocolate mixes, etc.

Students may pick up confiscated contraband at the end of the day unless the item is deemed dangerous. Parents are to pick up contraband that is dangerous (unless confiscated by HPD) and contraband that has been confiscated 2 or more times.

**Gun-Free School Act (1984) and(1995) State Act 148:** “Any student who is found to be in possession of a firearm, air gun or crossbow while attending school shall be excluded from attending school for not less than one (1) year.”

**1990 State Act 90:** “Any student found to be in possession of a dangerous weapon, switchblade, knife, intoxicating liquor or illicit drugs while attending school may be excluded from attending school for up to ninety-

two school days, as determined by Administration and approved by the Complex Area Superintendent. The exclusion of a student found to be in possession of a firearm might be modified by the State Superintendent on a case-by-case basis. Substitute educational activities or other appropriate assistance shall be provided to the excluded student.”

**Pepper Spray (Honolulu City Ordinance No. 95-49):** “It is unlawful for a minor to purchase possess or use any pepper spray in the city.”

## **Library Policies**

### **Rules**

- Keep library neat and orderly.
- Take proper care of books.
- Use shelf markers.
- Borrow and return books correctly.
- Return books on time.
- Remove footwear before entering the library at all times.
- No eating or drinking in the library.
- Freeze at the bell during recess.
- Talk softly and push chairs under table quietly.

### **Loan Period/Overdue Books**

Materials will be checked out for a period of 7 days for students in K & 1 and 14 days for students in grades 2 – 6 (or until next class visit if school is not in session on due date).

### **Computers**

- Computers are for students’ use.
- Students who use the Internet must have a signed Acceptable Use Policy (AUP) on file.

### **Book Borrowing Limits**

Grade	# Of Books
K & 1	1
2 & 3	2
4 & 6	4

### **Lost or Damaged Books**

- Any student who has outstanding obligations at the end of the school year will have his/her report card withheld.
- Should a student transfer to another public school, the financial obligation will transfer with the student.

## **Acceptable Use Policy (AUP) Internet Guidelines**

The students of ‘Aikahi Elementary School may have free access to the Department of Education’s computer network for the Internet. This access will enable students to explore databases, libraries, and other information available throughout the world. Our goal is to guide our students in navigating through the World Wide Web for beneficial purposes and to minimize the possibility of accessing materials that may be illegal, defamatory, inaccurate, or potentially offensive.

This privilege to access the network will be given to students who agree to act in a considerate and responsible manner. All students must comply with the following guidelines and obtain parental permission in order to access the Internet.

### **Guidelines**

Only authorized users may use the Internet (for educational purposes only). Users must act responsibly and respect the integrity of ‘Aikahi Elementary’s academic and technology goals. Individual classroom teachers may impose additional restrictions at their discretion. All on-line activities are supervised and age-appropriate.

### **The following are prohibited:**

- Sending, downloading, or displaying offensive messages or images.
- Using obscene language, harassing, insulting, or attacking others.
- Violating copyright laws.
- Using another person’s password.

- Trespassing in another person’s folder, work, or files.
- Using the account for personal profit or gain.

**Violations may result in loss or access and/or disciplinary action.**

**After School**

**After School Enrichment Program:** School may end early on Wednesday afternoon, but the learning still continues. ‘Aikahi’s Enrichment Program was set in motion by a concerted effort from our administration and our PTSA. ‘Aikahi’s vision for the program was to provide additional avenues to inspire our students and create a program that was convenient for both parents and children. Each semester ‘Aikahi students may choose from a variety of classes that interest them. In the past, the class line-up has included classes in: art, music, fitness, chess, golf, soccer, robotics, science, sign language, and puppetry. *The enrichment course offerings are provided by private vendors who contract to use school facilities after school hours.* For more information contact the PCNC Facilitator.

**‘Aikahi School Store:** The Student Council runs the School Store. Items such as the Everyday Mathematics Template, t-Shirts, recorders, rulers, pencils, pencil sharpeners, and more are available. The store is usually open one day after school. Watch for notices on ‘Aikahi.net for store days and hours.

**A+ After-School Program:** The A+ Program brings affordable after school services to children in public elementary schools whose parents work. To be eligible for A+, a child must attend a public elementary school. Both parents in the home must be employed. If a child is from a single-parent household, the parent living with the child must be employed, attending school, or in a job training program. Children of parents working in the program are also eligible for enrollment. A+ services are provided on regular school days, from the end of school to 5:30 p.m. There is a monthly charge for A+. For further information, call the A+ office @ 254-7953.

**Other School Programs, Activities, and Events**

**Instructional Programs**

- Gifted & Talented
- Physical Education
- Technology
- Library Services
- Hawaiian Studies
- D.A.R.E. Program
- Bicycle Education
- Aina’ Is

**Co-Curricular Activities**

- JPO
- Library Club
- Media Club
- Student Council

**Special Programs/Events**

- Geography Bee

- Physical Fitness Meets
- Variety Show
- Christmas Sing-A-Long
- Speech Festival
- Turkey Trot
- May Day
- Fun Fair
- Awards Assembly
- Big Brother/Sister Program
- 6<sup>th</sup> Grade Graduation
- Red Ribbon Week
- 5<sup>th</sup> and 6<sup>th</sup> Grade Camp
- 6<sup>th</sup> Grade Etiquette Luncheon
- Christmas Craft Night
- 6<sup>th</sup> Grade Legacy Project
- POPs Night



**NOTICE AND REQUEST FOR ACCOMMODATIONS**

If you are an individual with a disability, please contact the following personnel to make arrangements for reasonable modifications and accessibility to school events at least **10 days** in advance to the event you wish to attend. Reasonable efforts will be made to accommodate your request. For ‘Aikahi Elementary School events, please contact the principal: 254.7944 x 224, or via relay, or one of the office staff: 254.7944, or via relay.

**Student and Parent Agreement Form**

This handbook contains useful information for both parents and students regarding the daily operations of ‘Aikahi Elementary School. You will find information highlighting the school policies and guidelines that are necessary for the safety, welfare, and well being of our students. This handbook has been added to the planner to serve as a reference. You are encouraged to

read and review the contents of this handbook with your child. As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement. Should you have any questions about the contents of this handbook, please contact the school principal.

**Parents or Guardians:**

I have read and discussed the handbook, which describes the rules, policies, and behavioral expectations with my child. I will help to support and reinforce the school's policy throughout the year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:**

I have read and understood the handbook, which describes the rules, policies, and behavioral expectations for our school. I will do my personal best to follow the rules and make our school a safe and happy place for everyone.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please remove this page and return it to your student's teacher. Thank you.**

