


Hau'ula Elementary School

2017-2018

"Everyone a Leader, Everyone a Learner"



54-046 Kamehameha Highway Hau'ula, Hawaii 96717
Phone: (808) 305-2100 Fax: (808) 293-8927



STATEMENT ON THE HANDBOOK

This Handbook provides students and parents with information regarding school policies and services. This handbook supersedes any prior handbooks. In order to keep pace with laws and requirements affecting our mission, vision and goals, this handbook may be modified or revoked at any time without notice or taking into consideration prior practices or customs. Parents are encouraged to consult with school administration if they have questions.

Education helps prepare your child to become a responsible and contributing member of society. It is important that student, family and school work together and help each other - after all, education is a community affair!

Please read and discuss the information in the handbook. Students and Parents are expected to be familiar with the information in the Handbook. Should you have any questions, please feel free to call the school office. Mahalo!

HAU'ULA ELEMENTARY SCHOOL

Ext. 3052100

PRINCIPAL

U'ilani Kaitoku

Ext. 3052100

COUNSELOR

Marcus Nikora Ext. 3052131

STUDENT SERVICES COORDINATOR (SSC)

Mike Aronica Ext. 3052122

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT (SASA)

Nadean Preston Ext. 3052102

OFFICE ASSISTANTS

Mary Simmons-Student Records Ext. 3052101

Margaret Schmid Clerk Ext. 3052123

Julene Kawaauhau-Bus Pass Ext. 3052110

ATTENDANCE/MEAL TRACKER CLERK

Denice Heffernan Ext. 3052103

HEALTH AIDE

Mary Munoz-Thomas Ext. 3052112

AFTERSCHOOL PROGRAMS

Maile Ho Ext. 3052128

Leona Tupou Ext. 3052128

PURPOSE OF THE STUDENT PLANNER

Students are responsible for bringing their student planner to school daily and are expected to review and adhere to the contents of the planner. Students are expected to demonstrate pride in Hau'ula Elementary School through appropriate behavior that contributes to a positive school environment. The student planner is to help students be organized and keep track of information and due dates for assignments, projects and assessments. There is a \$5 replacement fee for additional planners.

COMMITMENT TO LEARNING

VISION: *Hau'ula students are equipped with the knowledge, skill, and integrity (Hawaiian values) needed to be life-long learners and contributing citizens of the world*

MISSION: *We, the 'Ohana of Hau'ula Elementary work together to perpetuate academic excellence and traditional Hawaiian values to inspire students to be life-long learners and contributing citizens of the world.*

GUIDELINES OF SUCCESS:

Be Safe, Be Respectful, Be Responsible

OUR VALUES:

'Ohana: *Having positive relationships and working well with others.*

Hō'ihī: *Respect for people, places and things*

Kuleana: *Responsible for actions and learning*

Laulima: *Working together to achieve a common goal*

Mālama: *Taking care of self and others*

Pono: *Making good choices that lead to positive rewards*

Ho'oiikaika: *Being healthy*

Kūlia I ka Nu'u: *Always doing ones best*

Po'okela: *Displaying excellence*

Ha 'aheo: *Taking pride in one's self and culture*

GENERAL LEARNER OUTCOMES

Hau'ula Elementary Students will be able to:

- Be responsible for one's own learning.
- Work well with others.
- Engage in complex thinking and problem solving
- Recognize quality performance and produce quality products
- Communicate Effectively
- Use a variety of technology effectively and ethically

ATTENDANCE

- Attendance is a STRIVE HI Indicator that supports student success. Students are expected to be in school on time, every day. The State goal is 95% average daily attendance. A warning bell rings at 7:45am and school begins at 7:50am.
- **Reporting of Attendance:** State of Hawaii Attendance Procedures require schools to notify parents/guardians when a student attains five (5) absences from school. This is

in reference with Hawaii Revised Statutes Section 302A-1135.

