



Dear Student and Families,

We would like to welcome you to King William C. Lunalilo Elementary School, home of the “Hawks.” We are a school recognized for its excellence in student achievement, quality teachers, and an outstanding care and support system for all students.

Our school’s education perspective is openly expressed in our mission statement:

**Together – school, home, and community –
we will provide a safe, nurturing, and challenging environment
for helping each child become an achiever of high standards,
a critical thinker and a healthy, well-adjusted, responsible citizen.**

In order to continue to provide the highest quality education for our students, we ask all families to help us by familiarizing themselves with the information contained in this handbook. School procedures, rules, and student responsibilities are an important part of creating a safe learning environment. In addition, you will find helpful information about our school’s curriculum and comprehensive student support system.

We invite you to be our partner in education as we work together to make a positive difference for all students. Your cooperation, support and involvement will help to assure your child has a successful school year.

Aloha,

Amy Kantrowitz
Principal

KING WILLIAM CHARLES LUNALILO 1835-1874



William Charles Lunalilo's birth was of very high rank. He was a descendant of a half brother of Kamehameha I, and on his birthright alone he was destined to be a very important leader. When Kamehameha V died, ending the Kamehameha dynasty, Lunalilo requested a special election and won the vote of the people. The legislature then unanimously voted to select Lunalilo as the new king. In 1873, King William Charles Lunalilo ascended the throne.

King Lunalilo had the shortest reign of all eight Hawaiian monarchs. It lasted exactly one year and twenty-five days when he died of pulmonary tuberculosis, leaving his estate to care for Hawaiian kūpuna and those in need. Although his reign was brief, King William Lunalilo was a forerunner in the area of democracy and became known as, "The People's King."

King William Charles Lunalilo's life lasted for only thirty-nine years. He was never married and had no heirs. He was well educated and had an excellent gift for writing. He composed Hawai'i's first national anthem, E Ola Ke Ali'i Ke Akua, or "God Save the King." His warm friendship touched all, especially the common people. Lunalilo experienced moments of success and times of disappointment. His life was noted for its simplicity.

The one quality that ran throughout the life and reign of King Lunalilo was love. Whatever Lunalilo did, he seemed to always be motivated by love – love for his islands and love for his people. It was this love that guided all his decisions as ruler and provided the Hawaiians with more freedom of choice. As a result, he will always be remembered in the hearts of his people as their beloved King William Charles Lunalilo.

**Excerpts from LUNALILO, by Peter Galuteria, Copyright 1991.*

INTRODUCTION

Welcome to King William C. Lunalilo Elementary School. Our school was established in 1928 and has just celebrated our 85th Anniversary! Currently, the school serves a diverse student population and has an enrollment of approximately 450 students in kindergarten through grade 5. We also host a preschool program that services children with special needs. We are proud to be named a recipient of the state's 2013 "Strive Hi" award for lessening the achievement gap in the area of math. Lunalilo School has a solid foundation for learning with a focus on standards based instruction, an Academic Review Team, a teacher mentoring program, and personalized instruction including formative instruction, assessment, and response to interventions. Our school offers specialized programs in physical education, computer technology, and Hawaiian studies. We are proud to be adopted as part of the World Wide Voyaging Program and our mascot, the Hawaiian hawk "Imiloa" is sailing on the "Hokulea" as it sails around the world bringing the theme of "Malama Honua" (sustainability) and propagating peace.



In addition, the school has established a comprehensive student support system to create a rich learning environment for all of our students. Our teachers continually strive to support every child in achieving the Common Core State Standards by modifying instruction and employing a variety of teaching strategies to meet the individual and unique needs of every child. Students are encouraged to self-reflect and self assess as part of the learning process.

Lunalilo Elementary School prides itself on its strong academic emphasis, high student achievement, well-rounded co-curricular programs, and an effective array of comprehensive student support services to help every student achieve. We recognize the importance of providing a solid foundation for education and hope to establish good work habits, a positive attitude toward learning, and a firm educational foundation in every child. We encourage our parents to be proactive in their child's learning. A variety of workshops are offered throughout the year to strengthen family practices and provide resources that promote student achievement.

The school community's effort to help every child achieve is apparent as is evidenced by its standard-based learning, active participation in a safe and drug free environment, and network of school-family-community partnerships. Parent bulletins are sent home at the end of each month to keep families informed of current school issues, student activities, and upcoming events. We also host an informative web site that includes information on our Academic & Financial Plan and resources for student activities at <http://lunalilo.k12.hi.us>

LUNALILO'S VISION SONG	LUNALILO'S MOTTO
<p><i>(Sung to the tune of Puff the Magic Dragon)</i></p> <p>GROWING, CARING, LEARNING WE ARE A TEAM. POSITIVE LIFE-LONG LEARNERS REACHING FOR OUR DREAMS STRIVING FOR HIGH STANDARDS HAVING FUN AS WE GO WE ALL LOVE THIS SPECIAL PLACE CALLED LUNALILO!</p>	<p>We at Lunalilo School are Life Long Learners: Growing, Caring, Learning... We Are a Team!</p>
LUNALILO'S MISSION	
<p>Together - home, school, and community – we will provide a safe, nurturing, and challenging environment for helping each child become a healthy, well-adjusted, responsible, and productive citizen who is a critical thinker and achiever of standards.</p>	

LUNALILO'S SCHOOL-WIDE LEARNER EXPECTATIONS

These are the goals of standards based learning for all grade levels in all academic disciplines:

- The ability to be responsible for one's own learning
- The ability to be involved in complex thinking and problem solving
- The understanding that it is essential for human beings to work together
- The ability to recognize and produce quality work
- The ability to communicate effectively
- The ability to use a variety of technologies effectively
- The ability to find enjoyment in activities and people



HAWAII'S GENERAL LEARNER OUTCOMES

- Self-Directed Learner
- Community Contributor
- Complex Thinker
- Quality Producer
- Effective Communicator
- Effective and Ethical User of Technology

DEPARTMENT OF EDUCATION VISION OF A HIGH SCHOOL GRADUATE

Vision

The vision of a Hawaii high school graduate is that all public school graduates will:

- Realize their individual goals and aspirations
- Possess the attitudes, knowledge, and skills necessary to compete in a global society and to be an effective family member
- Exercise the rights and responsibilities of citizenship
- Pursue post-secondary education and/or careers without need for remediation



Goals

Hawaii's citizens and community leaders place a high priority on quality K-12 education. The Board of Education and Superintendent of the Department of Education advance this commitment toward excellence by fostering student achievement, school improvement, and community involvement in education based on higher expectations and challenging standards.

