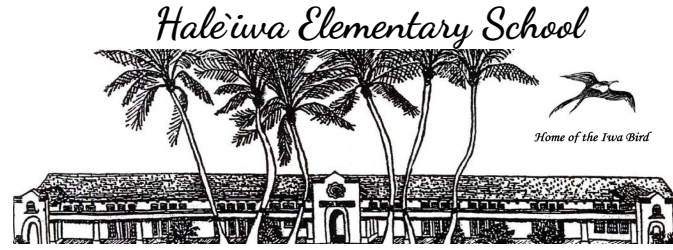


Hale'iwa Elementary Family Handbook  
SY 2023-2024





*Ke aka o Hale'iwa... Kūpono me ke aloha no ke ahona o ke ao*  
*The ESSENCE of Hale'iwa... Live Life to the fullest with honor, respect, kindness, and love to make the world a better place*

July 2023

Aloha!

Hale'iwa Elementary is pleased to present its "Family Handbook". The Family Handbook has been designed to give families a general overview of important information to know. **As a school community, we need to continue to be flexible as circumstances are constantly evolving because of COVID 19. The information in this handbook is as up-to-date as possible at the time that it is being published. Please note that by the time this handbook is distributed to families, some items may have changed because of COVID.**

Here are the major topics covered in the family handbook this year:

- School Information
- School Calendar
- Enrollment
- Attendance
  - Absence procedures
- Health and Hygiene
- Parents / Visitors on Campus
- School Meal Program
- Emergency Procedures / Evacuation
- Miscellaneous Information
- Awards - Good Citizen, The `Iwa Award (formerly known as Gretchen Abrigo), President's Education Awards Program
- Behavior Expectations and Discipline Guidelines

It is essential that parents review the information in this handbook thoroughly with their children. If you have any questions, please do not hesitate to contact the school at 637-8237.

We are thrilled that you and your family are a part of Hale'iwa Elementary School!

## **Continuous Notice of Non-Discrimination**

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding HIDOE non-discrimination policies as follows:

Beth Schimmelfennig, Director  
Rhonda Wong, Compliance  
Aaron Oandasan, Title VI  
Toby Yamashiro, Title VII  
Nicole Isa-Iijima, Title IX  
Krysti Sukita, ADA/504

Civil Rights Compliance Branch  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay  
CRCB@k12.hi.us



# Hale'iwa Elementary School Calendar for School Year 2023 - 2024

## Modified School Calendar

Students' First Day: August 8, 2023

Students' Last Day: May 30, 2024

Teachers' First Day: August 1, 2023

1st Qtr	8/8 to 10/6
2nd Qtr	10/16 to 12/21
3rd Qtr	1/8 to 3/15
4th Qtr	3/25 to 5/30

Fall Break	October 9 -13
Winter Break	Dec 22 to Jan 8
Spring Break	Mar 18 to 22

No school for students (office open)	1/5, 5/31
Professional Development Days	8/7, 8/21, 1/8, 4/26
Teacher Work Days	8/3, 8/4, 1/5, 5/31
Teacher Institute Day	2/12

## School Day

7:50 -2:15*	Mon, Tu, Th, Fr
7:50-12:35*	Wed

## Legal Holidays

Jul 4	Independence Day
Aug 18	Statehood Day
Sep 4	Labor Day
Nov 10	Veterans' Day
Nov 23/24	Thanksgiving
Dec 26	Christmas
Jan 1	New Year's
Jan 15	Martin Luther King
Feb 19	Presidents' Day
Mar 26	Kuhio Day
Mar 29	Good Friday
May 27	Memorial Day
Jun 11	Kamehameha Day

Revised 05/15/2023

Subject to change

JULY						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/8 Students' First Day