ABSENCES

- **Chronic absenteeism** is one of the most powerful predictors of student success and is a key focus of the Strive HI Performance System. In the State of Hawaii, **students are considered chronically absent if they miss 15 or more days of school for any reason - excused and unexcused.** A letter is sent home when a child has reached 5 absences. After 5 absences, a home visit or call by the Counselor, Administrator or Social Worker will be made.
- **Reporting an absence:** Parent/guardian must contact the school by 9:00am at 305-2100 the morning of the absence. If no call is received, the attendance clerk will call to verify the absence.
- **Returning to school for absences longer than 3 days:** Absences longer than 3 days requires a doctor's note or a letter of explanation upon return to school. This serves as documentation and communicates that the student has been cleared to return to school.
- **Absence due to medical treatment:** Students who are absent due to medical reasons should call the school office. Homework may be requested from the teacher and can be picked up afterschool. Please call the office before coming.
- **Head Lice (ukus):** General practice includes inspection by the health aide of a student who may have ukus. Parents will be contacted and provided information on home treatments.
- **Planned Vacation/Trips:** Families are discouraged from travelling when school is in session. For absences longer than 5 days, parent/guardian needs to call the attendance clerk at 305-2100. It is considered an unexcused absence. Teachers are not expected to provide homework.
- **Students who leave school before 11:00am or arrive after 11:00am are considered absent; except Wednesdays – students who leave before or arrive after 10:30am are considered absent.**
- **The student is responsible for making up any missing assignments during his/her absence. All assignments must be completed as instructed by the teacher.**

TARDY

- School begins at 7:50am. Students who are not in class by 7:50am are considered tardy.
- Excused tardies require written documentation and approval by the administrator.
- Students who are tardy must obtain a pass from the office before going back to class.
- The school will contact parents/guardians when a student attains five (5) tardies. Students with excessive tardies will be monitored.

EARLY RELEASE PASS

- The Parent/Guardian must notify the office, when requesting an early release pass.
- Only the Parent/Guardian and adults listed on the Student Information form will be able to sign the child out. The office may ask for *proper identification* before student is released.
- **STUDENTS WILL NOT BE RELEASED FROM CLASS WITHOUT THE STUDENT PASS.**

VISITORS

- All visitors must check in at the school office and must present proper identification upon request.
- The school will issue a visitor pass in exchange for your ID. Your ID will then be returned when the visitor badge is returned.
- Students not enrolled at Hau'ula Elementary will not be allowed to stay in classes except approved by the school administrator.

VOLUNTEERS

Volunteers must be cleared before working in our classes by having

- a current TB clearance
- have completed Volunteer Orientation (please make an appointment with Julene 305-2100)

PARENT INVOLVEMENT POLICY

As Partners in Learning, Hau'ula Elementary SUPPORTS the Parent/Family Involvement Policy which is: The Board of Education recognizes that a child's education is a responsibility shared by the school and the family during the entire period the child spends in school. To support the goal of the Department of Education, which is to educate all students effectively, schools and parents must work as knowledgeable partners.

The parent involvement program will be comprehensive and coordinated in nature. It will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning, including successful achievement of the Hawaii Content and Performance Standards.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

JOINT RESPONSIBILITIES:

AS A SCHOOL WE WILL...

- FOCUS ON YOUR CHILD AS A LEARNER and persevere in nurturing their desire to learn and achieve.
- CREATE A POSITIVE LEARNING ENVIRONMENT by encouraging positive social interaction, civic responsibility, active engagement in learning and self-motivation.
- DEMONSTRATE COMMITMENT to help every child achieve success, because we believe that all children can learn.
- CREATE A CLIMATE OF OPEN COMMUNICATION through clear expectations, active listening, and encouraging student reflection and evaluation.
- PROVIDE MEANINGFUL EXPERIENCES which connect learning to everyday life and are based on desired student outcomes.
- TREAT EACH CHILD with Dignity and Respect.
- SUPPORT PARENTS AND FAMILIES in decisions relating to their child's education.

AS PARENTS/FAMILIES WE WILL...

- PROVIDE for my child's physical, emotional, social and behavioural development by sending my child to school regularly, on time, well rested with a plan to eat breakfast at home or school.
- STRIVE to create an atmosphere at home that supports learning by designating a place for homework and having supplies available.
- BECOME life-long learners and teachers while preparing and supporting our child to achieve Standards.

- SUPPORT our child's school by volunteering and participating in school functions, reviewing and responding to all home-school communication and encouraging my child to follow all rules.
- SUPPORT our child's teacher by attending parent conferences, reading with our child daily, and being a stakeholder in our child's decisions relating to their education.

AS A STUDENT I WILL...

- BE RESPONSIBLE FOR MY OWN LEARNING by having a positive attitude about school, coming on time every day and being prepared for class.
- BE A COMMUNITY CONTRIBUTOR by following school and classroom rules, respecting myself, other students and school personnel, and helping to keep my school safe.
- BE A COMPLEX THINKER by making good choices and solving problems in more than one way.
- BE A QUALITY PRODUCER by recognizing what good work looks like and doing my best each time.
- BE AN EFFECTIVE COMMUNICATOR by being a good listener and speaker, and asking for help when needed.
- USE TECHNOLOGY EFFECTIVELY AND ETHICALLY as a resource for research, as a tool to organize and produce a product, and by following all safety guidelines.