The vision guiding public schools holds high expectations of what students should know, be able to do and care about doing. They also focus attention, effort, and resources on promoting student learning; and each school is accountable for meeting high levels of performance.

SCHOOL DAYS & BELL SCHEDULES

Monday, Tuesday, Thursday, Friday

7:55 a.m. Warning Bell, Flag Raising
8:00 a.m. School Begins
9:50 a.m. Recess – Grade K-2 (15 min.)
10:05 a.m. Recess – Grades 3-5 (15 minutes)
11:00 a.m. Lunch and Recess – K, 1, 2
11:50 a.m. Lunch and Recess – 3, 4, 5
2:10 p.m. Warning Bell
2:15 p.m. Dismissal

Wednesday

12:55 p.m. Warning Bell
1:00 p.m. Dismissal

Due to limited supervision on campus before and after school, students should arrive no earlier than 7:30 a.m. Students must leave campus immediately after school unless they are enrolled in our A+ After School program, or have been asked to remain after school by a teacher. Police will be notified if a student is left on campus unsupervised. Students left on campus 15 minutes after the end of school day or prior to 7:30 a.m. are considered unsupervised.

STUDENT DROP-OFF AND PICK UP

For the safety of our students, please remember to use the student drop off/pick up area located on the Fern Street side of the school. This drop off loop provides safe exiting for your child.

NON-DISCRIMINATION POLICY

Lunalilo School prohibits discrimination in any of its programs or activities based on race, color, national origin, ancestry, religion, sex, age, disability, marital status, or sexual orientation in accordance with state and federal law.

LOST & FOUND

A "Lost and Found" box is located in the office. Students may check for lost belonging or turn in any items found to the office clerks. Lost and Found items not claimed by the end of the school year will be donated to charity.

GRADING TRANSFEREES

Honolulu District Procedure

Children transferring to Lunalilo from another school in Hawaii must present a release card (Form 211) which is issued by the previous school. The previous school will transmit grades and student records. A report card and any other pertinent documents should be presented to facilitate registration and placement.

REGISTERING OF NEW STUDENTS

Kindergarten

Kindergarten registration begins in February of each year. An original birth certificate, completed health record (Form 14), and proof of residency must be presented at the time of registration.

Grades 1-5

Registration for all students will be done in the office. Transferees from other public schools in Hawaii must present release cards at the time of registration. The principal or designated agent will assign the new student to a class



ELEMENTARY SCHOOL ATTENDANCE PROGRAM

King William C. Lunalilo Elementary School believes that all students shall attend school daily and be present in class on time, so that the maximum benefits of education can be achieved. Unexcused or excessive absences and tardies are not acceptable and inhibit maximum teaching and learning from taking place.

As such the school believes the purpose of the Elementary School Attendance Program is to:

- a. Provide prevention and early intervention support to children and their families.
- b. Hold parents accountable for their children's school attendance and for all unauthorized time away from school.
- c. Support the school's obligation to meet the provisions of the compulsory attendance law.
- d. Displace barriers that impede learning.

The school will follow these policies as follows:

- a. The school will notify parents about their child's attendance concern after 5 unexcused absences or tardies.
- b. If school attendance does not improve, a parent conference is held, addressing the child's school attendance (after 10 unexcused absences and/or tardies)
- c. Should absences/tardies persist after the attendance conference is held, a district school social worker will be notified to meet with parents and provide resources to the family.
- d. If all interventions do not improve school attendance, a Family Court Petition will be filed on Educational Neglect.

Reporting an Absence or Tardy

Absences shall be reported to the school administration office by 9:00 a.m. on the day of the absence. Absences may be reported by telephone or a written letter to the administration office. When reporting an absence, the following information must be provided in the notification.

- a. Child's legal first and last name (as listed on the school records)
- b. Child's grade and classroom number
- c. Reason for absence
- d. Date(s) of absence

If the school has not been notified by the parent(s) by telephone or in writing of an absence, the school attendance clerk will call parent(s) to notify and confirm the absence.

Students reporting to school after 8:00 a.m. are considered tardy, and must report to the administration office to receive a tardy slip. Parents must inform the school of their child's tardy by telephone or a written letter to the administration office. When reporting a tardy, the following information must be provided in the notification.

- a. Child's legal first and last name (as listed on the school records)
- b. Child's grade and classroom number
- c. Reason for tardy
- d. Date(s) of tardy

School Administration Office Phone # (808)307-2800

Excused Absences

The school encourages parents to schedule their children's appointments during non-school hours, so as to avoid being absent from school. However, in cases where parents are unable to schedule appointments during non-school hours, the school will excuse absences for any of the following reasons.

- a. Illness or injury
- b. Doctor/Dental appointment that is verified by a doctor's note
- c. Death in the family
- d. Court attendance or approval
- e. Special cases approved by the Principal

*Written documentation (e.g. doctor's note) must be submitted after three consecutive days of absence from school.

Unexcused Absences

Unexcused absences are activities that may occur during the school day and include the following:

- a. Caring for a sibling or a family member
- b. Entertaining out-of-town visitors
- c. Family vacations
- d. Parents' request without a reason
- e. Parents'/guardians' personal business

Parents must notify the school in writing when an extended absence from school is anticipated due to family vacations, visits to/from family members, or participation in youth sports competition. The school administration has the discretion to determine if the absences will be excused or unexcused.



Excused Tardy

Tardies will be excused if they are for any of the following reasons:

- a. Doctor/Dentist appointment that is verified by a doctors note
 - b. Student who has been detained by a classroom teacher or a school official. A note from the person who detained the student must accompany the student.
- c. Delayed school bus
- d. Unusual weather conditions (approved by the administration)

Unexcused Tardy

Unexcused tardies include:

- a. Overslept/late start
- b. Missed the bus
- c. Caring for a sibling or a family member
- d. Personal business



Attendance is a key factor in a student's success at school.