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

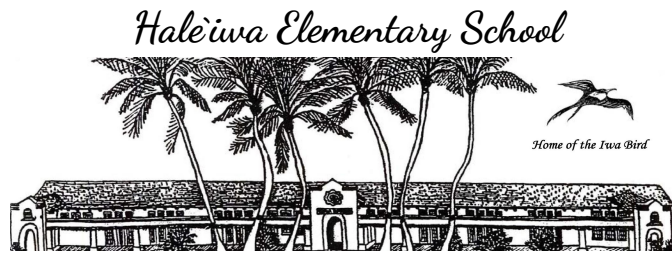
APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/30 Students' Last Day  
5/31 Teachers' Last Day

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						





*Ke aka o Haleiwa... Kūpono me ke aloha no ke ahona o ke ao*  
*The ESSENCE of Haleiwa... Live Life to the fullest with honor, respect, kindness, and love to make the world a better place*

## Bell Schedule 2023-2024

7:50	Report to class
7:55 - 8:05	School day begins / Homeroom (10 minutes)
8:05 - 9:20	Period 1
9:20 - 9:30	Recess
9:35 - 10:15	Period 2
10:15 - 10:55	Period 3
11:00 - 11:30	Lunch/ recess
11:35 - 12:45	Period 4
12:45 - 1:20	Period 5
1:20 - 2:05	Period 6
2:05-2:15	Closing
*2:15	Official end of the school day

**On Wednesdays, the school day ends at \*12:35.**

**\*Five minutes have been added to each school day. No staggered release. Students will be dismissed at 2:15 (12:35 on Wednesdays).**

**During the last week of each quarter, school dismissal times are switched on Wednesdays and the last day before Fall, Winter, Spring, and Summer Break.**

- Wednesday, October 4 ends @ 2:15, and Friday, October 6 ends @ 12:35
- Wednesday, December 20 ends @ 2:15, and Thursday, December 21 ends @ 12:35
- Wednesday, March 13 ends @ 2:15, and Friday, March 15 ends @ 12:35
- School end @ 12:35 on May 29 and May 30

# ENROLLMENT

## **Initial Enrollment:**

The following information will be needed for children enrolling in public school in Hawaii for the first time:

- ★A birth certificate or equivalent (hospital or baptismal certificate or passport)
- ★A tuberculin clearance is required before school entrance. A student WILL NOT BE ALLOWED ENTRANCE unless this requirement is met. There is NO EXCEPTION for the TB certificate requirement.
- ★Upon entering school for the first time, a dental examination certification by your dentist will be required.
- ★A health card (Form 14) showing that a physical examination, TB test and all required immunizations have been met by the time of enrollment.
- ★Proof of residence

Students who have not completed the above requirements by the first day of school WILL NOT BE ALLOWED to attend school until these requirements are met.

## **Student Admission:**

A new student entering Hale`iwa Elementary School will be admitted upon completion of necessary documents and intake processing. This will normally require two (2) days. Therefore, all new students will be admitted to class two days after registration (if registered before 2:00 p.m.)

## **Transfer In:**

Students transferring to Hale`iwa from another public school must have a release card (Form 211) issued from a prior school. Students coming from a non-public school in Hawaii or from an out-of-state school must present a release card, a report card and/or other pertinent data in order to facilitate registration and placement.

## **Transfer Out:**

When moving to another district or out-of-state, PLEASE GIVE THE SCHOOL AT LEAST ONE WEEK'S NOTICE. We need to know your new address and school, if that information is available. Whenever possible, the parent must come to the office for the release packet on the child's last day of school.

## **Confidentiality:**

Every child's educational record is reviewed by his/her teacher; it is also accessible to counselor, SPED teacher (if applicable) and administrator/designee. Every parent or guardian's emergency card information is accessible to Health Aide, SASA, and Administrator/designee. No other adult (on or off campus) has any access to information regarding a child unless specifically related to his/her duties (i.e. HPD CPS, Social Worker, etc) However, addresses and phone numbers are part of a school's information data bank which becomes part of the public information domain and is accessible throughout the system. If you have, for some reason, a need to keep information confidential, please make an appointment with the Principal or write a letter of request as soon as possible.

## ATTENDANCE

### **School Days:**

The official school day begins at 7:55 a.m. and ends at 2:15 p.m. on Mondays, Tuesdays, Thursdays and Fridays. The school day ends at 12:35 p.m. on Wednesdays.

