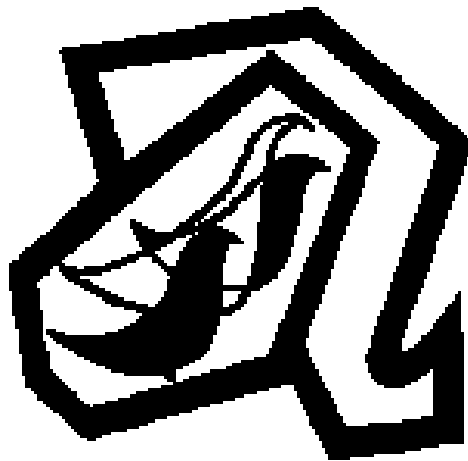


Student/Parent Handbook



Ahuimanu Elementary School
47-470 Hui Aeko Place
Kaneohe, Hawaii 96744

(808) 305-4800

ahuimanu.hidoe.us

School Year 2021 - 2022

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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:

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

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

School Information

Ahuimanu Mission

Ahuimanu School is a nurturing environment where students are educated and empowered to become productive and contributing members of society.

Ahuimanu Vision

Curriculum: Ahuimanu supports each student's individual academic and personal growth to foster a well-rounded 21st century young adult.

Assessment: Ahuimanu teachers will use a variety of assessments aligned to drive instruction and inform students of their progress.

Environment: At Ahuimanu we will create a safe environment through the practice of the five Rs where positive relationships are fostered.

Instruction: Ahuimanu will engage students through integrated instruction that is research based, differentiated, rigorous and aligned to all standards.

Ahuimanu Students will be:

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

School Community Council (SCC)

The SCC is composed of elected representatives from the following role groups: administrators, teachers, staff, community, parents, and students. The purpose of the council is to provide opportunity for greater input from these groups in school planning and decision-making. Monthly meetings are open to all. Check the school calendar for the time and dates of the meetings.

Ahuimanu Ohana PTO

All families are encouraged to join the Ahuimanu Ohana PTO, the parent organization that sponsors the many activities for our children and provides the additional resources for classrooms, teachers, and students. Representatives from the Ohana are actively involved on the SCC and monthly meetings are open to all. Check the school calendar for the time and dates of the meetings.

Volunteers

We appreciate the variety of services volunteers provide. Volunteers help during Ohana sponsored events, school events, assist in the classroom, chaperone field trips, assist as library aides, clerical helpers, student tutors, etc.

Please contact our Parent Community Network Coordinator (PCNC) at 305-4800, if you would like to volunteer or would like additional information.

School Colors

Ahuimanu School is fortunate to be situated in beautiful natural surroundings. We are reminded daily of the towering Koolau Mountain Range, the refreshing rains and waterfalls, and the warmth of the radiant sun. For our school colors, we have selected purple and gold. The purple represents the earth and the mountains. The gold represents the sun.

School Song

Composed by the Sixth Grade Class of 1974
(Tune: "Pearly Shells")

*Ahuimanu (Ahuimanu)
Alma Mater, (School we love)
In the valley, (Lush and green)
'Neath the rainbow, ('Neath the rainbow)
Surrounded by the mountains, (Surrounded by the mountains)
Painted purple by the golden sun,
We will remember you in all our days to come.*

School Mascot/School Logo

Ahuimanu School's mascot is the Kolea (Pacific Golden Plover), a migratory bird, frequently spotted on our campus. In December 1966, the students selected the Kolea because the Kolea is admired for its courage, determination, peaceful nature, and agility. The Kolea is native to Hawaii and considered a good symbol by the children since "Ahuimanu" means a gathering of birds. The Kolea is the central focus of our school logo, with the three birds coming together in the Ahuimanu "A."

Attendance Policy

School attendance policies and procedures are governed by the Hawaii State Compulsory School Attendance Law (HRS 302A, 1132). Schools are required to take appropriate measures to ensure regular school attendance for students who have excessive absences and/or tardies. Excessive absences and/or tardies impact student learning due to loss of instructional time and are unacceptable.

For purpose of school reporting, students are either **present**, **tardy**, or **absent**.

"Present" means that the student is physically present in their classroom by 7:50a.m.

"Tardy" means that the student arrived after 7:50 a.m. and will need to report to the office to receive a tardy pass before entering the classroom.