Chronic absences and/or inconsistent school attendance usually signals symptoms of possible problems at home. By using early interventions, we hope to assist and support children/families and hold them accountable for regular school attendance with consequences for unauthorized time away from school.

REQUESTING HOMEWORK FOR ABSENCES

Parents may request for homework at the time an absence is reported to the school administration office. Homework requests may be made until 11:00 a.m. Parents may pick up their child's homework at the administration office counter one-half hour after the end of the school day. The school cannot assure that homework will be available for pick-up on the same day for requests made after 11:00 a.m.

RELEASE DURING SCHOOL HOURS

If it is necessary to take your child out of school during the school day, the student must be issued a pass to leave campus. The office clerks will prepare the release form upon a written request or phone call by the parent. Please have your child bring notes directly to the office in the morning before school begins.

Special forms are available at the office for parents requesting that their child be released from school for the purpose of observing religious holy days.

RELEASE FROM SCHOOL

Parents are asked to contact the office clerks at least 3 days in advance when a child is being transferred to another school. This will give the office staff and teachers sufficient time to prepare release forms and records for the new school your child will be attending. The release card will be given to the student or parent on the last day of the child's attendance at Lunalilo.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

The office must always have current information concerning where parent/guardians can be reached. If any information concerning employment, home address or phone number changes, please inform the school immediately.

USE OF TELEPHONE BY STUDENTS

School telephone use by students is discouraged. Please make plans with your child before leaving home in the morning to minimize the usage of the school telephones. Cell phones and other communication devices are considered contraband and shall not be brought to school unless specific arrangements have been made with the school administration.

HEALTH ROOM SERVICES

The health room is available to students from 7:45 a.m. to 2:15 p.m. when school is in session. It is monitored by a health aide who works under the supervision of a Public Health Nurse. The health room is equipped only to provide basic first aid services.

Medications cannot be dispensed by the Health Aide or stored in the Health Room without approval. Classroom teachers may not administer medication to students. According to the Hawaii Revised Statute (HRS 321-322), the health aide may assist the student by administering oral, topical and emergency medication provided that it has received pre-approval from the Department of Health and has been authorized by a physician. This is congruent with what is stated in the law and meets the standards of nursing practice in the provision of safe care of students.

Parents are asked to notify the health aide if a child has a health concern that may impact learning. Upon request, the Public Health Nurse will develop an Emergency Action Plan that will be shared with appropriate school personnel.

If a child is sent to the health room, the health aide will contact the parent by memo or telephone for serious injuries and/or contagious illnesses. As a reminder, students released from school for health reasons, may only be picked up by parents or authorized persons as indicated on the school's emergency card.

FIELD TRIP POLICY

We encourage all students to participate in field trips to enhance their learning experiences and opportunities. In order to participate in excursions we would like to remind parents of the following:

- Cash only payments will be accepted
- Payments must be submitted by the designated deadline, no late payments will be accepted
- Students who do not complete the necessary preparatory work for the field trip will not be permitted to attend
- For student safety, covered shoes are required
- If a field trip is missed for any reason, the school will not be able to reimburse parents for transportation or excursion costs that are purchased at a group rate. Only field trip fees that are paid per students will be reimbursed.

FREE/REDUCED LUNCH & BREAKFAST PROGRAM

Lunalilo School participates in the federally funded Free and Reduced Lunch Program which subsidizes lunches for qualifying families. Applications for this program are sent home in the opening day packet and can also be picked up at our office.

SCHOOL MEALS BREAKFAST & LUNCH

MealTracker System

Lunalilo School uses an automated MealTracker system for breakfast and lunch purchases. The MealTracker works like a debit card. Each purchase made is deducted from your child's account. Deposits to your account may be made at any time in the front office.

MealTracker Procedures:

Please complete the deposit slip using your child's first and last name, room number, and amount of deposit. Place it in the envelope and deposit it in the MealTracker Box. MealTracker payments deposited after 8:15 a.m. will not be credited until the following day for lunch.

Checks must be made out to "DOE: STATE OF HAWAII." A \$25.00 fee will be charged for all returned checks.

Meal prices are as follows:

Breakfast.	\$1.10	Lunch.	\$2.50
Reduced Breakfast.	\$0.30	Reduced Lunch.	\$0.40
Adult Breakfast.	\$2.40	2nd Entrée Only.	\$2.00
2nd Student Breakfast.	\$2.40	2nd Student Lunch.	\$5.50
Milk Only.	\$0.60	Adult Lunch.	\$5.50

Adults may purchase breakfast with cash each morning. Please use exact change. No cash purchases for students will be accepted. All student purchases must be made through the MealTracker system. Students who do not have money in the system will go into a negative balance. Payments made to the Meal Tacker system will clear the negative balance first. Remaining funds will be added to the student account.

*Ala carte items, which includes milk only, cannot be purchased if there is not enough money in the student's account. (This is a (SFS) School Food Service lunch program rule.)

LUNCH LOANS

The school will no longer make unlimited "lunch loans" (whether for breakfast or lunch) to students who do not have funds in their meal accounts. The maximum negative balance amount will be as follows:

	<u>Maximum Loan</u>
For students eligible for free meals	No loan
For students eligible for reduced price meals	\$2 maximum
For students who pay the regular student price for meals	\$12.50 maximum

If there are no funds in your child's meal account, and the "lunch loan" maximum amount has been reached, you should send your child to school with a home lunch.

If you had a "lunch loan" balance outstanding at the end of the school year (even if your child attended a different school), that lunch loan balance will carry forward to the new school year. If the loan balance at the beginning of the School Year is greater than the loan limits set forth above, your child will be served a meal on the first day of school but not thereafter until you pay off the lunch loan. Parent should send a home lunch if a balance exceeds \$12.50.

LUNCH PERIOD SCHEDULE

Lunalilo School has two lunch periods with teacher supervised recess.

1st Lunch Period (10 min. recess)

Grades K-2: 11:00 a.m.-11:40 a.m.

