

# *Lihikai Elementary School's*

## Parent & Student Handbook



**335 South Papa Avenue**

**Kahului, Hawai'i 96732**

**(808) 727-4500**

**Mon – Fri (7:00 am to 4:30 pm)**

**Principal Barbara Oura-Tavares**

*Last Updated 8/1/2024*

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## **School Information & Background**

Lihikai Elementary School (LES) is centrally located in the urban community of Kahului. LES was established in 1961 at the old Kahului School site on Kaahumanu Avenue across from the Maui Beach Hotel and moved to its current location in 1965. Originally a K-8 school, LES changed its configuration to K-5 with the opening of Maui Waena Intermediate School in 1990.

Our logo, designed by a former LES student, depicts a SURFER riding a pencil surfboard, through the waves/pages of a book. This design ties together our mascot, the surfer, with classic symbols of education, to create a seamless and beautiful image representing Lihikai.

LES is part of the Baldwin-Kekaulike-Kūlanihāko'i-Maui Complex Area, which includes a total of 21 schools. Specifically, LES is part of the Maui Complex which originally included schools in Kahului and Kihei. In SY 2022-23, Kūlanihāko'i High School officially opened in Kihei, creating the new Kūlanihāko'i Complex and separating the schools in Kihei and Kahului. Today, the Maui Complex includes a total of 5 schools in Kahului - 3 elementary schools (Lihikai, Kahului and Pomaika'i), 1 middle school (Maui Waena) and 1 high school (Maui High).

Lihikai Elementary School was first accredited in 2017 with a six (6) year term, with a two-day mid-cycle revisit in February 2020. The school received a one-year extension to the scheduled Self Study in 2023 due to COVID. This 23-24 school year Lihikai received the highest WASC accreditation evaluation of 6 years with no on-site visitation required.

Today, Lihikai's magnificent staff and teachers proudly serve over 700 awesome students and their terrific families in pre-school through grade 5.

## VISION

### LIHIKAI SCHOOL VISION

All Lihikai students will be empowered to reach their fullest potential and possess college and career readiness skills that will enable them to become global, contributing citizens who are prepared to meet the challenges of the future.



## MISSION

Every Day, Every Moment and for Every Child, our mission at Lihikai School is to:



- Provide a nurturing, safe and stimulating learning environment;
- Form a partnership with our families and community in which we strive to promote positive decision makers and critical thinkers;
- Develop 21st century learners who will be college and career ready, and contributing members of the community.