SUPERVISION BEFORE and AFTERSCHOOL

- We do NOT provide supervision for students before 7:00am and after school at 2:05pm MTTTF and 12:35pm on Wednesdays.
- For safety, the campus needs to be cleared 15 minutes after school ends unless your child is enrolled in a 21st Century afterschool program or the A+ Program.
- The school playground, hallways and classrooms are OFF LIMITS to students before and after school EXCEPT:
 - When teacher has scheduled a meeting with the student.
 - The student is registered for 21st Century or the A+ Afterschool Program.
 - Student is completing service hours under the supervision of an adult.

- Student is participating in an approved school activity/program.

- Parents are responsible for transport arrangements and ensuring that students are picked up on time.
- **Before School:** All students are to report to the cafeteria in the morning. Students will be escorted to the classrooms from the cafeteria.

BUS TRANSPORTATION

- Bus services are provided for students who live more than one mile from Hau'ula Elementary. Please call Julene at 305-2100 for application and information.

HEALTH ROOM REFERRALS

- Students who become sick or injured during school will be referred to the health room.
- The Health Aide will assess the conditions and contact parent/guardian if follow up is necessary.

STORAGE OF MEDICATION IN SCHOOL

- A *Request for Administration/Storage of Medication in School* form needs to be completed and returned to the Health Aide.
- Students whose requests have been approved need to bring their medication(s) in its original container to the Health Aide.
- All medication must be stored at the Health Room.

STUDENT INFORMATION FORMS

- Parents are to complete and return the following forms:
 - Student Information Form w/ Emergency Plan for Closing of School
 - Emergency Card
- **IT IS ABSOLUTELY NECESSARY THAT THESE FORMS BE KEPT CURRENT.** A new form must be completed and the school office must be informed of any changes to address, phone number, contact person, etc...

MEAL APPLICATIONS

- Applications are sent home at the beginning of the school year and additional forms are available at the office. Applications are also available online at hionlineapps.primeroedge.com
- You will be notified by letter or email of your lunch status.

MEAL TRACKER ACCOUNTS

- Cash payments are not accepted in the cafeteria. Meal payments are processed by the Meal Tracker account system in the office.
- Payments to be deposited into student accounts must be made in the school office. Deposits are processed daily.
- Parents are responsible to check the balance of their child's meal tracker account. Lunch loans are not allowed.
- Parent/guardian will be asked to provide a home lunch should the account reach a negative balance that exceeds the amount allowed.
- Questions regarding your child's application can be addressed with School Food Services at (808) 733-8414.
- Questions regarding your child's account balance or status can be addressed at the office. We cannot give account information over the phone.

BREAKFAST

- The last breakfast is served at 7:40am.

LUNCH

- Lunch is served at the following times:
11:00am: grades K-1
11:30am: grades 2-3
12:05pm: grades 4-6

RECESS

- Students are encouraged to bring nutritious, and healthy snacks such as fruits, vegetables, whole grain crackers...

WELLNESS POLICY: The Wellness Guidelines address the Board of Education Policy 1110-6 and fulfil the requirements of Public Law 108-265.

- ***Junk food items such as candy, soda, dried saimin, and family size bag of chips are not be allowed in school as they contradict the Wellness Guidelines.***
- ***Food items and snacks that are not meeting the wellness guidelines will be held and may be picked up afterschool.***

DRESS CODE GUIDELINES

- At Hau'ula Elementary we believe that dressing appropriately promotes a positive school environment that supports and prepares students for a college and career ready future.
- **Monday-Thursdays and Field Trips:** School shirts are available for purchase. Students

are required to wear their school shirts on field trips.

- **Fridays:** Students may wear Aloha attire or nice casual clothes that meet the appropriate dress standards.
- Special school events like Picture Taking day and Graduation should adhere to the Dress Standards.

THESE ITEMS ARE NOT APPROPRIATE:
pants worn below the hip, revealing clothing-including halter tops or shirts showing bare midribs, shorts or skirts that are above mid-thigh.

FOOTWEAR, SUNGLASSES AND HATS

- Footwear is REQUIRED.
- Sunglasses and headgear including hats, visors and sunshades must be removed before entering a classroom and building. Sunglasses may not be worn indoors unless required for medical reasons.

T-SHIRT INFORMATION

- School shirts may be purchased at the office. For more information, please call the office at 305-2100. Students are encouraged to wear school shirts Monday-Thursday.