### **Absenteeism:**

When your child is absent, the office must be notified by a telephone call. On your child's return to school, he/she must have a written note with the reason for absence, date, room number, name of student, and parent's signature. **OFFICIAL DOCUMENTATION IS PREFERRED.**

**Official documentation is defined as: a doctor's note, a note from a court or other legal proceeding, or funeral program.** It is important to note that students leaving before 10:30 a.m. because of illness or appointment, will be marked absent since he/she has not spent a half day in school. Likewise, any student who arrives at school for the first time during the day after 10:30 a.m. will be marked absent.

### **Tardiness:**

It is most important that students come to school on time. Those who report to school after 7:55 a.m. must have a signed and dated note from parents stating the reason for tardiness. It is especially important to note that students arriving after 10:30 a.m. will be marked absent for the day since he/she has not spent a half day in school.

### **A note about chronic/frequent absences and/or tardies:**

Chronically absent is defined by the Hawaii DOE as a student with 15 or more absences a year. Because the Hawaii DOE tracks each school's attendance rates for monitoring purposes, it is imperative that the percentage of chronically absent students is reduced. Parents whose child(ren) accumulates 6 absences without official documentation will receive a notice letter and should expect a phone call from the counselor to schedule a conference. After 9 absences, a conference with an administrator will be scheduled. Additionally, frequent absences and / or tardies may also lead to ineligibility for school awards and/or referral to Family Court for truancy and educational neglect.

### **Family Trips:**

Hawaii's Compulsory Education law requires all students to be in school every day. The school principal shall be notified of ALL TRIPS regardless of destinations or reasons (funeral, vacation, emergencies, graduation, etc) which involve absence(s) from school or occur on school days, through a written note PRIOR to actual trip dates and official documentation when appropriate. Such trips shall be determined by the Administrator as EXCUSED or UNEXCUSED absences.

### **Early dismissal from school:**

If your child must be released early from school, a note must be sent to your child's teacher in the morning. The teacher will initial and send the note to the office so that a student pass will be ready upon pick-up time. This signed note must state the reason for this request, the date, time of release, and destination. Sending the note in the morning will enable our office staff to have passes ready. You must sign your child out in the office. **For your child's safety, we will not release a child unescorted.**

## HEALTH AND HYGIENE

### Overall expectations:

**Students must NOT come to school if they have any symptoms or signs of illness: sick, coughing, sore throat, runny nose, stomach ache, diarrhea, vomiting or fever (temperature of 100 or higher)**

### Illness at school:

If your child becomes sick or sustains a serious injury at school, parents will be notified by telephone. **No school personnel can administer medication to children and we cannot provide adequately for sick children at school.**

If your child has any type of illness which you feel we should be aware of, please inform his/her teacher with a written note. **If your child is ill in the morning before coming to school, please keep him/her home.**

If you are unable to come in person for your sick or injured child, inform the Health room or office as to who will come so that the safety of your child will be assured. If you cannot be contacted, we will refer to the "Emergency Card". Names and telephone numbers of persons authorized to pick up your child must be included on the Emergency Card. **Also, please notify school of any change in phone numbers or addresses.**

### Pediculosis (Uku)

If your child is found to have live head lice (ukus) or live nits (eggs), parents or guardians will be called to pick up their child from school. Treatment is necessary to prevent the spread to others. Remove all ukus and nits by hand or with the aid of an uku comb; otherwise, your child may become reinfested.

A recheck will be done when your child returns to school. An adult must accompany your child to the healthroom. To return to class, a clearance slip will be issued from the health aide, only if all ukus and nits were removed.

Check hair after treatment every day before and after school for the next two weeks. To prevent re-infestation:

- Keep hair oily or short.
- Keep long hair in tight braids.
- Check your child's hair weekly.
- Do not share headbands, hairbrushes, combs, hair pieces or ornaments, sweaters, jackets, caps, hats, backpacks, etc.