# Nā Hopena A'o



# **GENERAL LEARNER OUTCOMES (GLOs)**

## **GLO 1: Self-Directed Learner**

*I Take Responsibility for My Own Learning*

## **GLO 2: Community Contributor**

*I Work Well with Others*

## **GLO 3: Complex Thinker**

*I am Involved in Complex Thinking and Problem Solving*

## **GLO 4: Quality Producer**

*I Recognize Quality Performance and Produce Quality Products*

## **GLO 5: Effective Communicator**

*I Communicate Effectively*

## **GLO 6: Effective and Ethical User of Technology**

*I Use a Variety of Technologies Effectively and Ethically*

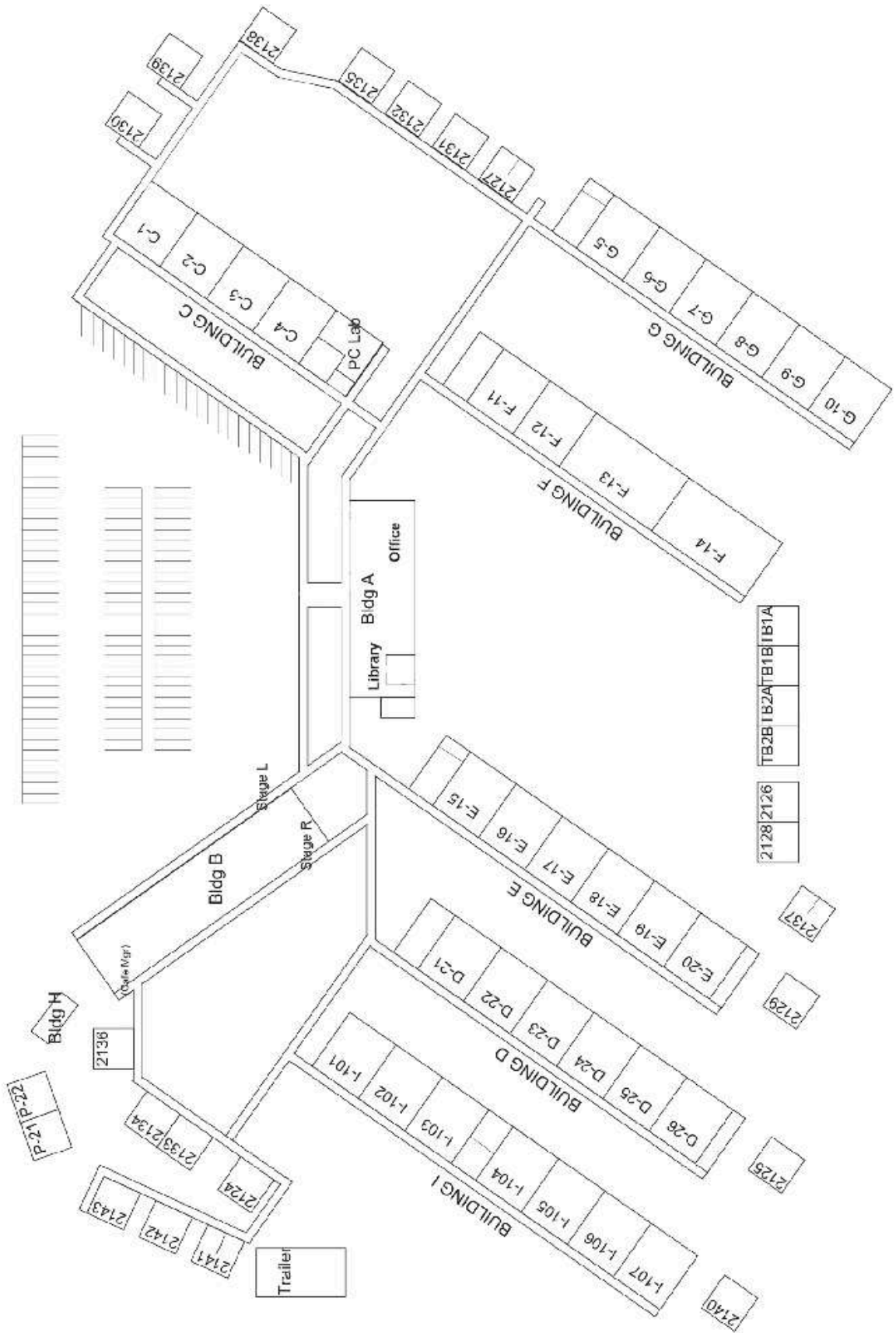
# BELL SCHEDULE

2024-2025

	Mon./Tues./Thurs./Fri.	Wed.
Teacher's Bell	7:45 am	7:45 am
Tardy Bell	7:55 am	7:55 am
1st Block		
<b>RECESS</b>	Pre-K: 8:35 - 8:55 am K: 9:35 - 9:50 am 1, 2, 3, 4, and 5: 10:00 - 10:15 am	Pre-K: 8:35 - 8:55 am K: 9:35 - 9:50 am 1, 2, 3, 4, and 5: 10:00 - 10:15 am
2nd BLOCK	Pre-K: 8:55 - 10:40 am K: 9:55 - 10:45 am Gr.1: 10:20 - 10:45 am Gr.2 & 3: 10:20 - 11:25 am Gr. 4 & 5: 10:20 - 12:05pm	Pre-K: 8:55 - 10:40 am K: 9:55 - 10:45 am Gr.1: 10:20 - 10:45 am Gr.2 & 3: 10:20 - 11:25 am Gr. 4 & 5: 10:20 - 12:05pm
(PreK, K-1) Lunch	10:50 am - 11:30 am (Recess: 11:20 - 11:30)	10:50 am - 11:30 am (Recess: 11:20 - 11:30)
(2-3) Lunch	11:30 am - 12:10 am (Recess: 12:00 - 12:10)	11:30 am - 12:10 am (Recess: 12:00 - 12:10)
(4-5) Lunch	12:10 pm - 12:50 pm (Recess: 12:40 - 12:50)	12:10 pm - 12:50 pm (Recess: 12:40 - 12:50)
3rd BLOCK	K: 11:35 - 2:00 pm Gr.1: 11:35 - 2:00 pm Gr.2 & 3: 12:15 - 2:00 pm Gr.4 & 5: 12:55 - 2:00 pm	K: 11:35 - 1:15 pm Gr.1: 11:35 - 1:15 pm Gr.2 & 3: 12:15 - 1:15 pm Gr.4 & 5: 12:55 - 1:15 pm
End of School	2:00 pm	<b>1:15 pm</b>
End of Teachers' Prep Pd	2:45 pm	2:45 pm
Staff Meeting		2:00 pm
End of Teachers' Day	2:45 pm	2:45 pm



# Lihikai Elementary School



## ALMA MATER

‘Neath the glory of the mountains,  
Near the silvery sea,  
Stands our noble Alma Mater,  
Lihikai, we hail to thee.

Bound within thy walls of wisdom,  
The knowledge and the truth,  
To her loyal sons and daughters,  
All this to the youth.

May this wisdom always guide us,  
And when thy walls are seen,  
We think of thee, Oh! Alma Mater,  
So noble and serene.

*Chorus:*

Lihikai, Oh! Alma Mater,  
Wondrous is thy name,  
We will speak of thee forever,  
And spread thy noble fame.






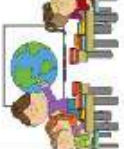



*Lyrics by:* Virginia Dagdag

# SCHOOL RULES

*Take pride in our campus. Keep it clean and safe.*

1. Sidewalks (lanais) are for walking. DO NOT block walkways. Bicycles, skateboards and shoes with roller skates/wheels are NOT PERMITTED on campus.
2. Play in designated areas only. Remain in designated areas in front of the classroom wing and in the park area during recess. No loitering in the bathrooms.
3. Reserve climbing for the playground equipment only.
4. Keep your hands and feet to yourself.
5. Listen to and follow directions given by all adults assigned to maintain safety and order in school. This includes administrators, teachers, educational assistants, custodians, cafeteria supervisors, adult volunteer supervisors, JPOs, etc.
6. Playing of any type is NOT allowed on lanai and the lawn area in front of the office building.
7. NO playing on playground equipment before or after school.
8. All students not in the A+ After School Program should leave school grounds within 30 minutes after the close of school.
9. Gum chewing is NOT permitted on campus.