"Absent" means that the student is not physically present in school for at least half a day (except if a student is on an authorized school activity). Any student leaving the school campus prior to 11:00a.m. will be considered "absent." This includes if the student is sent home sick from the health room.

Depending on the nature and pattern of the absences/tardies, Ahuimanu Elementary School staff will exercise sound judgment in early intervention actions.

Once a student has five (5) absences, parents(s)/guardian(s) will be contacted via letter from their child's teacher. If absences continue, the school counselor will send a consequent letter requesting for a meeting. Additional measures such as home visit and/or social worker referral may follow.

Hawaii Revised Statute (HRS) 302A, 1135 states that if any child of school age persists in being absent from school, the parent(s), guardian, or other person having charge of the child, can be summoned to appear before the family court judge and could be found guilty of a petty misdemeanor.

Reporting Absences

If your child is absent from school, please do the following:

- Call the school office (305-4802) to report the absence. Otherwise, parent and/or guardian will receive An automated phone call informing him/her of the absence.
- Upon return from school, provide a note explaining reason for absence.

- Homework requests must be made by 9:00a.m. It will be available for pick-up in the front office between 2:20p.m. and 4:00p.m. on Mondays, Tuesdays, Thursdays, & Fridays and between 1:00p.m. and 4:00p.m. on Wednesdays.

If your child will be absent for an extended period of time, please notify your child's teacher and/or the office staff in writing as soon as plans are made.

Early Dismissal

If you need to have your child released from school during the day, please do the following:

- Notify the office (305-4800) and/or send a note explaining the reason for the request so your child can receive a Student Pass and meet you in the office at the appointed time.
- Upon pick-up, sign out your child in the office. Do not go to your child's classroom. Your child will not be permitted to leave the school unescorted unless an emergency situation prevents the parent from picking up their child and administration approves.
- If a student leaves school for an appointment, parent's request, or health reason before 11:00 a.m., the student will be marked absent for the day.

Leaving School During the Day

Pupils are permitted to leave school during the school day upon request of the parents for emergencies. Medical and dental appointments should be scheduled after school hours whenever possible to prevent loss of valuable instructional time. Please send your child with a note to the office in the morning so arrangements can be made to have him/her meet you in the office at the appointed time. Parents must obtain the Off Campus Pass and sign out in the log before leaving campus.

School Office Information

School Hours

Instruction starts at 7:50 a.m. Pupils should be in the classroom by 7:45 a.m. when the warning bell rings. Pupils are dismissed at 2:00 p.m., except on Wednesdays when the dismissal time is 12:45p.m. Since adequate supervision is lacking before 7:30 a.m. and after 2:00 p.m. (12:45 p.m. on Wednesdays), students should **not** arrive at school **before 7:30 a.m.** unless they are enrolled in the YMCA before school program or are purchasing school breakfast from 7:15 to 7:40 a.m. After school, children are to go home promptly, unless they are enrolled in official school programs such as A+ or other school sponsored activities. The playground equipment is not open to public use and available only during school hours when supervision is provided by school personnel.

School Entrance Policy

Children who have attained or will attain the age of five years on or before July 31, may be enrolled in kindergarten.

All children enrolling in public schools for the first time must present these records:

1. Birth certificate or equivalent (passport or hospital certificate) to give evidence of birth date.
2. Certificate of release and proficiency from the last school attended if the student is transferring from out of state, from one public school to another, or from a private school to a public school.
3. Health card (Form 14) completed by a licensed physician. The form is available at the doctor's office. Public health regulations are mandated by the State Department of Health. The agency requires that a student enrolling in school for the first time must meet the following requirements:
 - Physical Examination: completed within one year prior to school entry, Tuberculin Skin Test or Chest X-Ray completed within one year prior to school entry. An X-ray is required if the skin test is positive.
 - Immunizations: Diphtheria-Pertussis-Tetanus (DPT), Polio, Measles, Rubella, Measles-Mumps-Rubella (MMR) and Hepatitis B.
4. Proof of Residence (Utility bill for water, electric, gas, telephone, rental/lease agreement, or mortgage document in the parent/guardian's name) If none can be provided in parent/guardian's name, a notarized statement by the relative/friend can be accepted along with a copy of relative/friend's proof of legal residence.
5. Legal documents if not living with parents.