### Hygiene:

Students are required to exhibit good hygiene practices by:

- Bathing daily
- Brushing teeth daily
- Keeping hair well-groomed (check for lice)
- Using deodorant when necessary



## **PARENTS / VISITORS ON CAMPUS**

It is very important to all of us at Hale`iwa Elementary that parent involvement occurs. However, for safety and security reasons, many of our past practices have been discontinued.

- Parents are requested to NOT go beyond the flagpole at any time during the day unless they have a visitor's badge from the office.
  - To pick up your child from the health room in E-3, please check in at the front office before proceeding past the flagpole.
- If there are items or messages to be delivered to your child, please bring them to the office labeled with your child's name and any appropriate instructions on them. The office staff will be glad to have them delivered to your child.
- Parents who have a concern or question should come to the office. Please do not proceed to the classroom.

## SCHOOL MEAL PROGRAM

### School Meals:

The school meal program is designed to provide children with nourishing meals at a minimum cost.

Costs are as follows:

- Breakfast: \$1.10
- Lunch: \$2.50
- Reduced breakfast: \$0.30
- Reduced lunch: \$0.40
- Extra milk: \$0.75

Breakfast is served from 7:15 a.m. to 7:45 a.m.

Lunch is served from 11:00 a.m. - 11:30 a.m.

We cannot substitute juice for milk (short-term or long-term) unless your child brings a note from the doctor.

**PLEASE NOTE: Parents will not be allowed in the cafeteria before school to eat breakfast with their child or during school to eat lunch with their child.**

### Meal Payment Procedures:

- To ensure that a student will be able to purchase breakfast and/or lunch every day, money must be received and deposited into a student's meal account in a timely manner.
  - Before the beginning of each school year, a minimum amount of \$25.00 for full-paying students and \$5.00 for reduced students must be deposited. Free meal students may also deposit money into their accounts if they plan on purchasing a second breakfast, lunch, or milk.
- Payment (deposits into meal accounts) must be made by **CASH only. No checks will be accepted.** Payments may also be made online at [EZschoolpay.com](https://ezschoolpay.com). Please contact the school for the most current information about online meal payments.
- Payment deposit envelopes are available in the office. Parent/guardian must fill in each child's name, classroom, and amount enclosed on the outside of the envelope. If there is more than one child at our school, the parent/guardian must write down all their names and indicate how much money should be deposited into each child's account. If no amount is specified, we will credit the money into your children's accounts in equal amounts. It is also important that the parent/guardian sign and date the envelope. The parent/guardian is responsible for sealing the payment deposit envelope securely after placing cash in it.
- The **Meal Payment Drop-Off Box** is located in the school office. No payment should be taken to the student's classroom.
- When funds become depleted in the meal account, a reminder will be generated so please check your child's school bag periodically.
- If a child should transfer to another school, he or she will be given a refund if their account shows a balance up to the day of their departure. At the end of the school year, all Grade 6 students' balances will be transferred to WHIS or if the student is not attending WHIS, a refund will be issued.
- Lunch menus may be found online at: <https://centraloahu.nutrislice.com/menu/haleiwa-elementary>

## **EMERGENCY PROCEDURES / EVACUATION**

The school is required to conduct the following emergency drills on an annual basis:

- Off-campus evacuation drill (tsunami drill)
- Earthquake drill
- Shelter-in-place drill
- Lockdown drill

The school is also required to conduct fire drills on a monthly basis.

These drills prepare students to know what to do in the event of an emergency.

In the event of a tsunami from far away, students will be evacuated to Waialua High and Intermediate School. This evacuation procedure is coordinated with the State and County Emergency Management Services, Honolulu Police Department, and WHIS personnel. If the route to WHIS is unsafe, the alternate destination is shelter under the bypass or to Weed Circle. The bypass or Weed Circle will also be used for a locally generated tsunami (within the State of Hawaii).

In case of a crisis evacuation that requires students to evacuate off campus, students will follow instructions given by their teacher. Based on the information that teachers receive, students will be instructed to go to various locations, depending on the situation.