# Lihikai School Behavior Expectations

	<b>All Settings</b>	<b>Walkways</b>	<b>Playground</b>	<b>Cafeteria</b>	<b>Classrooms Library Computer Labs</b>	<b>Restrooms</b>	<b>Assembly</b>	<b>Bus</b>	<b>Home</b>
<p style="text-align: center;"><b>Be Respectful</b></p>	<ul style="list-style-type: none"> <li>-Greet others</li> <li>-Help others</li> <li>-Share</li> <li>-Follow directions of all adult staff</li> <li>-Hats off when indoors</li> <li>-Be kind</li> </ul> 	<ul style="list-style-type: none"> <li>-Use quiet voices</li> <li>-Walk</li> <li>-Hold on to PE equipment</li> </ul> 	<ul style="list-style-type: none"> <li>-Share</li> <li>-Take turns</li> <li>-Play fairly</li> <li>-Use appropriate language</li> <li>-Keep personal space</li> <li>-Follow directions of all adult supervisors</li> </ul>	<ul style="list-style-type: none"> <li>-Practice good table manners</li> <li>-Use quiet voices</li> <li>-Follow directions of all adult supervisors</li> <li>-Chew with mouth closed</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet voices</li> <li>-Look, Listen, Learn</li> <li>-Help each other</li> <li>-Share</li> <li>-Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>-Wait your turn</li> <li>-Respect privacy</li> </ul> 	<ul style="list-style-type: none"> <li>-Look, Listen, Learn</li> <li>-Respect others</li> <li>-Applaud and celebrate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet voices</li> <li>-Stay calm &amp; orderly</li> <li>-Follow directions of bus driver and aides</li> </ul>	<ul style="list-style-type: none"> <li>-Help family when needed</li> <li>-Cooperate</li> <li>-Think about other's feelings</li> <li>-Share &amp; care</li> <li>-Use appropriate language</li> </ul>
<p style="text-align: center;"><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>-Take care of belongings</li> <li>-Be ready</li> <li>-Focus</li> <li>-Do your best</li> <li>-Make good choices</li> <li>-Put litter in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right side of walkways</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to your classroom when the whistle blows</li> <li>-Playground use for recess only</li> </ul> 	<ul style="list-style-type: none"> <li>-Clean up eating area</li> <li>-Eat your own food</li> <li>-Talk without food in your mouth</li> <li>-Eat breakfast &amp; lunch in cafe</li> </ul>	<ul style="list-style-type: none"> <li>-Focus</li> <li>-Take care of equipment &amp; books</li> <li>-Put things back</li> <li>-Do your best</li> <li>-Be on time</li> <li>-Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>-Keep area clean &amp; sanitary</li> <li>-Flush</li> <li>-Wash your hands</li> <li>-Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Focus on the speaker or performance</li> <li>-Be on time</li> </ul> 	<ul style="list-style-type: none"> <li>-Keep area clean</li> <li>-Follow bus rules</li> <li>-Focus</li> <li>-Line up calmly</li> </ul> 	<ul style="list-style-type: none"> <li>-Complete homework</li> <li>-Check bag, do chores, go to bed early, go to school daily on time, good hygiene, be prepared, be honest, set GOOD example</li> </ul>
<p style="text-align: center;"><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>-Listen</li> <li>-Respect others</li> <li>-Follow rules</li> <li>-Practice good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep personal space</li> <li>-Keep hands &amp; feet to self</li> <li>-Stay on walkways</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment properly</li> <li>-Play safely</li> <li>-Wear footwear</li> <li>-Keep personal space</li> <li>-Play in your assigned area</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Stay in line</li> <li>-Stay seated until excused</li> <li>-Keep food on plate</li> </ul> 	<ul style="list-style-type: none"> <li>-Sit properly</li> <li>-Walk</li> <li>-Push in chairs</li> <li>-Keep personal space</li> </ul> 	<ul style="list-style-type: none"> <li>-Use restroom correctly</li> <li>-Walk at all times</li> <li>-Keep clean</li> </ul>	<ul style="list-style-type: none"> <li>-Enter &amp; leave in an orderly manner</li> <li>-Sit as assigned</li> </ul>	<ul style="list-style-type: none"> <li>-Sit properly</li> <li>-Stay in your area</li> <li>-Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Use crosswalk &amp; listen to crossing guard</li> <li>-Play safely</li> <li>-Ask parental permission</li> <li>-Stay away from strangers</li> </ul>

## **REGISTRATION & TRANSFERS**

To register a child for Kindergarten or to register a child new to the Hawai'i Department of Education system, the following documents are required:

- Birth Certificate
- Tuberculosis Clearance
- Immunization/Health Record
- Proof of Residency
- Photo ID of parent/guardian

To register a child transferring from a Hawai'i Department of Education school, the following documents are required when the parent arrives at Lihikai:

- Parent ID
- Proof of Residency
- Certificate of Release Packet w/Medical records (from the previous school)

To transfer your child out of Lihikai Elementary School, a parent/guardian will need to sign the Record of Student Release form in the school office.

Online registration is also available at [Click here](#)  
Instructions on how to register can be found at [click here](#)

## **SCHOOL OFFICE HOURS**

**Monday – Friday**

**7:45 am – 4:30 pm**

**Phone (808) 727-4500**

*\* Appointments are highly encouraged*

## ACADEMIC PLAN (AP)

The Academic Plan (AP) highlights the goals, programs and available resources to reach these goals for Lihikai Elementary School. This three year plan is aligned with the state Strategic Plan. The School Community Council (SCC) reviews and makes recommendations to the Academic Plan before it is submitted to the Complex Area Superintendent for approval. School APs can be found at [hawaiipublicschools.org](http://hawaiipublicschools.org)

## ACCREDITATION

Lihikai Elementary School was first accredited in 2017 with a six (6) year term, with a two-day mid-cycle revisit in February 2020. The school received a one-year extension to the scheduled Self Study in 2023 due to COVID. This 23-24 school year Lihikai received the highest WASC accreditation evaluation of 6 years with no on-site visitation required.

## ALLERGIES

**FOOD ALLERGIES:** If your child has a food allergy, a medical doctor's note is required. The medical doctor's note must state the type of allergy your child has (ex: peanuts, strawberries, milk, etc.) Give a copy of the doctor's note to the Health Aide or to the school office. You may also explain your child's allergy to the School Food Service Manager (Cafeteria Manager). The doctor's note must be renewed yearly.

**MILK ALLERGIES:** If your child is allergic to milk, a doctor's note is required stating the milk allergy. Children with a milk allergy will be given juice or water at meals instead of milk. Turn in all statements from doctors to the Health Aide or to the school office. All statements from doctors must be renewed yearly.

# ATTENDANCE POLICY

Hawai'i State Law places the responsibility of a child's attendance in school on parents/guardians. Section 302A-1132 of the State Code states

*“all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.”*

Section 302A-1135 provides for referring any parent/guardian and child to FAMILY COURT for chronic absenteeism.

Our goal at Lihikai Elementary School is to ensure that every child receives the full benefit of the education that is provided. Our administration, teachers and staff are here to provide all the assistance and cooperation available to ensure this.

## Absence and Tardy Policy and Procedure

1. Please call Lihikai School by 9:00 a.m. at (808)727-4500 to report your child's absence. An automated call will go out by 9:30am for all students marked absent.
2. Send a note to your child's homeroom teacher when your child returns to school. If the absence is for 3 or more consecutive school days, please send a doctor's note.

## Chronic Absenteeism

If a child is absent for 15 or more days, whether excused or unexcused, the State of Hawaii considers that child to be “chronically absent.” Missing too many days of school is detrimental to a child's academic success as it is difficult to make up the instruction and learning that was missed.

A student is considered absent if not physically present in school for at least half of the school day except if on a school sponsored activity. If a student is present in school for less than half a day (less than 3 hours on M, T, Th, F and less than 2

hours on Wed.), that student is marked as “Absent.” If a student arrives to school or class after 7:55 am, that student is marked “Tardy.”

Children should not be taken out for vacations during school days. Vacations should be planned around school calendars. If students are out on extended vacations, students may be required to withdraw then re-enroll upon their return.

When making doctor’s appointments, please try to make them after school. If morning appointments cannot be avoided, please bring your child back to school for the remainder of the day.