Transfer From Another School to Ahuimanu Elementary

Pupils who transfer to Ahuimanu from another school in Hawaii must present a release from the previous school. A report card from the previous school helps in making proper placement for your child.

Transfer From Ahuimanu to Another School

Parents are asked to contact the school clerk at least three days in advance when their child is being transferred to another school. This will give the school sufficient time to process records. All school property, textbooks, library books, and other items must be returned prior to the last day. Students will be charged for lost textbooks and library books. All obligations must be cleared and then the official release will be given to the child or parent on the last day of the child's attendance at Ahuimanu School.

Dropping Off Items for Students

If you find it necessary to bring articles of clothing, lunches, etc. to school during the day, please take item to the main office and our staff will make the delivery. Please put the child's name and room number on bag, article, etc. Following this procedure will minimize classroom interruptions.

Food Treats

The State of Hawaii Wellness Guidelines requires schools to meet nutritional guidelines and schools cannot accept nor distribute ANY food that does NOT meet the nutritional guidelines. If food or treats that do not meet the requirements are sent to school, it will be returned with your child afterschool. As an alternative to food treats, consider donating a book or game to your child's classroom or a book to our school library for your child's birthday or special occasions.

State of Hawaii Wellness Guidelines (Implements Board of Education Policy 1110-6)

The Department of Education (DOE) recognizes that there are links among nutrition education, the food served in schools, and the amount of physical activity. Student wellness is affected by all of these. The DOE also recognizes that when students' wellness needs are met they attain higher achievement levels.

The Wellness Guidelines are based upon the following principles:

- Healthy students are better able to learn;
- Eating habits and active lifestyles that are developed in childhood will affect health throughout life;
- All children deserve nutritious and safely prepared food;
- Standards based Health Education, including a focus on skills and knowledge relating to nutrition;
- Standards based Physical Education as well as daily physical activity.

Nutrition Guidelines for Food and Beverage Items

All food and beverages sold or served to students at school or at school sponsored functions must comply with the current USDA Dietary Guidelines. Exceptions can be made for food and beverage items provided at one-time privately catered school sponsored events such as Prom or Winter Ball. Fund-raising events are not exempt.

The following items are not provided to students anywhere at school or at school-sponsored functions:

- Food of minimal nutritional value as defined by U.S. Department of Agriculture (USDA) regulations.
- All food and beverage items listing sugar, in any form, as the first ingredient, such as candy.
- Food containing artificial trans-fat.

All snack items sold or served to students anywhere at school or at school sponsored functions, including items sold in ala carte lines and fundraisers, or provided in classrooms must meet the Institute of Medicine (IOM) standards per serving based on the nutrition facts label or U.S. Food and Drug Administration-established serving size reference amount:

- Calories \leq 200 calories
- Total Fat \leq 8 grams
- With the exceptions of nuts and seeds.
- Saturated Fat \leq 2 grams
- Trans Fat ZERO
- Sodium \leq 200 mg
- Sugar \leq 8 grams
- Dietary Fiber \geq 2 grams
- Snacks with $<$ 2 grams of dietary fiber are currently acceptable.

BEVERAGES

Beverages for all students include:

- Water without flavoring, additives, or carbonation

- Low-fat and nonfat milk:
- Lactose-free and soy beverages are included
- Flavored milk with no more than 22 g of total sugar per 8 oz. portion
- 100 percent fruit juice
- Caffeine-free, with the exception of trace amounts of naturally occurring caffeine substances

Comprehensive Student Support System (CSSS)

The goal is to respond to a broad range of student needs by providing the students with comprehensive, coordinated, integrated, and custom supports that are accessible, timely, and strength-based so children can achieve in school. This array of student support services is designed to develop competent successful learners. The focus is on prevention efforts that effectively support students academically, emotionally, and socially.

Change of Address and Phone Numbers

Please notify the school office of any changes in address and phone numbers.

Lost and Found

All found items will be kept in the school cafeteria. If an item is lost, students should check with the classroom teacher first and then the office before the end of the day. Unclaimed items will be donated to a charity of school's choice at the end of December and June. It is recommended that all your children's items be labeled with their name.