Please do not telephone or come to the school, as we will need all available lines to notify authorities, and the office personnel will all evacuate the campus. Hawaii Emergency Management authorities will inform the public by radio and television.

## MISCELLANEOUS

### **Lost and Found:**

Parents are asked to label all articles and permanently mark all personal belongings of their child(ren). This includes school supplies, lunch cans, wallets, clothing, slippers/shoes, etc.

### **Change of Address and / or Phone Number:**

The school office and health room must always have current information regarding where parents or guardians can be reached. If your address, home telephone, or business telephone number changes, inform the school immediately. This is very important -- for you and your child.

### **Birthday Parties at School:**

Because of COVID 19 -- the school will not allow any birthday celebration parties. This is to mitigate the risk of exposure to germs from food that may not be pre-packaged into single servings.

### **Book Loans:**

All books are loaned to students for their use during the year. They are to be kept clean and handled carefully. Students will be expected to pay for lost or damaged books that have been assigned or checked out to them.

### **Student Assistance:**

It is the policy of the DOE that students' assistance be used in such areas as the cafeteria, office, library, and classroom. Besides being of great help, students learn essential lessons in courtesy, responsibility, neatness, and other techniques for better human relationships. Any child who is not able to share in these services may be excused, upon presentation of a statement from his/her doctor.

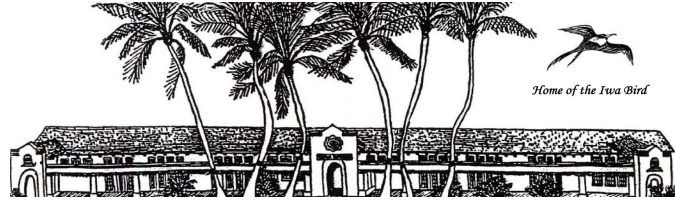
### **Volunteers:**

We recognize that the involvement of parents with their child's school life produces the highest degree of success in a child's educational process. We are happy to welcome parent volunteers back on campus during this school year. Parent Volunteer training will be offered at the beginning of the year for parents who would like to volunteer at school events or in a classroom and/or serve as a chaperone for school field trips for their child's class. This training is mandatory to be a chaperone or volunteer in school.

### **Parent-Teacher conferences:**

A scheduled parent-teacher conference will be conducted for all students FOLLOWING THE FIRST QUARTER. More information will be shared when it is ready. However, parent-teacher conferences can be initiated at any time by the parent or teacher. If you have any concerns, please contact the teacher by a note or telephone call to the office.

*Haleiwa Elementary School*



*Ke aka o Haleiwa... Kuponu me ke aloha no ke ahona o ke ao  
The ESSENCE of Haleiwa... Live Life to the fullest with honor, respect, kindness, and love to make the world a better place*

# AWARDS

## **AWARDS INFORMATION updated for SY 2023-2024**

Hale`iwa students work very hard during the year to be successful inside the classroom and outside. One of the ways the school recognizes students for their efforts is through the different awards that students may earn.

Awards assemblies will be held after every quarter and at the end of the 4th quarter to recognize students. COVID-19 forced the school to change to virtual awards assemblies and it is likely that we will continue to hold them virtually. After trying it for the past year and a half, we found that it is actually a much better way of recognizing students. Here are some of the benefits that we realized when we switched to VIRTUAL assemblies:

- Managing student behavior is much easier when students are in their classes.
- All students can see the screens in their classrooms and can easily see who is being honored.
- Parents could attend from wherever they were and did not necessarily have to take off from work to join the assembly.
- Grandparents and other relatives out of state could be sent the link to the virtual assembly and see their children being honored.