## **“BE COOL! DON’T BE A FOOL IN SCHOOL”**

This campaign serves to remind students and families about the consequences for bringing firearms, including air soft guns to school. Air soft guns (BB guns, pellet guns, and paintball guns) shoot plastic pellets and often have the appearance, feel and sound of a “Real Handgun”. Any student who violates the Hawai‘i Gun-Free Schools Act by bringing a firearm to school “shall be excluded from attending school for not less than one calendar year”. Only the Complex Area Superintendent (CAS), on a case by case basis, may modify the exclusion of the student. If the decision is appealed, then due process procedures will be implemented. Schools must provide alternative education or other appropriate assistance when a child is excluded. For your child’s safety and well-being, please speak with your son/daughter about firearms, school and personal safety, and the consequences for violating the Hawai‘i Gun Free School Act. Review the flyer that was sent home with your child’s opening school packet, and always be aware of what your child is bringing to school in his/her backpack.



## **BEHAVIORAL HEALTH SERVICES (BHS)**

Behavioral Health Services are designed to meet the needs of children exhibiting emotional and/or behavioral disturbances. BHS counseling sessions provide a safe space for children to express their feelings, learn about social skills and develop healthy ways to cope with life's frustrations. Sessions are either individual or group, depending on the needs of the student. The Behavioral Specialist develops a "Behavioral Plan" with input from parents/guardians, teachers and the appropriate grade level counselor. The Behavioral Specialist implements and monitors the Plan.

The Behavioral Specialist may assist in a crisis during the school day and offer consultation to parents/guardians who are having difficulty with their child at home

The referral process for BHS services on campus begins with a Core team meeting. Parents/guardians and school personnel make up the Core team.

## **BIRTHDAY CELEBRATIONS**

We understand the desire to celebrate your child's special day. In order to adhere to Board of Education Policy 103.1, [Wellness Guidelines](#), as well as to protect those students with possible food allergies, we ask for your cooperation if you choose to provide a birthday celebration by providing **NON EDIBLE** items.

**Also balloons are discouraged so as not to create any distractions for students while receiving instructions in the classroom.** If parents still wish to bring balloons, it will be kept at the Office till the end of the day and your child will be called to retrieve them.

## **BUS SERVICE**

Students are encouraged to utilize the bus service if they live more than one mile from the school. Bus applications may be picked up in the school office or filled out online at <https://bit.ly/3flnjzW>. Parents/guardians whose children are attending

Lihikai Elementary School on a Geographic Exception (GE) are responsible for transporting their children to and from school.

- If your child loses his/her bus pass, a replacement pass will cost \$5.00.
- Review bus safety rules on the application form with your child. Repeated, on-going discipline issues on the bus may result in suspension from riding the bus.

## **CAFETERIA DUTY**

Students in Grades 4 & 5 assist the cafeteria staff in the serving of school lunch and the cleaning of cafeteria tables. Students participate on a rotational basis and receive a free meal on the day they help serve. The cafeteria helpers are also given a treat at the end of the lunch period.

## **CELLULAR PHONE POLICY**

In this age of technology many parents want their children to have cellular phones. At Lihikai Elementary School students may NOT bring a cellular phone on campus. Lihikai Elementary School has a phone in the office for student use in case of an emergency. A parent/guardian may contact the office at any time from 7:00 am to 1:30 pm and the message will be given to the child. Lihikai Elementary School will NOT be responsible for any lost, damaged or stolen cellular phones.

## **CHAPTER 19**

Chapter 19 is the regulation governing student behavior in Hawai‘i. It covers “Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, Restitution for Vandalism and Negligence”. Class A and Class B offenses may be reported to the police. The complete Chapter 19 booklet can be found on the HODOE website or by clicking on this link: [Chapter 19](#)

### Class A – Unlawful Conduct

- Assault;
- Bullying (For student grades 9 - 12);
- Burglary – Rendering of a False Alarm;
- Cyberbullying (for students in grades 9 - 12);
- Dangerous instrument, or substance; possession or use of;
- Possession or use of a Dangerous Weapon;
- Possession or use of Drug paraphernalia;
- Extortion;
- Fighting;
- Possession or use of firearms;
- harassment (for students in grades 9-12);
- Possession, use, or sale of Illicit Drugs;
- Possession or use of intoxicating substances;
- Property damage or vandalism;
- Robbery;
- Sexual assault;
- Sexual exploitation;
- Sexual harassment (for students in grades 5-12);
- Stalking; or
- Terroristic Threatening.

### Class B – Unlawful Conduct

- Bullying (for students in grades K- 8);
- Cyberbullying (for students in grades K- 8);
- Discrimination;
- Disorderly conduct;
- False alarm;
- Forgery;
- Gambling;
- Harassment (for students in grades K- 8);
- Hazing;
- Inappropriate or questionable uses, or both of internet materials or equipment, or both;
- Retaliation;
- Sexual harassment (for students in grades K- 4);
- Theft; or
- Trespassing

### Class C – Dept. Prohibited Conduct

- Abusive language;
- Class cutting;
- Insubordination;
- possession or use of laser pen/laser pointer;
- Leaving Campus without consent
- Use of Tobacco substance/smoking
- Truancy

#### Class D – School Prohibited Conduct

- Contraband; possession or use of;
- Minor problem behaviors; or
- Other school rules.

## **COMPREHENSIVE STUDENT SUPPORT SERVICES (CSSS)**

The Comprehensive Student Support Services (CSSS) ensures that ALL students achieve their greatest potential. School administrators, students, teachers, staff and families work together to provide the means to success for the whole child. The major components of CSSS are: high quality instructional leadership, curriculum, instruction and assessment, and a comprehensive student support continuum. The Student Services Coordinator (SCC) brings together school-based and community resources and implements a system to support students so that all students have an equal opportunity to achieve at school.

## **CONFERENCES: STUDENTS, PARENTS AND TEACHERS\***

Scheduled student/parent/teacher conferences are held each school year after the first quarter. Students are dismissed at 1:00pm during 5 school days. This is a time for parents/guardians to meet with teachers to discuss the child's strengths and challenges. Lihikai Elementary School urges parents/guardians to participate in these conferences. Your attendance at these conferences will show your child that you care about his/her education. Every effort will be made to accommodate work schedules. Parents/Guardians may also contact teachers to set up a conference at any time during the school year.

## **CONTRABAND**

Contraband is an item or property which is defined by school rules as being prohibited on school premises. Contraband must not be brought to school.