Visitors/Volunteers on Campus

We are all responsible to ensure the safety of our students, families, faculty and staff. Therefore, we require ALL visitors to check in/out at the office and wear a visitor's badge during the time they are on campus. If you see a visitor on campus without a visitor's badge, please assist by kindly directing them to check in at the front office.

Student's Responsibilities for Financial Obligations

Students are expected to clear obligations for lost or damaged books, lunch loans or fundraiser payments within the scheduled timeline. Any student with outstanding obligations may not be permitted to attend end of the year activities such as classroom events, graduation, or culminating field trips (Policy adopted by SCBM Council February 2002).

Playground

Ahuimanu Elementary School's playground is a wonderful place for children to grow, learn, and have fun. However, parents are reminded the playground equipment is **not open** to public use and available only during school hours when supervision is provided by school personnel.

A+ YMCA Program

The YMCA will provide before and after school care programs at Ahuimanu. Morning care hours are from 6:00 to 7:45 a.m. and A+ After School Care begins when school is dismissed until 5:30 p.m. For more information call 261-0808.

Field Trip Procedure (rev. 7.12)

Field trips are a part of your child's curriculum based on the Common Core State Standards. Classroom and grade level field trip notices will be sent home advising parents of each upcoming field trip, preparation needed such as supplies or lunch, the cost required for transportation/admission, and fee deadlines.

Please be advised that the fee deadlines are firm – **the fees along with the permission form must be submitted to the teacher by the deadline or your child may not be authorized to attend the fieldtrip.** The exception will be if the child is absent on the last day of the submission deadline, then the fee and permission form must be submitted on the first day of the child's return to school. School administration may approve other exceptions due to emergency situations.

Reminders:

1. Footwear is required for all field trips. Closed toe shoes are highly recommended and may be required for certain field trips. School shirt or school colors recommended.
2. **Payment deadlines** are needed to clear checks, pay vendors, confirm reservation counts, and **are strictly enforced**. Students not making the payment deadline for a field trip may be withheld from attending the field trip.
3. If a child who has paid is unable to attend a field trip, the admission fee will be refunded. Bus fees are not refundable.
4. Students are expected to bring a “sack” lunch from home.

School and Cafeteria Services

Meal Plan

Breakfast and lunch may be purchased by depositing money into your child’s school lunch account online at schoolcafe.com or in the office by sending cash or check with your child. Your deposit will be processed and the money will be available for use on the following school day. Reminders are sent home when account balances are below the amount equivalent to 5 lunches. We will not accept check payments from anyone who has two returned checks for any reason (example: field trip, fundraiser, book fair, lunch, etc.). There will also be a \$25.00 return check fee for all returned checks.

Food Service

Breakfast: *Served daily in the cafeteria from 7:15a.m. to 7:40 a.m. Cost is \$1.10 for students; \$0.30 for reduced students, and \$2.40 for adults and non-Ahuimanu students. 2nd student breakfast \$2.40.

Lunch: * Complete lunch provided by serving kitchen staff.

- Lunch with milk for students is \$2.50
- Reduced lunch with milk is \$0.40
- Second student lunch is \$5.50
- Adult and non-Ahuimanu students is \$5.50
- Extra milk is \$0.80 (purchased through Meal Account during breakfast and lunch)

*All prices are set by State DOE and subject to change. This Institution Is an equal opportunity provider & employer. Menu is subject to change without notice. All meals include ½ pint of milk.

Applications for Free and Reduced Meals can be done online at ezmealapp.com

Please be reminded since some of our students have allergies to peanuts, seafood and other foods, we ask that our students **DO NOT** share their snacks.

Lunch Loans

Ahuimanu does not receive special funding from the DOE to provide lunch money loans. All loans are provided as a courtesy by our school. If a lunch loan is not paid in a timely manner and the **total deficit in the student’s account equals the cost of five lunch meals, then the school will no longer provide food service or loans until the account is repaid. In order for us to continue to provide emergency lunch loans to students, the loans must be repaid.** If there are no funds in your child’s meal account, and the lunch loan maximum has been reached please provide your child with a “home lunch.”

Health Procedures

First Aid and Illness

The school maintains a minimum health center for the care of emergencies. First aid is administered and parents are notified if illness or injury may be serious. Current information is required on the school’s emergency card in order to notify parents and take immediate care of the child, any changes in your child’s health status should be reported to the school.