## **HALE`IWA GOOD CITIZEN OF THE MONTH**

Good Citizens at Hale`iwa Elementary School are recognized for their accomplishments. One or two students from each homeroom are honored at a quarterly all-school assembly. A Good Citizen is chosen for the following:

### **Embodies the ESSENCE of Hale`iwa:**

- Shows honor by being honest, responsible, and cooperative
- Shows respect by being cooperative and obeying rules
- Shows kindness and love by being caring, helping others in need, encouraging others, and not “putting down” anyone

### **Embodies the Choose Love characteristics:**

- Is courageous when things are difficult
- Has gratitude for all that he/she has and receives
- Show forgiveness when appropriate
- Has compassion for others

**THE `IWA AWARD**  
**(formerly known as Gretchen Abrigo Award)**

Hale`iwa Elementary was very fortunate to have an endowment established by the Abrigo family in honor of Gretchen Abrigo, a former teacher at Hale`iwa Elementary many years ago. After funding awards for Hale`iwa students for numerous years, the endowment is finally gone.

However, the spirit of the Gretchen Abrigo Award lives on in The `Iwa Award. Hale`iwa Elementary has established its own fund to continue to recognize the good work of our students. A monetary check or cash award from Hale`iwa Elementary may also be included with this award for selected 6th-grade students.

Deserving 4th, 5th, and 6th-grade students will be recognized with The `Iwa Award for outstanding citizenship and character at the end of each school year. **This is the highest award a student can receive at Hale`iwa Elementary School.** The criteria for selection are as follows:

- Shows understanding and respect for authority
- Uses suggestions and corrections effectively.
- Participates effectively within a group.
- Makes appropriate use of time and materials.
- Has respect for authority.
- Accepts and carries out responsibilities.
- Uses initiative.
- Avoids unexcused absences from school.
- Embodies the “ESSENCE” of Hale`iwa: Live life to the fullest with honor, respect, kindness and love to make the world a better place

## **PRESIDENT'S EDUCATION AWARDS PROGRAM**

Hale`iwa Elementary School participates in the President's Education Awards Program (PEAP) --- established by the U.S. Department of Education in 1983 to recognize and honor outstanding educational achievement. At our school, this program rewards selected 6th-grade students for their exemplary academic effort and success.

The program consists of two awards, the **President's Award for Educational Excellence** and the **President's Award for Educational Improvement**. Sixth graders qualifying for these honors will receive certificates signed by the President, the Secretary of Education, and our principal and Presidential Seal lapel pins at the end of the school year.

### **Selection Criteria for the President's Award for Educational Excellence:**

The purpose of this award is to encourage students to achieve higher academic standards by recognizing and rewarding them for educational excellence.

- Students must attain levels of Exceeds or Meets for the Common Core Standards through Grades 4, 5, and the first semester of Grade 6.
- Students must achieve Smarter Balanced Assessment Proficiency Levels for Exceeds or Meets in Reading and/or Math through Grades 4, 5, and 6.

### **Selection Criteria for the President's Award for Educational Improvement:**

The purpose of this award is to encourage and reward students who work hard and give their best effort in school, in many cases in the face of special obstacles to learning. This award should not be compared to the President's Award for Educational Excellence nor seen as a second-tier award, because it recognizes a very different type of academic achievement.

- Students with excellent school records or who show tremendous growth and improvement but do not meet each criterion for the President's Award for Educational Excellence.
- Students who show an unusual commitment to learning despite various obstacles (i.e., illness, personal crisis, and/or special needs preventing the students from maintaining high academic standards throughout the entire year).

**Behavior Expectations**

**Discipline Guidelines**

# Behavior Expectations

Hale`iwa Elementary School's student behavior expectations are based on the following tenets:

## **Hale`iwa's Vision:**

Hale`iwa is committed to developing students who exemplify the "ESSENCE" of Hale`iwa:

Ke aka o Hale`iwa...kuponu me ke aloha no ke ahona o ke ao

The ESSENCE of Hale`iwa... Live life to the fullest with honor, respect, kindness, and love to make the world a better place.

## **Hale`iwa's Positive Behavior Support Program includes different elements:**

- Be Safe
- Be Kind
- Be Responsible
- Be Mindful

## **Hale`iwa's Positive Behavior Support Program includes the elements of our "Choose Love" SEL Program:**

- Courage
- Gratitude
- Forgiveness
- Compassion in action

The DOE's General Learner Outcomes (GLO's)

All public school students are:

- Self-directed Learners
- Community Contributors
- Complex Thinkers
- Quality Producers
- Effective Communicators
- Effective and Ethical Users of Technology

School rules are designed to provide a safe and secure environment where children are encouraged to learn.