Contraband includes but is not limited to:

Weapons of any kind - Firearms, Electronic games or toys, fireworks/poppers, drugs/drug paraphernalia, matches, dangerous implements, lighters, personal toys, laser pens/pointers, electronic shockers, cigarettes, e-cigarettes, etc.

## **COUNSELING SERVICES**

Counseling services are provided for all students in need of either individual counseling or group counseling. Students may request to meet with the counselor, be referred by a teacher or administrator, or referred by a parent/guardian or by another student.

## **DRESS POLICY/UNIFORMS**

Students shall wear the school uniform shirt daily. Label your child's jackets, sweaters, shoes, shirts and other clothing so lost items may be returned to the rightful owner. All students are to wear appropriate footwear including shoes, sandals and slippers. Shoes with rollers are NOT ALLOWED. All under garments are to be kept covered.

- Sunglasses and hats are not to be worn indoors, unless a Medical Form is signed by a Physician and given to the Health Office.
- Shorts/pants/bottoms shall have at least a 4 inch inseam and have no holes/cuts revealing undergarments or be located within that 4 inch mark of the inseam. Dresses and skirts shall not be shorter than student's middle finger tip.
- Uniform waivers are available during the first two weeks of school. A brief meeting with the Principal is required before approval is granted. Students

enrolling later in the school year have 2 weeks from date of enrollment to apply for a dress code waiver.

- Occasionally students will be allowed to wear clothing of choice and not the school uniform shirt (i.e. Picture taking, Unity Orange day, Color days to support Kinder learning of the colors, or Spirit Week). The School Dress Code must be followed:
  - A) The wearing of visible designs, words, patterns, logos, etc. that are related to the following are not allowed: Alcohol, Drugs, Sex, Violence, Obscene and Vulgar Language.
  - B) Tops are to cover the torso and stomach with NO MIDRIF showing.
  - C) No mini tops, halter tops, spaghetti straps, off the shoulder style or waist-length armhole tank tops.

The classroom teachers and/or other adult staff members will determine whether a student's clothing is appropriate. If clothing is inappropriate, students will be asked to do one of the following:

1. Change or cover it up or turn their t-shirt inside out.
2. Call parents to get a change of clothes/shoes.
3. Borrow clothes from the health room or the classroom.

## **DROP-OFF & PICK-UP GUIDELINES**

When dropping off or picking up your child/children at the cafeteria, please pull up as far forward as possible. This will allow the cars behind you to also pull in. Be sure to have your child/children ready to get out of the car when arriving in the morning. Parents are not allowed to leave their car unattended at any time during drop-off or pick-up times. All parking spaces are assigned to staff members. **DO NOT BLOCK OR PARK IN STAFF PARKING SPACES IN CASE A STAFF MEMBER NEEDS TO GET IN/OUT OF THEIR SPACE.** Owners of vehicles blocking parked cars are difficult to locate on campus. Only drop off in the front parking lot. Students will be allowed to use all of the school exits to be picked up.

If you'd like to walk your child on to campus and are driving, please park outside the fencing.

**Drop Off Times:**

<b>Group</b>	<b>Time</b>
K-5	7:00 - 7:45 AM
Pre-K	7:45 AM

**Pick Up Times:**

<b>Group</b>	<b>Time</b>
K-5	M, T, Th, and F 2:00 - 2:30 PM W - 1:15 - 1:45 PM
Pre-K	11:30 AM
Bus	M, T, Th, and F 2:00 - 2:15 PM W - 1:15 - 1:30 PM



## **EMERGENCY PLAN**

Lihikai is required to complete emergency drill exercises with students. These include situations for: fire, earthquake, lockdown, shelter-in-place and off-campus evacuation. In the event of a real emergency and an off-campus evacuation is necessary, parents will be notified of the reunification site. A reunification site is a place for parents to pick up their child(ren) in an orderly manner. For safety and situational reasons, we do not share that information beforehand. In the case of an off-campus evacuation that is not time sensitive, our current procedure is to gather at the lower park (Lihikai Park) and proceed to the Kahului Community Center Park by foot. If we are cleared to return to campus, we will walk back to the campus. In the event we need parents to pick up their child(ren), we will communicate through phone and email as well as possible radio broadcasts.

All off-campus evacuations are serious, however, due to the number of aggressive incidents around the country, we are prepared to lock-down and then evacuate to a reunification site with the help of the HDOE District support team and the bus companies.

Please refrain from calling your child(ren) or the office in the event of a real emergency. We will give parents pertinent information as we are able to along with the process to reunite with your child(ren).

## **ENGLISH LEARNER (EL) PROGRAM**

Students with limited English language proficiency require support and targeted instruction. Lihikai Elementary School provides these students with supplementary instructional and acculturation activities.

The English Learner (EL) Program ensures students with limited English proficiency (1) access to educational opportunities by providing services that assist these students with the attainment of English language proficiency, (2) the opportunity to develop high levels of academic attainment in English, and (3) the opportunity to meet the same challenging State academic content and student achievement standards all students are expected to meet. Services to EL Program

students include instructional services consisting of English as a Second Language (ESL) type instruction and acculturation activities.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act was signed into law in December 2015. It reauthorizes ESEA and replaces the No Child Left Behind Act (NCLB). This law requires that all students be taught to high academic standards that will prepare them to succeed in college and careers.

## **FIELD TRIPS**

Field trips are organized by individual grade levels and are related to classroom curricula. There may be nominal fees, including transportation costs that parents/guardians may have to pay. It is recommended that students going on field trips have health insurance provided by parents/guardians. Field trip permission forms are mandatory for participating students. Please see your child's teacher if you have any questions. Student misbehavior may affect participation in off-campus activities.

## **GEOGRAPHIC EXCEPTIONS (GE)**

If parents/guardians want their child to attend a public school other than his/her home school, they must complete a "Request for Geographic Exception" Form 13-1. Applications for a GE are available in any public school office. GE applications for the next school year are to be submitted to the home school office between January 1<sup>st</sup> and March 1<sup>st</sup>.

GEs are granted based on space availability at the receiving school. If a GE request is denied, parents/guardians have the right to appeal to the Complex Area Superintendent (CAS). The "Request for Review of Denial" Form CHP 13-2 may be made within 10 business days of the postmark date of the notice to the Complex Area Superintendent.