1st Lunch – Teacher duty will be from 11:30-11:40 a.m.

2nd Lunch Period (10 min. recess)

Grades 3-5: 11:50 a.m.-12:30 p.m.

2nd Lunch – Teacher duty will be from 12:20-12:30 p.m.



Students will be released for recess according to the guidelines set up under the Positive Behavior Support Program.

CHILDREN ALLERGIC TO MILK

Upon request, water will be served to children with milk allergies. Please bring in a note from your child's doctor certifying the allergy needs.

ADULT LUNCH SCHEDULE

Our cafeteria staff will be unable to serve lunch in between the scheduled lunch times. They are busy preparing for the next lunch period. If you would like to have lunch with your child, please make arrangements with your child's classroom teacher and purchase a ticket before 8:00 a.m. in the school office.

CAFETERIA SERVICE BY STUDENTS

Cafeteria Helpers

As we strive to prepare our students for the world at work, students from grades 3, 4 & 5 will be provided an opportunity to be a community contributor and provide school service. Each child will be designated a turn working in the cafeteria as a cafeteria helper. Classroom teachers will schedule student helpers. Aprons and caps will be furnished by the cafeteria. Students with long hair should either braid hair or wear it in a style that will stay in the hair net. Students should also dress appropriately for cafeteria work.

Student Monitors

Students in kindergarten through grade 5 will be selected to assist in the cafeteria as "Cafeteria Monitors". Cafeteria monitors, under the guidance of our adult supervisors will assist with clean up after their classes are dismissed for recess. Students are taught how to maintain a clean and safe cafeteria while providing community service to the school.

DRUG FREE SCHOOL

Lunalilo Elementary School is a *Drug Free, Tobacco Free and Violence Free Zone*. All of our students and adults are expected to comply with our drug free, tobacco free, and violence free policy while on campus. Any student who engages in these prohibited activities shall be subject to disciplinary action under Chapter 19. As adults, let us try to be great role models for our students.

POSITIVE BEHAVIOR SUPPORTS

We, at Lunalilo Elementary School, believe that all students are entitled to be in a safe, secure, and supportive environment that provides meaningful experiences and opportunities to help them learn to be safe, responsible, and respectful. To achieve this end, a partnership between staff, students, and families is fostered. Through this team approach, we have identified school wide expectations and implemented a consistent system of rewards and consequences. Lunalilo Elementary School has created a proactive behavior policy that follows state and local laws, DOE policies, Chapter 19 provisions, and school rules to promote and maintain appropriate student behaviors that are beneficial to the educational process and self-development.

SCHOOL BEHAVIOR EXPECTATIONS

Lunalilo Elementary School has established School Behavior Expectations as a means to promote a positive learning environment for all students. A rubric has been created and is shared with all students and parents to provide clear expectations of expected behavior at Lunalilo Elementary School. Disciplinary guidelines and consequences for misconduct are reviewed with all students at the beginning of the school year. A copy of the School Behavior Expectations is included in beginning of the year portfolio that is distributed to each student.

Our School Wide Expectations are simple and clearly stated:

“BE SAFE”

“BE RESPONSIBLE”

“BE RESPECTFUL”

Teachers share, model, and reinforce these expectations with their students in all daily activities and lessons. Parents are asked to become familiar with our School Behavior Expectations and review them at home with your child to ensure appropriate behavior at school.

The philosophy on the student behavior policy at Lunalilo Elementary School is to help students become safe, respectful, and responsible citizens. Since student self-discipline plays a major role in becoming a productive citizen, student expectations are visible and clearly defined. We are hopeful that students will learn to abide by these student expectations just as good citizens are expected to obey the laws in our community.



CHAPTER 19

What We All Need to Know About Student Misconduct and Discipline

The Department of Education and Lunalilo Elementary School are committed to providing students with optimal learning conditions. However, when a student's behavior violates these established rules or when a student willfully disobeys directives from school personnel, the school may take appropriate action in accordance with the Chapter 19 rules. Chapter 19 is the short name for the section of our state law that defines student misconduct and consequences.

This chapter contains information on student misconducts, school search and seizures, reporting offenses, police interviews and arrests and restitution for vandalism. The purpose of Chapter 19 is to keep our school a safe place for all students.

Recent Revisions to the Chapter 19 law made by the state legislature include the following:

1. The definition of Harassment has been expanded to include the word "bully" and now addresses harassment based on sexual orientation. The law states students may not make verbal or nonverbal gestures that make another student feel uncomfortable.
2. Any child found to be in the possession of a dangerous weapon, switchblade, knife, intoxicating liquor, or illicit drugs while attending school may be excluded from school for up to ninety-two days as determined by the principal and approved by the superintendent. The law adds laser pens/pointers as a prohibited item.

The Gun Free Schools Act states that any student found to be in possession of a firearm while attending school shall be excluded from attending school for up to one year. Chapter 19 also includes the appeal process that a student or parent may utilize when faced with serious discipline.

We would also like to remind parents of the city ordinance which was passed by the City Council stating that it is unlawful for a minor to purchase, possess or use pepper spray in the city. Pepper spray is a contraband item and is a Class D offense under Chapter 19.

Chapter 19 Offenses Include:

Class A offenses include assault, burglary, dangerous weapons/substances, drug paraphernalia, extortion, murder, property damage, robbery, sexual offenses, terroristic threatening.

Class B offenses include disorderly conduct, false alarm, gambling, harassment, theft, or trespassing.

Class C offenses include cutting class, insubordination, leaving campus without consent, tobacco use, truancy, laser pens.

Class D offenses include all local school rules including possession of contraband.

PENALTIES may include reprimand and warning, parent conference, detention, suspension, referral to an alternative education program or dismissal from school.

All students are given a copy of Chapter 19 to bring home to their parents at the beginning of the school year. The school also has copies of Chapter 19 printed in a variety of languages. If you would like a translated copy of Chapter 19 or need clarification of the law, please contact the principal.