If there is a special accommodation needed due to a medical issue, please inform the health aide and a conference will be scheduled. A doctor's certificate is required if a child is to be excused from participating in a physical or required school activity.

Serious Allergies

If your child has a potentially serious allergy, please send a doctor's note to the office advising the school of necessary precautions along with Form J1 completed by your Medical Doctor.

Medication

The following are Department of Health guidelines regarding the administering of medication at school.

1. No medication will be stored or administered by health aide without completion of form SH36.
2. No medicine will be stored in school with the exception of those required medications given regularly and Epi-Pen, glucagon and emergency inhalers.
3. Antibiotics, analgesics and over-the-counter medications **will not** be administered at school.
4. **No** "as needed" pro re nata (PRN) medications will be administered during the school day.
5. You may contact the school nurse at 233-5302 for further information. If unable to reach the school nurse, our health aide may be able to assist you in contacting the school nurse.

Reminder: Only authorized school personnel may administer medication to students at school. If a child needs medication daily due to a medical condition, proper documents must be completed. Please contact the school nurse at 233-5302 or see the school health aide for more information

Fever

Students who have a fever of 100 or higher should rest at home and return to school when they are fever-free for 24 hours without medication.

Conjunctivitis or Pink Eye

If your child has symptoms of conjunctivitis or "pink eye" (redness, swollen, itchy, discharge, or pain), parent/guardian will be notified to pick up child from school. Child may return to school once a physician provides a clearance note or symptoms are gone.

Homework

Homework shall be considered within the framework of the needs of individual students. Homework will be for review and enrichment of class lessons and/or projects. The ultimate aim for assigning homework is student responsibility for independent work outside the formal classroom situation.

How Can You Assist At Home

- Show a genuine interest in your child's schoolwork he/she is asked to do at home.
- Provide the necessary facilities, materials, and the kind of home environment that will make it possible for your child to do his/her homework satisfactorily, whether it is an assignment or activity.
- Guide the child, encourage and help him/her when necessary but do not do the homework for your child.
- Inform and discuss with the teacher problems that may have a bearing on the nature and amount of homework that should be given to your child.
- Refrain from criticizing or belittling the assignment or the teacher to your child. If you feel the teacher is in error call or send a note to the teacher to discuss concerns.
- Refrain from insisting on homework when there is clear evidence that it will not be in the best interest of your child.
- Avoid comparing your child's work with others.
- Know that additional homework is not always the remedy if your child is having difficulty in school. Contact your child's teacher, the counselor, or the Student Services Coordinator at any time to discuss concerns about student achievement.

Board of Education

1. Student Code of Conduct

As a Department of Education public school, Ahuimanu follows the Board of Education policies:

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

2. Non-Discrimination Policy for Students

The State of Hawaii, the United States, and Ahuimanu Elementary School take strong positions against acts of discrimination in our schools. Schools must be environments where our students feel safe and can learn. Harassment against students because of their race, sex, skin color, country of origin, disability, religion, or sexual orientation is considered discrimination. These types of harassment and bullying are forbidden on our school campus and are against the law.

These protections are in place during the school day, in the A+ program, extra-curricular, sport activities, and any school function. If a child believes they are being harassed or observes any act of bullying, they should inform their teacher and the school principal. Follow-up letter is suggested. If the administrator does not investigate the report immediately and/or take steps to stop the harassment, parents and children should contact the complex superintendent at the Windward District Office.

Together we can create a learning environment that is safe and nurturing for students.

Discipline Guidelines

Teachers have the primary responsibility for discipline and counseling of the students in and out of the classroom and in student activities and programs. Parents need to be kept in close communication to help reinforce student efforts toward responsible behavior. They will work closely with those teachers and administrator. When problems extend beyond the scope of the teacher, the student may be referred to the counselor and/or the Comprehensive Student Support System Teams (CSSS). Students have the responsibility of knowing the following the rules of the DOE and the school. The administrator is the disciplinary officer of the school. They will provide the leadership in assessing and improving the school's discipline, based on data from student referrals. They will cooperate with teachers, counselor, and parents to develop and implement strategies to motivate the student(s) toward positive behavior and attitude.