FIELD TRIPS

- A signed *Parent Authorization for Student Travel form* along with payment are due to the teacher at least ONE WEEK prior to the scheduled field trip.
- Home lunch, footwear and school shirt are standard for all field trips unless otherwise noted by teacher.
- Students who are not able to attend a field trip will be assigned to another teacher with appropriate work by their homeroom teacher.

LEARNING EXPECTATIONS and OUTCOMES

- At the beginning of the year, teachers will be sending home information regarding expectations for student learning, appropriate behavior, grading policies, curriculum guides, volunteer opportunities and available resources to help your child succeed. Please take the time to go through the information. Call the office if you have questions.
- Individual student conferences are held after first semester.

BACK TO SCHOOL NIGHT

- Back to School Night is held a few nights before the start of the school year. It is an opportunity to meet your child's teacher, drop off school supplies, become familiar with the school facilities, meet and greet our Staff and become acquainted with other families and community partners.
- Individual student conferences are held after first semester.

REPORTING STUDENT PROGRESS TO PARENTS

- Student Progress Reports, or report cards, are a permanent record of your child's academic progress. The original is kept by the school and parents will receive a copy of this report.
- First, Third, and Fourth Quarter report cards are sent home with students. Second quarter report cards are distributed at Parent/Teacher Conferences.

PARENT/TEACHER CONFERENCES

- The purpose is to report the child's progress, share information with each other.
- At the end of the 1st quarter, conferences may be scheduled by your child's teacher "as needed."
- Conferences for all students are scheduled after the 2nd quarter (end of the first semester).
- During conference weeks, school will end and students dismissed one hour earlier than the normal scheduled time (except on Wednesday).

INTERIM REPORTS

- Parents may receive a Mid-Quarter report for their child if the child is not showing adequate progress at that time. This report is sent so that parents can be aware of needed areas of improvement in specific subject areas.

STUDENT PLANNER

- Students from Grades 1- 6 will receive a Student Planner at the start of the school year. This planner is used to keep track of assignments. Planners are to be taken home at the end of the day and brought back to school the next day.
- Parents need to read and initial their child's planner on a daily basis. Teachers and parents can communicate to each other by writing notes in this planner.
- Students who lose their planners will be assessed a fee of \$5.00 to purchase a replacement.

HOMEWORK

- Homework may be assigned daily and is a supplement to lessons they learned in class. Please communicate with your child's teacher if you have questions regarding homework assignments.
- Students who need help with homework should communicate with their teacher and plan to attend remedial or tutoring classes that are offered before, during and after school.

CARE OF TEXTBOOKS & OTHER MATERIALS

- Students are responsible for all textbooks assigned to them. Students are responsible for covering and maintaining the condition of these textbooks throughout the year. They are also responsible for the library books borrowed and other materials assigned to them.
- If lost or damaged, students are required to make restitution. The fee is determined by the replacement cost.

PERSONAL PROPERTY

- ***Students are responsible for their own property brought to school*** and should not bring expensive items to school as they may get lost or stolen.
- ***THESE ITEMS ARE NOT ALLOWED:*** Phones, toys, balls, cards, dice, games, or portable media devices (ex. iPods, MP3 players, hand-held games...) Items will be confiscated and student or parent will be asked to pick it up at the office.

TELEPHONE CALLS/MESSAGE

- The office will not be put through phone calls during instructional time. Messages from parents will be delivered to the student's classroom when it is not interfering with instructional time.

CEL PHONES

- If your child brings a cell phone to school, it is with the understanding that the phone is the responsibility of the child.
- Cell phones are not to be used during school hours. Students who need to call home may use the office phone. Parents who need to contact their children may call the school office and leave a message.
- The school will not be responsible for any lost, damaged, or stolen phones.

FIRE DRILLS

- Fire drills are held at regular intervals throughout the year. When the fire alarm sounds or fire alarm light flashes, students are instructed to leave the building and walk quickly and quietly in an orderly manner directly to the nearest assigned area as specified by the evacuation map.
- Students who are in the bathroom should exit the room and locate his/her teacher at the designated area.
- There should be no talking or hesitancy in leaving the buildings during these drills.

EMERGENCY EVACUATION

- **Parents are to remain off campus in the event of any emergency.**
- If an evacuation is needed, we will proceed to our evacuation site. Please wait until you are notified via the media (radio/television) or phone to pick up your child. Be sure to bring an ID with you as parents must present proper identification to the teacher.
- School closures will be announced via the media (radio/television).

STUDENT COUNCIL

- The Student Council is the governing body of our school. This council consists of a President, Vice President, Secretary, Treasurer, Historian and School Community Council Representative.
- All officers are elected by the student body and must be an “exemplary” student at all times. Failure to do so may result in an impeachment.