CONTRABAND

The following items are not permitted on the school campus at anytime (before during or after school hours, A+ and all school-related events and activities) unless given explicit consent by school personnel:

CD players, tape players, iPods, iPads, radios, electronic games, matches, lighters, fireworks, trading cards, roller sneakers (heelies), skateboards, scooters, cellular phones, pagers, gang related symbols/items, material items with sexual content, tobacco products, drug related items, personal toys, athletic balls, prank/gag type toys, and any item that is not included on the school supply list.

SCHOOL SAFETY

At Lunalilo Elementary School, we are committed to creating a school climate that is a safe, secure sanctuary for learning. The school faculty and staff are proactive in school safety and crisis preparedness. We are also vigilant in on-going assessment of school safety policies and procedures. Safety meetings are held regularly and we participate yearly in asbestos, fire, and facility inspections. School safety procedures are communicated to students and parents and are practiced on a monthly basis. Each month we try to include a section on school safety in our monthly parent bulletin.

SCHOOL CLOSURE

In the event our school must be evacuated or closed for safety reasons, our primary evacuation site is located on the field behind our school. The secondary site is located at McCully District Park located at 830 Pumehana Street in Honolulu. It is vitally important that parents keep emergency contacts current and updated. In the event of an emergency that requires a school closure, students will only be released to parents and listed emergency contacts. Parents should listen to local media (TV, radio) or check the DOE website to receive notification on school closures.

HAWAII BOARD OF EDUCATION STUDENT CODE OF CONDUCT

Students are expected to:

- **ATTEND** school and all classes regularly.
- **BE ON TIME** to school and classes.
- **BE PREPARED** for and to participate in each class to meet standards, to have the necessary class materials, to complete class work & homework accurately and on time, and to prepare for quizzes, and tests.
- **BE HONEST**, behave with dignity, and treat others with respect and courtesy. This includes the use of appropriate language, actions, and attire. Students are expected not to harass others verbally or physically.
- **TO COME TO SCHOOL** free from the influence of tobacco, alcohol, or drugs.
- **COMPLY** with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while in school and at all school activities. All students should treat all property belonging to school or others with care.
- **CONTRIBUTE** to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

STANDARDS BASED EDUCATION

The Common Core State Standards (CCSS) sets the foundation for Hawaii's public school curriculum, instruction, assessment, professional development, and accountability systems. The school uses the CCSS to prepare students with college, career, and life skill readiness and to provide the knowledge and foundation to be competitive in our global society. Students in Grades 3-5 are tested annually to measure performance and understanding of the CCSS using the Hawaii SBAC.

CURRICULUM & INSTRUCTION

Kindergarten

Our kindergarten program encompasses an integrated approach to natural and meaningful learning appropriate to each child's developmental level. It is a child-centered program, which means the children will begin to assume some of the responsibility for what they learn in the classroom. It emphasizes cooperative/collaborative learning, problem solving, risk taking, and active explorations. Parents and school work cooperatively to develop each child's potential and foster a positive attitude toward life and learning. Home activities that support our program include parents reading aloud to their children daily, monitoring homework, engaging in oral interaction, and exposing children to a variety of experiences.



Grade 1

In the first grade, we truly believe in developing the whole child. Students will learn about and practice a healthy lifestyle. Students will learn in an environment that is physically and emotionally safe. Students are actively engaged in learning and are connected to the school and broader community. Students are challenged academically and prepared for success in college, employment, and participation in a global environment.

Grade 2

In the second grade the whole child is nurtured through academic curriculum and enrichment experiences. With a strong foundation in Common Core State Standards, grade 2 students learn how to problem solve and develop higher level thinking skills. Students are provided enrichment opportunities with an array of guest speakers and activities including Sea Life Park, Honolulu Theater for Youth, and Mad Science. Grade 2 holds an annual “Cultural Market Day” and “Reduce, Reuse, Recycle Swap Meet.” Science, Technology, Engineering, Arts, and Math (STEAM) activities that include studying animal habitats, sustainability projects, and rocks and minerals are integrated into the curriculum. College and Career readiness skills are taught through the use of AVID activities and instructional strategies with a focus on using BEAR (Bring Everything Always Ready) Binders.

Grade 3

Grade 3 provides students with opportunities to grow and develop in a balanced program. During third grade students take part in a mini-society to learn how a “real” society is run, including classroom jobs and a grade level money system. The emphasis is on basic economic lessons. During the final quarter of third grade the students become “entrepreneurs” to prepare for Market Day. The grade level operates on a positive rewards system.

The 3rd graders are initiated into the Service Day Program, which provides students an opportunity to become responsible, independent and productive citizens.

Third grade focuses on planning and organizational skills necessary for high achievement, using the AVID (Advancement Via Individual Determination) system.

Field trips to the Hawaii Mission House Museums, Lyon Arboretum, Hawaii State Capitol and Hawaii Judiciary History Museum enable the children to integrate the Common Core Standards into their learning. The 3rd graders are initiated into the Service Day Program, which provides students an opportunity to become responsible, independent and productive citizens. In the fourth quarter, the Hawaii State Assessment is administered to all third graders.



Grade 4

The grade 4 community works to incorporate the life of ancient Hawaii in the classroom. We use an ahupua'a community based positive behavior reinforcement system. We have begun to explore the common core standards curriculum with an emphasis upon informational reading and writing. We integrate our Social Studies readings by exploring how the islands came to be, how the ancient Hawaiians lived, and the changes in Hawaii after contact with the Western cultures. Common Core Mathematic standards are in depth understandings of concepts such as number understanding in base ten, algebra, fractions, measurement and data, and geometry. These concepts are constantly addressed throughout the day as we incorporate them into our Social Studies, Science, and Health lessons. Students are assessed state wide annually in Language Arts, Mathematics, and Science. To help keep track of our many concepts, students are expected to utilize AVID strategies (i.e., interactive notebooks, binders, and assessment portfolios).

Grade 4 enjoys bringing hands on experiences to the students. This helps reinforce the concepts learned in Social Studies and Science especially. Students are able to attend field trips such as Taro Patches, Iolani Palace, Gene-ius Science Day, and Polynesian Cultural Center. Grade 4 has kumu visit weekly to teach Hawaiian language and dance. The year is ended with a grade 4 luau in which students are able to celebrate their learning of ancient Hawaiian games (Makahiki games), food preparation, and music. There are many opportunities for students to succeed and establish their independence in grade 4.