The purpose of a School Discipline Plan is to guide students to demonstrate respectful, responsible, safe, and ethical behaviors at school and during a department of education sponsored event on or off-school property. Students must adhere to general school rules and Chapter 19 Hawaii Administrative Rules for student discipline as well as the expectations established by the classroom teacher. It is our responsibility to establish a proactive systems approach to school wide discipline. However, when a student violates established rules and policies, appropriate disciplinary action and consequences will be provided. Discipline is viewed as an opportunity for students to learn and accept responsibility for their actions. Our teachers, counselor, and student support specialist collaborate to help your child to succeed.

DISCIPLINARY PROCEDURES AND CONSEQUENCES

Whenever a student violates school rules and shows disregard for their importance, school personnel will institute the disciplinary procedures and/or consequences of Chapter 19. The following will be considered:

1. Students will be counseled in addition to the imposition of any consequence.
2. The severity of the infraction will be taken into consideration in determining the specific consequence.
3. The number of times the offense has been repeated will be taken into account in determining the specific consequence.
4. The classroom teacher will refer a student to the administration when his/her efforts to help the student have not altered the offending behavior or when the severity of the offense requires disciplinary measures beyond the classroom.
5. Whenever possible, discipline will include natural or logical consequences of behavior, e.g., loss of privileges, cleaning up of the graffiti, loss of particular classroom privileges, etc.
6. Lunch will never be revoked for disciplinary reasons.
7. Field trip privileges will be revoked only if the student's behavior poses a safety concern and/or restricts the rights of others to learn and enjoy the activity.
8. In addition to any disciplinary consequences, students who are referred for disciplinary issues will reflect on their behavior.

SPECIFIC DISCIPLINARY MEASURES

1. Correction and conference with student or individualized instruction related to student's problem behavior.
2. Parent notification and/or conference (by note, phone, or direct personal contact.)
3. Detention
 - a. Loss of privilege
 - b. Time out in office
 - c. Eat lunch in an alternative setting
 - d. Clean graffiti, pick up litter or leaves, etc.
 - e. Other consequences as determined by the teacher or the administration.
4. Suspension
5. Crisis removal or interim alternate education setting
6. Other: Behavior contract, financial restitution, confiscation of contraband, etc.
7. Disciplinary transfer or referral to alternative education programs
8. Dismissal

SUSPENSION

When intervention plans fail and the problem persists, it may become necessary to suspend the student from school. There may be instances when a student's behavior can be so severely disruptive to himself/herself, to the learning environment, or a clear threat to other students that an immediate removal of the student is required. At this time a crisis suspension will be invoked, and the student will be sent home immediately with parents, guardians, or other custodians.

RULES AND REGULATIONS GOVERNING STUDENT BEHAVIOR

CHAPTER 19

Chapter 19 is a set of disciplinary rules and procedures first adopted by the Board of Education in 1982. Chapter 19 specifies four classes of offenses that are listed as A, B, C, and D. Chapter 19 allows disciplinary action to be continued or carried over to a new school year if a student commits a serious violation within the last 20 days of the previous year. Chapter 19 student discipline policy applies to all students in the public school system, on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property.

General School Rules

1. Follow the Castle Complex 5 R's: Respect, Responsibility, Resourcefulness, Relationships, and Resiliency.
2. Keep our school grounds and buildings neat and clean. Littering, graffiti on any surface, gum chewing, or spitting is prohibited.
3. Follow JPO safety directions. Cross the street using the crosswalks.
4. Stand at attention when the flag is being raised or lowered.
5. Contraband items, anything that is not needed for education such as Kendama's, Pokemon Cards, Silly Bands, etc. are not permitted. If a student does not comply with a teacher's directive to put away a contraband item, teacher may confiscate the contraband item and student may need to pick up item from the administrator.

6. Distracting and electronic items (cell phones, electronic games/toys) are not permitted during school hours. Cell phone may be used **after school** in the lower campus near the parking lot only.
7. Student ID's should be worn on the top right outer most garment throughout the school day.
8. Follow all Chapter 19 regulations and Ahuimanu School and class rules.
9. Wear appropriate school clothing. Bare midriffs, bare backs, spaghetti straps (less than $\frac{3}{4}$), short skirts, revealing clothes, bandannas, drug/alcohol promotions, gang related paraphernalia, baseball caps, and hats are not permitted. Hats may only be worn outdoors during recess and PE.
10. Walk at all times, running permitted only during P.E. and recess on the field or playground.
11. Students are required to wear an ID badge at all times when they are outside of their classroom. The badge should be worn clipped to the collar of their shirt.