### **Zero Tolerance Policy**

This policy maintains a “no tolerance” for any illegal possession and/or use of weapons, weapon-like instruments, alcohol, or drugs in school, on school property, and at off-campus, school-sponsored activities

### **General Expectations:**

- Adhere to all health and safety expectations that are outlined in the DOE’s most recent COVID Guidance document.
- Report to school on time. Classes begin at 7:55 a.m.
- When a student is absent parents are requested to call the school office at 637-8237 to report the absence. When a student returns to school, a written note should be sent with the child to the child’s homeroom teacher.
- Keep all buildings free of graffiti.
- Keep the campus free of litter.
- Walk in a quiet, orderly manner at all times on campus.
- Remain within school campus boundaries at all times.
- Use appropriate language.
- Avoid climbing trees, gates, railings, fences, and school buildings.
- Respect the property rights of others.
- Leave the school campus when school is dismissed unless authorized to attend tutoring or A+.
- After school, wait quietly until a parent/authorized person arrives to pick up student.
- Valuable items are contraband items and should be kept at home. Students who bring valuable items (ukulele, Bluetooth earphones, cell phones, video game toys, etc) are bringing these items at their own risk and bringing contraband items to school.**

### **Bullying:**

**Hale`iwa Elementary expects all of its students to avoid bullying behaviors and to immediately report any incidents of bullying that may occur.**

### **To help prevent bullying and harassment, students need to:**

- Understand what bullying and harassment is
- Understand the harmful and lasting effects of bullying and harassment
- Know the disciplinary consequences of bullying and harassment
- Learn how to respond to and resolve incidents of bullying and harassment peacefully
- Immediately report any incidents of bullying and harassment to an adult

### **Families can assist in the prevention of bullying by:**

- Ensuring your child has a safe and loving home environment where he or she can take shelter, physically and emotionally.
- Understanding what constitutes bullying and harassment and discussing this with your child.



- Talking to your child about respecting the diversity of all, including addressing sexual orientation and gender identity and name calling.
- Reporting any incident of your child being bullied to the school immediately.

### **Contraband Items**

- CELL PHONES ARE NOT ALLOWED IN SCHOOL. If students bring them to school, they are bringing them at their own risk. Students must keep their cell phones in their school bags throughout the entire time they are on campus unless they have permission from a staff member to use their cell phones.
- Weapons or anything resembling a weapon, any item that can produce a “projectile” (toy guns, water guns, etc), pocket knives, or any other dangerous item
- Gum
- Lollipops (type of snacks should be approved and monitored by the classroom teacher)
- Radios, cassette recorders, CD players, iPods, IPADs, electronic games, and any other electronic devices
- Yo-yos, darts, tops, slingshots, and other dangerous toys
- Pets
- Skateboards
- Fireworks, matches
- Footballs
- Heelys (wheels must be removed)
- Any toys (example: Bakugon, Pokemon, Yu-Gi-Oh! cards, etc)
- KENDAMAS and FIDGET SPINNERS
- Any item of value like jewelry, ukulele, Bluetooth headphones, video game toys, etc

### **Dance Rules**

To ensure the safety and well-being of all students, the following rules need to be followed and enforced at all dances. Students who violate the rules will face possible disciplinary consequences.

The following are NOT permitted:

- Breaking and popping
- Slamming or moshing
- Battle dancing or challenging

### **Dress Code**

Appropriate attire contributes to a safe environment. The following are the expectations for dress for all Hale`iwa students:

- Garments (shorts, skirts, culottes, etc.) must be longer than the tips of the index fingers when a student is standing with arms extended along the side of the body.
- Straps for tops must be at least 1 inch wide.
- Hats, caps, and visors shall be **worn outdoors only**.
- Shirts must be worn. Undershirts are not acceptable as shirts.
- Dark glasses may only be worn for medical reasons.
- Footwear should be worn at all times