Grade 5

Grade 5 students participate in activities that prepare them for an academic, creative, and socially responsible future. They develop independence and leadership skills in preparation for middle school. This includes participation in the Washington Middle School Orientation. Grade 5 students learn about sustainability through hydroponics in order to capture Hokulea's worldwide journey to Malama Honua. Band is offered as a part of the fifth grade music curriculum. Each student is given a choice of instruments to play, and may borrow an instrument for further practice. The SBAC test is administered to grade 5 students to assess each student's progress in achieving the Common Core State Standards.

PHYSICAL EDUCATION

To promote the physical well-being of our students, children in Kindergarten through Grade 5 participate in a physical education program. The program covers movement forms, motor skills, and promotes a physically active lifestyle and healthy levels of fitness. Opportunities for challenges, enjoyment, self-expression, and social interaction is provided. Parents are asked to provide appropriate foot wear for physical education classes and all athletic activities.



HAWAIIANA PROGRAM

The Hawaiian Studies program at Lunalilo Elementary School teaches students to recognize traditional Hawaiian values and how to incorporate them into everyday use. Students will learn “lokahi” or harmony among themselves and others and their environment. The program will also touch upon Hawaiian history, arts, music, dance, and chant. Through this program, Lunalilo Elementary School students learn to appreciate the uniqueness of Hawaii and its enduring culture.

BAND

Fifth grade students at Lunalilo Elementary School participate in a band class under the instruction of a teacher/musician as part of the music program. Students are introduced to various wind, string, and percussion instruments. Each child has the opportunity to select an instrument and learn to play using hands on experience. Students may borrow the school’s instruments to practice and enhance learned skills.



GUIDANCE/CHARACTER EDUCATION

Lunalilo’s Guidance/Character Education Program is facilitated by our school counselors. They visit each classroom regularly to address guidance issues and introduce the elements of positive character traits and ethical values. Traits such as trust, patience, honesty, courage, empathy, etc. are taught to students through discussion and classroom activities that promote positive social interactions and foster noble personal qualities in each child. Parents are encouraged to become a partner in education and are asked to participate in parent/student home activities.

STUDENT PROGRESS

Student progress is reported to parents quarterly by way of student report cards. Student achievement and yearly progress is also measured at all grade levels via school wide testing (such as SBAC, MAPS) and reported to parents.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held annually to provide each parent the opportunity to meet individually with the classroom teacher to discuss student progress. Parent-Teacher conferences are the best means of communicating between teacher and parent. Additional conferences are encouraged whenever a parent or teacher feel it will benefit the student. School counselors and administrators are also available to meet and provide additional support when needed. Interpreters are available upon request.

STUDENT PROGRAMS

BIONIC Club

Lunalilo's BIONICs, which stands for "Believe It Or Not I Care", is a club for 4th and 5th grade students who are committed to helping others. Students new to our school, or who want to make new friends, or need help and someone to talk to can be supported by BIONIC Club members. Members are encouraged to participate in BIONIC activities and volunteer to help at school activities and events. The BIONIC Club meets weekly to share how we've helped others, to recommit ourselves to our mission of helping others, and to recite our BIONIC pledge together:

I promise to do my best everyday
And practice being safe, respectful and responsible.
I will honor and take care of myself,
And I will help others.
I am proud to be a BIONIC student at Lunalilo Elementary School.

Library Monitors

Student who agree to work as junior library assistants (JLAs) assist with providing valuable services to the school library. JLAs support library operations by performing essential routine tasks including shelving books, circulation duties, creating book displays, and delivering books to classrooms. Recruitment for JLAs occurs during Fall and Spring semesters.

Office Monitor

Students that show leadership and responsibility are selected by their classroom teacher to be an Office Monitor. A different student is selected daily to assist the office staff with attendance collection, delivering messages, sorting and collating papers, and various other duties as needed.

COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

CSSS is the overall framework or umbrella for dynamic, seamless, and integrated continuum of programs, services, and supports within the school for ALL students. The system was created to ensure all students have access to a variety of services to assist students in meeting the Common Core State Standards, to strengthen parent participation and to provide programs based on the needs of each individual student.

The CSSS at Lunalilo Elementary School consists of:

- Personalized classroom instruction and differentiated classroom practices
- Prevention and Intervention
- Specialized assistance and crisis/emergency support to students
- Family participation in all parts of the school program
- Support for transitions
- Creating partnerships with community outreach and outside agencies

The Comprehensive Student Support System (CSSS) provides overarching support to the standards-based curriculum and programs. It is based on the belief that given the appropriate support and interventions, every student will learn and succeed. It links students and families to appropriate resources and emphasizes proactive, timely prevention, and intervention services.

STUDENT SERVICES COORDINATOR (SSC)

The Student Services Coordinator is a teacher position that was established to coordinate timely provision of services to students who may be having academic social or emotional difficulty at school. The SSC is a single point of entry in the referral process. With a focus on prevention and early intervention, the SSC will dialog with parents, teachers, and support personnel to select the least intrusive program or intervention that provides the most appropriate service(s) in the least restrictive environment.

PRIMARY SCHOOL ADJUSTMENT PROJECT (PSAP)

The Primary School Adjustment Project is a preventative component of the school's Comprehensive Student Support System. It provides encouragement and support to young children, primarily in grades K-3, with social, emotional and/or behavioral difficulties. PSAP focuses on helping children develop a positive image as well as self-management, decision-making, and effective communication skills. Regularly scheduled sessions with the PSAP aide provides each child with the added encouragement and support needed to feel good about school and learning.

COUNSELING SERVICES

Counseling and consultation services are available to students, teachers, and parents by the school counselors. Besides group and individual counseling, counselors are responsible for coordinating the PSAP, BIONIC, and guidance programs. They also coordinate the SBAC testing program for students in grades 3-5. Students may be referred to the counselor by their teacher, parent, or a student may self refer. Parents are encouraged to call for an appointment with the counselor before coming to school (973-0270).