## **HAWAI‘I COMMON CORE STANDARDS**

The Hawai‘i Common Core Standards in English Language Arts/Literacy and mathematics define what students are expected to learn from kindergarten through grade twelve in order to succeed in college and careers when they graduate. Instructional materials used by schools in math and English Language Arts/Literacy are aligned to the Common Core Standards.

## **HAWAIIAN STUDIES PROGRAM KŪPUNA COMPONENT**

\*Due to availability, there is no guarantee we will have a KŪPUNA assigned to our school

The Kūpuna Component of the Hawaiian Studies Program aims to enrich students' learning about cultural practices, historical information, and the Hawaiian language. A valuable lesson gained from the Kūpuna, who are referred to as Cultural Personnel Resources (CPR), is that of their life experiences within Hawai‘i, as a special place they call home. Place-based learning is emphasized to encourage a sense of belonging, appreciation, and stewardship for Hawai‘i. Students in Kindergarten through Grade 5 participate in the program, once a week. The Social Studies curriculum for Grade 4 is Hawaiian History.

## **HEAD LICE (UKUs)**

If a child is found to have head lice (ukus), he/she will be sent to the Health Aide. The child may remain in school for the remainder of the school day. The Health Aide will follow up with a call to parents/guardians and send the Notice to Parent/Legal Guardian (SH 35A) and the head lice handouts home with the student. The head lice handouts include treatment and detailed information about head lice.

TREATMENT: The hair should be washed with medication, combed and checked. The home environment needs to be treated also. Upon returning to school, the child will be checked by the Health Aide before going to his/her classroom. If there is still evidence of live ukus or nits, the parent/guardian will be notified once again.

Ukus are not able to jump or fly. Head to head contact, sharing combs, hats, hair accessories and other bedding/clothing items are ways head lice are transferred from person to person.

## **HEALTH ROOM**

The Health Aide is on duty from 7:30 am to 2:30 pm. Our Health Aide is qualified to handle minor emergencies such as cuts and bruises, but is not allowed to make a major medical diagnosis. If you have any medical questions, please call a doctor.

The Health Aide will not administer any medication unless specifically AUTHORIZED to do so by a Medical Doctor. If your child needs medication during the school day, ask for the Request to Store and Administer Medication form from the Health Aide. Parents/guardians will need a medical doctor to complete the form and return it to the Health Aide.

If a student requires immediate medical attention, every attempt will be made to contact his/her parent/guardian. The Emergency Card in the school office lists a contact person for emergencies. This person will be contacted and the school office will follow the emergency contact's directions.

Please fill out the Emergency Card and the ambulance authorization accurately and completely. If there is a change of address, phone number, insurance carrier or employment, it is very important to notify the school office immediately to update files. If an ambulance is required and parents/guardians cannot be reached, an administrator will assume "in loco parentis" responsibility and release the child to ambulance medical personnel.

## **HOMEWORK POLICY**

The State Board of Education supports and encourages homework which will strengthen and reinforce learning within each school. Homework is an integral part of a student's education. It is an extension of formal instruction to strengthen the student's learning in school. Homework shall be considered within the framework of the needs of individual students in meeting performance objectives. The ultimate aim in the accomplishment of homework shall be in the student's acceptance of the responsibility for independent work outside the formal classroom. The completion of homework reinforces GLO 1 (I Take Responsibility for My Own Learning). If you have any questions regarding your child's homework assignments, please feel free to speak with your child's teacher. Homework provides practice for lessons learned during formal instruction. It is expected to be completed by the child and turned in to the teacher.

## **LIBRARY**

Lihikai Elementary School's library has a current collection of fiction, non-fiction and videos to support the curriculum. Every classroom has access to the library.

We take pride in our Lihikai library and share its resources with great care. During a visit to the library with their homeroom teacher, students will be able to borrow up to 2 books at a time. Students are charged for any lost and/or damaged books. Payment is accepted with **CASH ONLY**.

Replacement books are ordered 30 days after Notification of Lost Library Book is sent to parents/guardians. Therefore, refunds are NOT made after 30 days.

## **LOST TEXTBOOK POLICY**

If a textbook, workbook or planner is lost or damaged, the responsible student must pay to replace the textbook, workbook or planner. A damaged textbook/workbook/planner is one that is unusable. Examples are: books left in the

rain or otherwise water-damaged, pages destroyed with markers or pages torn, candy or gum between pages, etc. All payments for lost or damaged textbooks, workbooks or planners are handled through the Office staff. The Office staff accepts **CASH ONLY**. All payments are deposited in Cash and Receipts (CAR) in Central Accounting. Replacement books are paid through this account.

Replacement books are ordered 30 days after Notification of Lost Textbook is sent to parents. Therefore, refunds are NOT made after 30 days.

A teacher may allow a student to use a textbook/workbook in his/her classroom but a replacement textbook/workbook does not go home with the student until payment has been made.

## **MAY DAY (HO‘OLAULE‘A)**

At Lihikai Elementary School, May Day is celebrated through our annual Ho‘olaule‘a Program. The tradition of a Royal Court is maintained, where Lihikai 5<sup>th</sup> graders are nominated and voted by their peers as Royal Court members. Each grade level (K-5) also performs a dance or a hula for our guests. Picture taking of the Court is allowed at the end of the May Day Program.

## **MEAL PROGRAM**

It is the intent of the U.S. Congress that nutritious meals are made available to every student regardless of the household’s ability to pay. The State of Hawai‘i, Department of Education, and the School Food Services Branch participate in the USDA National School Lunch and School Breakfast Program. The USDA Program subsidizes the meals for all children enrolled in Hawai‘i’s public schools. All others, primarily adults, must pay the full cost of the meal.

### **Subsidized Student Meal Prices**

Student Breakfast (Full Price)	\$1.10
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Student Breakfast (Reduced Price)	\$0.30
Student Lunch (Full Price)	\$2.50
Student Lunch (Reduced Lunch)	\$0.40
Adult Breakfast & Student 2 <sup>nd</sup> Breakfast	\$2.40
Adult Lunch & Student 2 <sup>nd</sup> Lunch	\$5.50
Milk only/additional milk for all	\$0.90

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

### **Application for Reduced/Free Meals**

Applications for reduced/free meals are online at [www.ezmealapp.com](http://www.ezmealapp.com). Applications are also sent home on the 1<sup>st</sup> day of school with students. **You must apply to qualify for reduced/free meals annually.** Students who were eligible for free and reduced priced meals in the prior school year retain their eligibility for the first 10 days of the current school year. If the application is not turned in and approved within the 10 days, the student will need to pay full price for meals until the approval notification is received from the State.