Safety Rules/Procedures

JPOs begin duty at 7:30 a.m. We do not have adequate supervision on campus before and after school. Unless your child is coming to eat breakfast at 7:15, please do not drop him/her off before 7:30 a.m.

Before School Hours (7:15 – 7:45 a.m.)

- A. Children who walk to school:
 1. Start to school early enough so that you will not have to rush to arrive on time.
 2. Walk on the sidewalks.
 3. Cross streets at intersections quickly.
 4. Get to class in a timely manner.
 5. Obey the Crossing Guard or JPOs on duty at all times.
 6. Help other children to travel safely.
 7. Refuse to ride with strangers.
- B. Children who ride a bicycle
 1. Keep on the right-side of the road, close to the curb or on the sidewalk when there are no pedestrians.
 2. Keep both hands on the handlebars except when signaling to stop or turn.
 3. Never carry additional riders.
 4. Observe all stop signs and directions given by the Crossing Guard and JPOs.
 5. Be particularly observant when crossing intersections, driveways, or leaving a parking space. Drivers may not see you.
 6. Never hitch on to a moving vehicle.
 7. Ride in a single file when in a group.
 8. Give pedestrians the right of way.
 9. Walk your bicycle in the crosswalk.
 10. Always walk your bicycle for parking.
 11. Park and lock your bicycle.
 12. No riding on school grounds.
- C. No Skateboards, heellies, roller blades, scooters, or skates are allowed on campus.
- D. On campus before 7:45 a.m.
 1. Stay on the lanai in front of your classroom or in your assigned area.
 2. Second Floor Students: Building E students are to wait by the library. Building C students wait by the Office wall.
 3. Reminders: Before school is a great time to practice the 5 R's. It is not a time for playing hopscotch, tag, other recess games, roughhousing, horse playing, fighting, running, jumping, pushing, or shoving each other. Using the playground equipment is also prohibited. Never play in the parking lots of Ahuimanu School or the community park. When the warning bell rings at 7:45 a.m. report to your homeroom immediately. Walk, do not run - get to class in a timely manner and be in your seats by 7:50 a.m. (before the bugle plays).

School Hours:

- A. In the classroom.
 1. Follow your classroom rules.
 2. Running in classroom is not allowed.

3. Roughhousing and horse playing are forbidden. No play fighting.
 4. No standing on the furniture at any time.
 5. Sit properly in your chair. Do not tilt or lean back in your chair.
 6. Throwing anything in the classroom is prohibited.
 7. Follow your classroom procedures for entering and leaving your classroom. Pay particular attention during an emergency, crisis or on windy days.
- B. Lanais and Stairways
1. Walk on the right side of the lanais and stairways at all times unless directed by the teacher.
 2. Take one stair at one time. Do not skip stairs.
 3. Never leave your personal belongings, books, and supplies on the lanais and stairways. This can cause someone to trip and fall.
 4. Never climb or sit on the upstairs railings.
 5. Do not spit, kick, or throw anything over the railings from the second floor.
 6. Walk quietly during class time. Students are working in their classrooms and the noise will disturb the class.
 7. Do not jump up to hit the light fixtures, signs, and overhead beams.
- C. Playground Area (Recess Periods)
1. Always play in your assigned areas.
 2. Report all injuries to a teacher, adult supervisor, or administrator, or go directly to the Health Room.
 3. Lollipops and powered snacks such as saimin or li hing mui powder are not permitted at recess. We support the Wellness Initiative and encourage healthy snacks and nutrition choices.
 4. Grades K-3, once the end of recess bell rings, freeze until the Adult Supervisor counts to five, students will then walk quietly to their lines.
- D. Cafeteria
1. Walk quietly to the cafeteria in an orderly manner, single file line; no running or hopscotch.
 2. Never push, jostle, elbow, fuss, or quarrel in line.
 3. Pick up your lunches and walk to your assigned table.
 4. Use your fork as an eating utensil, not a toy or object for playing.
 5. Do not take utensils or food out of the cafeteria without a pass from the teacher or adult supervisor.
 6. If accidental spillage should occur, pick up the food as much as possible to prevent other students from slipping. Return spillage to the kitchen and pick up another lunch. Inform the lunch supervisor of the spillage.
 7. Students bringing home lunch should bring juice or water. Milk is available to purchase. The DOE discourages students from having soda during the school day.
- E. Lunch Period
1. Use the restroom before going to lunch.
 2. **Eat and talk only at your dining table. Use "Library" voices.**
 3. Practice good table manners and speak with indoor voices.
 4. Respect the lunch supervisor. Follow dining room procedures posted in the cafeteria.
 5. No running, horse playing, or shouting in the cafeteria.
 6. Return your lunch tray to the disposal area when excused.
 7. Walk quietly to the playground after being excused.
 8. You must have permission of the lunch duty supervisor to get out of your seat.
 9. Recommendation: For safety reasons do not bring drinks or food to school stored in glass containers.
- F. Restrooms
1. Keep voices to a whisper.
 2. Running, pushing, playing, or tripping other students in the restroom is strictly prohibited.
 3. Never hang on, climb, or slam the stall doors.
 4. Wash your hands and remember to turn off the water after using the water faucet.
 5. Keep the toilets and restroom clean.
 6. Flush the toilet when you are finished.