SCHOOL BASED BEHAVIORAL HEALTH SERVICE (SBBHS)

The school employs a specialist who has a Masters Degree in Social Work or Psychology to assist students needing intensive counseling services. The SBBH personnel will act as a consultant to teachers and meets with students individually or in groups to provide behavioral, emotional, and social skills interventions to help students achieve at school.

SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) is the federal law that provides a free appropriate education to children with special needs. IDEA and our state law regarding education (Chapter 56) give children with disabilities the right to special education and related services to meet their individual needs. Related services are provided as needed and may include (but are not limited to): transportation, speech/language therapy, occupational therapy, and physical therapy.

Parents who feel that their child may need special education services due to learning difficulties, physical disabilities, or behavior concerns can request an evaluation by the Department of Education through our Student Services Coordinator.

Currently, Lunalilo Elementary School has three classrooms that provide various resource services for students with special needs. As part of an early intervention program, the school also has a special education preschool. Our dynamic special education team includes certified special education teachers, educational assistants, paraprofessional tutors, skills trainers, counselors, student services coordinator, and school based behavioral health specialists.

CHAPTER 53, SECTION 504

The intent of Chapter 53, section 504 is to provide an equal educational opportunity to all students with disabilities. Chapter 53 delineates the procedures and guidelines relating to the identification, evaluation, educational placement, and procedural safeguards for students with disabilities and their parents or guardians. Section 504 provides protections against discrimination in education of individuals with disabilities.

However, not all students who have been determined to be disabled under Section 504 meet the criteria for a disability under IDEA. These students may require regular or special education and related aids and services to afford them an equal educational opportunity. Section 504 is not a special education law. It is a civil right's law that places the responsibilities upon each school to provide equal educational opportunities for all students.

If you have questions about Chapter 53, please contact our Student Services Coordinator. Copies of the pamphlet title "Rights to Parents and Students Under Section 504, Part D" are available upon request. This brochure provides a simplified explanation of parent and student rights under the law.

ENGLISH LANGUAGE LEARNERS (ELL)

The English Language Learners program provides supplementary support to students whose first, home, or preferred language is not English. The program helps these students meet the Common Core State Standards (CCSS) and the Hawaii DOE assessments (SBAC and HSA) through the World Class Instructional Design and Assessment (WIDA) English language development standards. When the ELL students first enter school they are administered the WIDA-ACCESS Placement Test to assess their English language proficiency. Based on the test results appropriate English language services are then provided. To enhance the learning process, ELL integrates the use of technology in its instructional practices - computer programs Starfall, Zip Zoom, Super Phonics, and Imagine Learning. ELL also offers after-school programs with the implementation of research-based computer programs, Imagine Learning, Headsprout, and Rosetta Stone. ELL families are empowered to assist their children's literacy development by extending the learning at home with tools such as LeapPads, audiobooks, and student licenses for Headsprout. Through collaboration with the school librarian ELL also offers a Family Literacy Program to provide parents and children a fun opportunity in promoting the enjoyment of reading guidance in supporting the development of literacy skills

COMPUTER TECHNOLOGY PROGRAM



The computer program at Lunalilo Elementary School is dedicated to providing all students with the experiences necessary to meet state and national technology standards. All students from kindergarten to grade 5 have access to multimedia technology in the classrooms, computer labs, and school library. Each class is scheduled for weekly computer lessons with our school's technology coordinator. Additional computer time is available for project-based learning. Basic computer skills are taught and integrated into the curriculum in the areas of reading, writing, math, science, and social studies.

All of our classrooms are connected to the local area network giving every student access to school library services and networked programs such as "Accelerated Reader" and "STAR" online tests. In addition, everyone has access to the Wide Area Network and Internet services.

There are 3 computer labs on campus available for student projects. In addition, there are additional computers and technology in each classroom. Students may use the Internet under supervision and following strict guidelines. Each parent and student must sign an "Acceptable Use Policy" before being allowed to browse the internet. The internet may be used solely for educational purposes.

LUNALILO LIBRARY MEDIA CENTER

The Library Media Center collection consists of books and media (books, magazines, CDs, DVDs) available for borrowing by students, teachers, staff, and parents. It is fully automated with an Online Public Access Catalog (OPAC) available through computers on and off campus via wireless internet access.

The library is open to students from 8 am to 3 pm Monday through Friday, except Wednesday when the library closes at 1 pm. Students may visit the library during the school day, including both recesses, provided a library pass is worn. All classes (K-5) visit the library every 6 instructional days for borrowing and a library lesson. The borrowing and lesson schedule can be viewed on library web site at <https://sites.google.com/site/lunaliloelementaryschoolvlc/borrowing-lesson-calendar>

On library days, classes borrow for 15 minutes and receive 30 to 40 minutes of instruction. Students may check out up to 4 items at a time for a 3-week loan. Although students are encouraged to return or reborrow all library materials before new borrowing occurs, they will be allowed to return and reborrow at different times provided all items out are returned on a timely basis. Students with overdue items or unpaid fines will not be able to borrow. Parents may borrow up to 5 items at a time for 3 weeks before and after school (7:50-8:10 am, 2:15-3:00 pm).

LIBRARY COLLECTION

The circulating collection is composed of EASY (Picture Books), FICTION (Chapter Books), NON-FICTION (Informational), HAWAIIANA, and BIOGRAPHY books and magazines. REFERENCE books generally do not circulate. Students may visit the library for research purposes anytime during the school day with a library pass.

ACCELERATED READER

(Computerized Management Reading Program by Advantage Learning Systems).

Students earn Accelerated Reader points by taking reading comprehension quizzes online. Quizzes for each book read may be taken only once. As an added incentive, students who earn their goal points for the quarter are recognized on a bulletin board display in the library. At the end of school year, outstanding AR Readers are recognized at the Awards Assembly.

LOST AND/OR DAMAGED BOOKS

Notices for overdue and missing items are sent out to borrowers periodically. Students with overdue books or outstanding fines will not be able to borrow until obligations are cleared. Students may be charged for lost or damaged property, including textbooks and workbooks, as allowable by school code.

LIBRARY COMPUTERS

Computers in the library may be used for searching the Online Public Access Catalog, conducting research, and taking Accelerated Reader quizzes. Word processing, etc. should be done in the classroom or computer lab.