**The following are NOT allowed:**

- Wearing expensive and/or valuable (sentimental or monetary) jewelry
- Exposure of underwear, midriff, or back
- Strapless garments, spaghetti straps, off-the-shoulder tops, plunging necklines
- Garments with pictures or words of illegal substances, profanity, or suggestive photos
- Bandanas, long belts, or chains

**Educational Electronic Devices (iPads, Chromebooks, laptops, etc)**

- Students are NOT allowed to share passwords with other students.
- Students are NOT allowed to look at another student's password or use the password of another student to log in to any program or account. Any student who uses another student's password could face disciplinary consequences.

**Cafeteria Behavior Expectations**

**Entering the Cafeteria**

- Walk to the cafeteria in a single file line, following the white line on the ground.

**Table Behavior**

- Stay seated
- Wait while others finish their food.
- Be quiet
- Show appropriate table manners by not playing with your food, or throwing your food.
- No sharing of food is allowed.

**Leaving the Cafeteria**

- Students shall wait until they are excused from their table by a lunchroom supervisor.
- Students will line up outside of the cafeteria in their designated area.
- Follow the directions of the lunchroom supervisor to walk to the playground.

**Note: all students are expected to use the restroom BEFORE coming to the cafeteria for lunch.**

**Recess Behavior Expectations**

- Practice safety and fair play at all times
- Avoid bumping or hurting others. Rough contact sports and games are not allowed.
- Balls must be kept away from buildings. No footballs are allowed on the playground.
- Report all accidents to the yard duty teachers.
- Ask teachers for help with solving disagreements and discussing problems. DO NOT FIGHT. Fighting is a serious offense that can result in suspension.
- Do not jump off playground equipment or other high places.
- Remain in assigned recess play areas at all times.
- Play only with the same grade level students.

### **Playground Equipment - The Train**

- Only enter from the front of the train.
- Students must be seated while going down the slide. Running down / up the slide is not allowed.
- Do not go under the train.
- Do not run on the turf area.
- Do not jump off of the train.

### **Kickball Games:**

- No switching teams after the game starts.
- Take turns picking team members.
- The ball must be kicked more than halfway to the pitcher's area.
- Any ball kicked into a classroom or on a building roof is an automatic out; ask a supervising adult for assistance to retrieve the ball.
- Every team needs a catcher.
- To make an out, the ball must be thrown to the base the runner is running to. It cannot be thrown at the runner.
- The runner must stay on the base until the next player kicks the ball.
- The ball must be pitched on the base.
- No passing home plate when kicking the ball.

### **Positive Behavior Support Program – Choose Love**

Students are encouraged to demonstrate appropriate behaviors at all times:

- Have courage ... to do the right thing
- Show gratitude
- Show forgiveness
- Demonstrate compassion in action

## **Disciplinary Procedures and Consequences**

Discipline is an extension of the educational program at all schools. Students who make inappropriate choices must face consequences to help them learn to make better choices.

When a student violates school or DOE rules, school personnel will apply procedures and consequences of Chapter 19, a set of disciplinary rules and procedures adopted by the Board of Education in 1982. Four classes of offenses are identified along with the type of disciplinary actions that may be taken. **For more detailed information, a copy of the Chapter 19 booklet may be requested at any time.**

### **Class A offenses and Class B offenses are prohibited by state law**

*Possible consequences / disciplinary actions:*

- Parent conference
- Suspension
- Disciplinary Transfer
- Counseling
- Crisis Suspension
- Dismissal

### **Class C offenses are prohibited by the Department of Education**

Class cutting, leaving campus without consent, smoking or use of tobacco substance, truancy, or possession or use of laser pen/pointer, etc

*Possible consequences / disciplinary actions:*

- Reprimand / warning
- Detention
- Parent conference
- Counseling
- Suspension except for truancy

### **Class D offenses are prohibited by school rules described in this booklet**

*Possible consequences / disciplinary actions:*

- Reprimand / warning
- Detention
- Parent Conference
- Counseling
- Suspension for repeated offenses