### **Etrition Meal System**

An individual meal account is automatically opened for every student who is enrolled in Hawai‘i public schools. The account is identified with an ID which has a Personal Identification Number for each individual account. This account is like a checking account. When purchasing a meal, the student’s account will be deducted, per meal purchased. When a student transfers to another public school, the account, with the balance, will also transfer.

### **Deposits**

Deposits are made at the school office during the hours of 7:30 AM- 4:30 PM.  
*CASH ONLY.*

### **Online Payment Option**

Parents/guardians are given the option to make online payments for meal accounts. This program provides a secure online system for parents/guardians to make payments for their child’s meal account, set a low balance alert for each account, and the opportunity to review their student’s buying history. For additional information, visit the website at: [www.ezschoolpay.com](http://www.ezschoolpay.com).

### **Lunch Loans**

Lihikai Elementary School will no longer make unlimited “Lunch Loans” to students who do not have funds in their meal accounts.

When the account becomes negative, you will receive a Balance Notice. Your child will not be able to purchase a meal. You will need to supply your child with a home lunch until payment is made.

ALL outstanding negative accounts from the last school year will be carried over to the current school year. We recommend you keep track of your child’s account online at [www.ezschoollpay.com](http://www.ezschoollpay.com) Once you set up an account, you can view the balance in your child’s account as well as set up notifications when the account is low.

### **Student ID Cards**

Student ID cards are issued to ALL students and are to be worn all day. They will use this card to purchase breakfast and lunch. The first card is provided for free. If a student should lose or damage their student ID card, there is a \$5.00 replacement charge.

## **PERMISSION TO LEAVE CAMPUS**

Parents/Guardians MUST check students out through the office for early dismissal. A student is NOT ALLOWED to leave the school grounds for any reason before regular dismissal time without written consent from a parent/guardian. Students who have a medical or dental appointment or other business may be excused from school. Parents/guardians must call the office to notify them that they will be coming to the office to fill out the PERMISSION TO LEAVE CAMPUS (PLC) form. The pass will be in the front office for the parent/guardian to sign before the child is released.



## **PICTURE TAKING**

Individual student photos and class group pictures are taken during the first semester of the school year. All students will take pictures but are not required to make any purchases. Parents/guardians may choose to purchase their child's photos directly from the photographer. The school does not sell student photos. Students are allowed to wear appropriate attire other than the school uniform on the designated picture taking day.

## **POSITIVE BEHAVIOR SUPPORT (PBS) SYSTEM**

Lihikai Elementary School is a Positive Behavior Support (PBS) school. PBS is an overall school-wide behavior support system used by all staff to promote positive behaviors in our students.

Choose Love is the school-wide character education program within PBS. Designed to teach students, educators and staff how to choose love in any circumstance thereby creating a safer, more connected school culture. Lessons encourage students to have a positive self-concept (self-esteem) and to perform positive actions by having them think through their actions and how they impact themselves and others.

## **REQUEST FOR ASSISTANCE**

If a parent/guardian or teacher observes that a child appears to be struggling in their learning, in spite of various teaching strategies and supports, he/she work directly with their child's teacher or counselor as well as contact the Student Services Coordinator (SSC) for more guidance.

## **SCHOOL COMMUNITY COUNCIL (SCC)**

In 2004, the Hawai'i State Legislature enacted Act 51 to establish a School Community Council at all public schools to provide a means where school community members have an increased voice in the affairs of their local schools. The SCC acts as a caretaker of the school and functions in an advisory role and contributes to the shared goal of improving student achievement. The SCC is composed of parents/guardians, community members, school personnel including teachers, classified staff and administrators. The SCC at Lihikai Elementary School was established in 2005 and meets monthly. Parents/guardians and community members are encouraged to be involved with the SCC.

## **SMARTER BALANCED ASSESSMENT (SBA)**

The Smarter Balanced Assessment (SBA) in math and English Language Arts/Literacy is the statewide test that is aligned to the Hawai'i Common Core Standards. These mandatory assessments are given to students in Grades 3, 4 and 5. The assessment is given in the spring and parents/guardians receive a family report in the Fall. The SBA tells us what students know as well as how well students can apply their knowledge in real life situations.

## **SPECIAL EDUCATION**

Special Education services are provided to students who have been identified as having disabilities which impact their learning. The Student Services Coordinator (SSC) is responsible for overseeing the process of referral and identification of students suspected of having a disability. Special Education provides specially designed instruction and related services to children identified under the Individuals with disabilities Education Act (IDEA 2004) as having a disability.

## **STANDARDS-BASED REPORT CARD**

The standards based report card is a status report given each quarter to provide students and parents with information about the student's progress in meeting the standards. This report card will be sent home with your student about The Common Core standards in English Language Arts and Mathematics provide a consistent, clear understanding of what your student is expected to learn. The standards are designed to be relevant to the real world, making your child fully prepared for his/her future. These standards can assist you in identifying your child's strengths and challenges. You can use the standards-based report card information to create a plan to support your child's academic and social growth.

## **STRIVE HI PERFORMANCE SYSTEM**

Strive HI is the school performance and accountability system that measures how well a school is doing. The four components are achievement, growth, readiness and achievement gap. Multiple measures are used for each of the components. The system is aligned to the State's Strategic Plan.

## **STUDENT GOVERNMENT**

Students in Grades 4 and 5 elect a Student Council. The Student Council addresses student issues, plans student activities and provides leadership experiences for the student representatives. The students are advised by Student Council Advisors.

## **SUPERVISION BEFORE & AFTER SCHOOL**

### Supervision Before School:

Adult supervision is very limited before school therefore no child should be on campus unsupervised before 7:00 am.

### After School Supervision:

There is **NO AFTER SCHOOL SUPERVISION**. Students need to ride the bus, be enrolled in A+ or be picked up immediately after school. **Students are not allowed to wait unsupervised on campus past 2:30pm M,T,Th,F or past 1:45pm on Wednesdays.**

1. Call the school office for a bus application or apply online at our website.
2. Call or visit the A+ office for an application, if you need after school supervision. Or apply online at [mauiymca.com](http://mauiymca.com).