INTERNET (WORLD WIDE WEB/E-MAIL)

Students who have permission from their parents and teachers are allowed to use the Internet for research and e-mail. Once a student has permission, it is valid until the student leaves the school or when a parent requests that the student not use the internet for research. Students must get permission from their teacher and the librarian before searching on the Internet or sending e-mail.



Acceptable Use Policy & Release for Electronically Displayed Student Work/Images

At Lunalilo Elementary School, we believe the internet can provide great benefits to student learning. We would like to make internet usage available to all our students and expect they act responsibly and appropriately when accessing information. Therefore we ask all students and parents to sign an “Acceptable Use Policy” as an agreement they have reviewed the school’s internet usage policy. In addition, we require written consent to display student work and images on the internet and in our video productions. The Acceptable Use Policy and Release for Electronically displayed student work is available from our technology coordinator and is valid for the entire time at school unless otherwise requested by the parent.

A+ AFTER SCHOOL PROGRAM

A+ is an after-school childcare program established for working parents. The program provides homework assistance, enrichment activities, and supervised recreational activities daily until 5:30 p.m. The A+ Program is not open when school is closed for vacation, holidays, during teacher institutes or on days when school is open only for half a day. Applications and information about the A+ program may be found in the office.



Program Hours:

M, T, TH, F 2:15 p.m. – 5:30 p.m. / Wednesday 1:00 p.m. – 5:30 p.m.

LUNALILO ELEMENTARY SCHOOL COMMUNITY COUNCIL

The Lunalilo Elementary School Community Council (LESCC) provides a forum through which parents and other members of the school community can contribute to improving student achievement and student performance. The Lunalilo Elementary School Community Council is able to make recommendations to the principal on academic and financial matters. The principal, in turn, will consult with the School Community Council on a variety of issues affecting student learning. The LESCC is an advisory board that provides input on issues. It advises the school on the academic and financial plan and reviews evidence of progress toward student achievement.

The school community council consists of representatives from six role groups: administration, parents, community, teachers, classified staff, and students. All members of the Lunalilo Elementary School Community Council are elected by their peer groups.

LUNALILO COMMUNITY SCHOOL ASSOCIATION (LCSA)

The LCSA Executive Board is composed of parents, school faculty, and community members who also carry the title of the School Community Council. Any interested parent may volunteer to serve on the board. The Executive Board plans and conducts general meetings, special events, attends to financial matters, and serves as a consultant body to the principal on matters pertaining to school policies and operations. We look forward to having all in attendance at our monthly meetings. Unless otherwise noted, the LCSA meets on the first Monday of every month at 5:00 p.m. in the school's library. LCSA By-Laws are available upon request.

CHILD WELFARE SERVICES

Teachers, counselors, and administrator are required by law to immediately report suspected child abuse or neglect to the proper authorities which may include Honolulu Police Department and Child Welfare Services.

HOMEWORK POLICY

To derive the greatest benefit from the school learning experience, teachers will provide meaningful homework to students. Homework will reinforce student learning in school, build responsibility, and develop essential study habits.

All grade levels will design a homework policy that include the following:

1. Student centered assignments
2. A method of informing parents about homework frequency and of daily assignments in a planner or tablet
3. Daily signatures from parents
4. Missed assignments must be highlighted or noted for the next day by the teacher to alert parents of missed assignments.
5. Provisions for the completion of work (recess, after school, after school tutoring)
6. Students must be provided an explanation of Exceptions

Rewards/Consequences

1. Within 5 school days, parent will be notified by phone of incomplete assignments
2. After 2 calls home, a referral is made to the administrators/counselors.
*Administrators/counselors letter will be mailed home to parent.
3. Homework policies must have a reward/consequence system.

PARENT'S HOMEWORK RESPONSIBILITY

- Set aside a quiet and well-lit study area and establish a specified time for homework to be completed
- Explain or clarify the assignment as needed
- Encourage your child to complete his/her work and check for accuracy but do not do the assignment for him/her
- Praise good work
- Sign homework assignment/folder if requested by the teacher
- If necessary, transport the child to places required by the assignment
- Contact the teacher if you have any suggestions or concerns regarding your child and homework

REQUESTING HOMEWORK FOR ABSENCES

Homework requests from parents shall be submitted by parents to the school administration office at the time an absence is called in, but no later than 11:00 a.m. There are no assurances that homework will be available at the end of the day for requests that are submitted after 11:00 a.m. Homework should be placed in the homework drop-off box in the administration office within one half hour after the end of the school day for parents to pick up.

HAWAII STANDARDS FOR PARENTS AS PARTNERS IN LEARNING

Parents are critical to their children's well-being and success at school. Reflecting upon their own experiences, more than 2,700 parents throughout the state of Hawaii generated the following standards and practices for helping their children to learn. While these standards guide parents in supporting their children's learning, they also guide the school and community in providing information, support, and involvement opportunities that parents desire.



A PARENT PARTNER IN LEARNING . . .



- Attends to the child's physical, emotional, social, and behavioral development
- Develops the family as the child's first teacher
- Prepares the child to achieve the Common Core State Standards
- Provides home support for the child's meeting the Common Core State Standards
- Supports the child's school and teachers
- Is a life long learner

CONTINUOUS NOTICE OF NON-DISCRIMINATION

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

ADA/Section 504 inquiries

Krysti Sukita, ADA/504 Specialist
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360 Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

Title VI, Title IX, and other inquiries

Anne Marie Puglisi, Director
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360 Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

LUNALILO'S YEARLY ACTIVITIES



5th Grade Transition Conference

Awards Assembly

Band Concert

Book Fair

Career Day

Books at Breakfast Program

Coast Guard Readers

Fun Fair

Halloween Parade

Hawaii Food Bank Drive

Honolulu District Speech Festival

Kindergarten Orientation

King William Lunalilo's Birthday Assembly

May Day

Field Day

Middle School Orientation/Transition

Open House

Parent Workshops

Parent-Teacher Conferences

King Lunalilo Birthday Poetry Contest

Student Service Awards

School-wide Testing

Student Council

Talent Show/Family Night

Turkey Trot

4th Grade Luau

Year End Assembly