WITHDRAWAL FROM SCHOOL

- Students who are transferring out of the school, will need a parent to come to the office to complete a *Request for Release Form*.
- Please **allow 3-5 working days** for the release forms to be ready.

ASSEMBLIES

- Students are recognized in both academics and behavior for their efforts and achievements over one month. Super Stars are nominated by the child's teacher and encompasses the characteristics of our General Learner Outcomes, Hawaiian Values and Behavior Expectations.
- Parents/Guardians will be contacted by the teacher via note or phone call should their

child be selected to receive an award at the assembly.

“SUPER STAR” ATTRIBUTES:

- **S SELF-DIRECTED LEARNER**
GLO 1: Responsible for one's own learning
Value: Kuleana
"It's important to be in school on time, everyday"
- **U USER OF TECHNOLOGY**
GLO 6: Uses a variety of technology effectively and ethically
Value: Pono
"I know the rules and can follow them"
- **P PROBLEM SOLVER**
GLO 3: Engages in Complex Thinking and Problem Solving
Value: Po'okela
"I can solve problems by thinking about possible solutions"
- **E EFFECTIVE COMMUNICATOR**
GLO 5: Communicates effectively with others
Value: Ohana
"I use an appropriate voice and words to talk"
- **R RESPECTFUL**
GLO 2: Works well with others.
Value: Hō'ihi
"I am considerate of people, places, and things"
- **S STRIVES FOR QUALITY WORK**
GLO 4: Recognizes quality performance and produces quality products
Value: Kūlia I ka Nu'u
"I strive to do my best!"
- **T TEAM PLAYER**
GLO 2: Works well with others.
Value: Laulima
"I can help and serve others"
- **A ACTIVE MIND**
GLO 3: Engages in Complex Thinking and Problem Solving
Value: Ho'oikaika
"I do well in school when my mind is healthy"
- **R RESPONSIBLE**
GLO 1: Responsible for one's own learning.
Value: Ha'aheo
"I can follow directions and do my part"
- **S SERVICE LEARNER**
GLO 3: Engages in Complex Thinking and Problem Solving
Value: Laulima
"Working together to achieve a common goal"

CODE OF CONDUCT

- Rules for student behavior at school and in the classroom have been established to protect the rights, safety, and well-being of all students and to further the academic achievement of each student. All students at Hau'ula Elementary are expected to observe all rules.
- Students are expected to comply with Chapter 19, the state discipline program. Failure to comply with these expectations may result in disciplinary action as determined by the school administration. Chapter 19 brochures are sent home with students on the first day of school & extra copies are also available at the school office.
- Students who will be representing our school (ex: Student Council, Physical Fitness Team, May Day Court, Field Trips, etc...) must be positive role models and of display exemplary behavior at all times. Failure to do so may result in a loss of privileges and/or removal from an event and/or position held by the student.

FINANCIAL OBLIGATION

- Students must be in good standing with meal tracker payments, library dues, lost material or book fines before paying for and participating in field trips, May Day, Graduation or other school events as determined by the administration.

APPOINTMENT WITH ADMINISTRATOR

- Parents requesting to meet with the principal should make an appointment by calling the office 305-2100

Hau'ula Smiles

Hau'ula smiles, fair and bright.
Mountains are green, valleys are wide.
We love them all, We love them all.

H-A-U, U-L-A
(repeat)

Nā Kama o Hau'ula

By: Moe Keale

Ke 'olu'olu mai nei
I ka makani nahenahe
Nā kama o Hau'ula
'Olu'olu la'ea ē

E ho'olohe mai nei
I nā mele o nā kama
Nā kama o Hau'ula
Ha'aheo la'ea ē

Nā leo hau'oli mai nei
O nā kama o ka 'āina
Nā kama o Hau'ula
Hau'oli la'ea ē

Ke pumehana mai nei
Piha me ke aloha
Nā kama o Hau'ula
Ke aloha la'ea ē

Ua ikaika mai nei
Piha me ke ola
Nā kama o Hau'ula
Ho'oikaika la'ea ē

Translation:

*Pleasant are the gentle winds.
The children of Hau'ula,
they are pleasant indeed!*

*Come listen to the songs
of our children.
The children of Hau'ula,
proud indeed!*

*Hear the joyful voices of
the children of the land.
The children of Hau'ula,
they are so joyful!*

*Warm-hearted and full of aloha,
The children of Hau'ula,
they are aloha!*

*Strong and full of life,
The children of Hau'ula,
make them strong!*