**Also, middle and high school students are not allowed to wait on the LES campus.**

## **TARDIES**

Tardiness (coming late to school) can be very disruptive to your child's education. Other students in the classroom may lose learning time when your child arrives late to school. Many times, teachers need to stop their lesson to explain to the "late student" what was discussed in class. Please make every effort to ensure that your child arrives at school on time so that he/she may be in class no later than 7:55am. Students who arrive at school after 7:55 am will be considered tardy and will need to report to the school office for a tardy slip to give to the teacher when they report to class.

## **TITLE 1**

Title I provides financial assistance to schools that meet the federally established requirement for the category of low income. This percentage is based on the number of students who qualify for free or reduced meal assistance.

At Lihikai Elementary School, the Title I program is used to provide schoolwide assistance for student growth and support. Title I funds may be used for curriculum materials, classroom equipment, computers, professional development for teachers and parent/family communication/involvement activities.

## **TOYS AND PERSONAL ITEMS**

Toys and personal items such as sports equipment and electronic items are NOT to be brought to school. Items can be easily lost or damaged. Lihikai Elementary School does not accept responsibility for personal items on campus. Toys such as milk covers, marbles, trading cards, etc. are not to be brought to school. Keep toys at home; they are very distracting in the classroom. If a classroom has sharing time, the teacher will communicate the day for sharing time. Items for sharing are to be stored in the child's backpack and only taken out during sharing time.

## **VISITORS**

All visitors **MUST CHECK IN** at the school office upon arrival. Classroom visits must be scheduled with the teacher. Visitors need to sign-in and are issued a "Visitor" identification badge. Visitors are to wear this badge while on campus for safety and security reasons. "Visitor" badges are to be returned to the office when signing out.

## **VOLUNTEERS**

Parents/guardians are encouraged to volunteer at Lihikai Elementary School. All volunteers will sign up and register with the PCNC (Parent Community Network Center) Facilitator. Volunteers need a tuberculosis clearance. All volunteers must sign-in at the school office and are issued a "Volunteer" identification badge which must be worn while on campus for safety and security reasons. The "Volunteer" badge must be returned to the office when signing out.

## **WEBSITE**

Visit Lihikai's website at [www.lihikaielementary.k12.hi.us](http://www.lihikaielementary.k12.hi.us) for information about our school and activities.



Lihikai Elementary School's

# WELLNESS POLICY

*in accordance with the Hawaii Department of Education*

## **Healthy Choices for Happier Keiki!**

### CHECK the LABEL!

*What to look for in a healthy snack...*

<b>Nutrition Facts</b>	
<small>*These amounts are per serving</small>	
<b>Amount per serving</b>	<small>no more than</small>
<b>Calories</b>	<b>200</b>
<b>Total Fat</b>	<small>no more than 8g</small>
<small>Saturated Fat no more than 2g</small>	
<small>Trans Fat 0g</small>	
<b>Sodium</b>	<small>no more than 200mg</small>
<b>Total Carbohydrate</b>	
<small>Dietary Fiber more than 2g</small>	
<small>Total Sugars less than 8g</small>	

At Lihikai Elementary School, we believe it is our responsibility to address the needs of the whole child - academic, physical, social, and emotional. Part of whole child wellness is making healthy food choices and being physically active. When students are making healthy food choices they are better able to learn. Healthy eating habits that are developed in childhood are more likely to be continued into adulthood. It is important that we teach these habits now so that our students can maintain a healthy lifestyle.

We ask for your support in following our Wellness Policy to help promote healthy eating habits when providing snacks, lunch, and celebration items for your child. Below are some suggestions on healthy snacks, lunches, and celebration items.

<b>Healthy Snack &amp; Lunch Options</b>	<b>Foods That Are Strongly Discouraged</b>	<b>Celebration Ideas &amp; Suggestions</b>
<ul style="list-style-type: none"> <li>● Fresh or dried Fruits/Vegetables</li> <li>● Musubi</li> <li>● Sandwiches</li> <li>● Yogurt/Low-fat Milk</li> <li>● Crackers/Pretzels</li> <li>● Popcorn (Plain)</li> <li>● Nuts (*if there are no allergies in your class)</li> <li>● Low-fat/Reduced-fat Cheese</li> <li>● Whole Grain Rich Foods</li> <li>● Water (in reusable container)</li> <li>● Salads</li> </ul>	<ul style="list-style-type: none"> <li>● Artificially Flavored Foods</li> <li>● Chocolate</li> <li>● Cake/Cupcakes</li> <li>● Candy</li> <li>● Gum (not allowed)</li> <li>● Chips</li> <li>● Cookies</li> <li>● Soda/Caffeinated Drinks (not allowed)</li> <li>● Sugary Snacks/Drinks</li> <li>● Dried Saimin/Ramen</li> <li>● Fast Food</li> <li>● Fried Foods</li> </ul>	<ul style="list-style-type: none"> <li>● Pencils</li> <li>● Stickers</li> <li>● Bookmarks</li> <li>● Erasers</li> <li>● Fresh Fruit</li> <li>● Donate a book to the classroom or school library.</li> <li>● Donate a puzzle or game for the classroom.</li> <li>● Healthy Snacks</li> </ul>

*Eating healthy is not always easy, but together we can work towards a healthier and happier future for our keiki!*

# YEARBOOK

A yearbook with class and student photos is available for sale to students, parents/guardians and staff. Students must have parental/guardian permission via the HIDOE's Student Publication/Audio/Video Release form to be pictured in the yearbook and class photo.

The presale for the yearbook determines how many copies are ordered so it is very important to sign up during the pre-sale to ensure that you receive a yearbook. Generally, yearbooks are distributed during the last week of school.

Special messages to your child and business cards may be included in the yearbook for a fee. Lihikai Elementary School's policy regarding special messages is:

***Special messages and business cards must be free of offensive, illegal, violent, obscene and negative symbols, signs, slogans or words, degrading any gender, culture, religion ethnic value, race or anything which may incite a violent response or conflict. Messages and business cards may not include messages relating to religion, drugs, gangs, sex or profanity in any way.***

# Addendum

## PANDEMIC PROTOCOL

The health and safety of our school community is of utmost priority. Lihikai Elementary School will implement all necessary safety precautions in the event of a statewide health concern. These safety procedures are subject to change, sometimes without advanced notice, based on evolving directives from the Hawaii State Department of Education and Department of Health.

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 as follows:

Section ADA/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](mailto:crco@notes.k12.hi.us)  
Title VI, Title IX, and other inquiries

Beth Schimmelfennig, 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](mailto:crco@notes.k12.hi.us)