7. Deposit used paper towels in the wastebasket. Do not throw them around the restroom.

G. During Assemblies

1. Walk quietly into the room.
2. Sit in the areas guided by your teacher.
3. Be polite. Clap or cheer when it is appropriate. Do not boo, whistle, moan, groan, or make any embarrassing remarks.
4. Be a courteous audience participant.

H. Off-Campus Activities (field trips, etc.)

1. Obey your teacher and chaperones at all times.
2. Never stray away from the group or leave the group without permission.
3. Exhibit good manners and proper conduct. Remember, you represent Ahuimanu School.

Bus Safety

1. Remain seated at all times with your back against the seat.
2. Obey the bus driver, teachers, and chaperones.
3. Never throw anything out of the bus.
4. Display good manners and conduct at all times. Keep all parts of your body inside the bus.

Post-School Hours (after 12:45 p.m. on Wednesday and after 2:00 p.m. on other days)

1. Leave the school grounds as soon as school responsibilities are completed.
2. When you are asked to remain after school, student must inform parent or the A+ teacher must be notified.
3. Walk on the sidewalk at all times. Obey the JPOs at all times.
4. Never use the playground equipment before or after school.
5. Do not talk or accept anything from strangers. Walk away fast or run (if it is a car move away in the opposite direction). Tell your parents or school personnel if something happens. Give a description of the person and car (license number will be helpful).

Traffic Safety

Please keep your children safe by: Avoid turning right at Hui Aeko Place from Hui Kelu St. (in front of the school). The traffic flows smoother if everyone turns left at the Stop sign then right into the parking lot for dropping off students. When dropping off your child(ren) please pull as far forward as possible so others can drop off their children also. Drop off in front of the library is not allowed as it creates traffic jams and is very dangerous. Please do not double park and leave your vehicle unattended in school drop off zone or by the red curb.

The yellow curb in the parking lot is for unloading and loading. Please do not park there before or after school as it impedes the traffic flow. If your child is not waiting for you at the end of the school day, please circle around and come back or park in one of the parking stalls.

Preparing for School Emergencies

Safety Drills

Various safety drills are practiced throughout the school year. Safety drills consist of fire drills, lockdown, evacuation, etc. If you are on campus during a safety drill, please participate and follow along.

In the event of a natural or man-made emergency such as a hurricane, tsunami, bomb threat, or release of an unknown substance into the air that threatens the health and safety of our students and school personnel, our school has an emergency response plans. Moreover, we are required to practice emergency drills on an annual basis to minimize exposure to dangers.

This is to inform you that in the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as police, fire, and emergency medical services.

At times like these, we ask for your cooperation by:

- Remaining where you are and not rushing to the school campus. This will help to keep roadways clear and allow emergency responders quick access while not exposing you to danger.
- Listen to the radio or watch the television for information and instructions.
- Picking up our child(ren) at the regular dismissal time unless otherwise.
- Avoiding calls to the school to keep phone lines open for communications with emergency responders.

There may be incidences when we will need to keep your child(ren) at the school or at the evacuation site for long periods of time to ensure their health and safety. Please wait for an “all clear” communication from the school office before coming to the school or evacuation site.