



**Ka'imiloa Elementary
Parent Handbook**

**Ka'imiloa Elementary School
General Guidelines and Policies**

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Ka'imiloa Elementary School's MTSS Plan

Purpose Statements	<ol style="list-style-type: none"> 1. To create a learning environment that will help us achieve the mission by utilizing a preventative plan rather than a reactive plan. 2. To ensure that all students receive the appropriate support by identifying needs in a systematic way. 3. To determine primary, secondary and tertiary support based on students' academic, behavioral and/or social needs. 	
School-Wide Expectations	<ol style="list-style-type: none"> 1. Be Responsible 2. Be Respectful 3. Be Safe <p>*see Expectations Matrix Below</p>	
Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<p>Students:</p> <ol style="list-style-type: none"> 1. Be ready to learn by the second bell. 2. Participate in all academic Tier 1 instruction and related activities. <ol style="list-style-type: none"> a. Actively participate in classroom activities and persevere when faced with challenges. 3. Know, exhibit, and apply Visible Learner behaviors (dispositions, characteristics, learning process, feedback). <ol style="list-style-type: none"> a. Engage during instruction and discussion. b. Use resources when you are in the pit. 4. Have a growth mindset. 	<p>Students:</p> <ol style="list-style-type: none"> 1. Be consistent in meeting all of the expectations stated in the PBIS Matrix. 	<p>Students:</p> <ol style="list-style-type: none"> 1. Use kind words/actions. 2. Cooperate with others in all situations. 3. Exhibit SEL behaviors. 4. Use SEL strategies when needed. 5. Ask an adult for help when you feel upset or unsafe.
Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<p>Parents will:</p> <ol style="list-style-type: none"> 1. Be proactive and involved in your child's academics. 2. Attend school activities. 3. Communicate with your child's teacher. 4. Be informed of what your child is learning in school (planner, Dojo). 5. Encourage your child to practice reading at home and have a discussion about what they read daily. 6. Provide your child a good night's rest for the next day. 7. Provide appropriate materials for school. 	<p>Parents will:</p> <ol style="list-style-type: none"> 1. Support daily on-time attendance. 2. Promote and model positive and expected behaviors. <ol style="list-style-type: none"> a. Have discussions with your child about expected behaviors in school as well as at home. 3. Review documents, sign, and return promptly. 4. Communicate with your child's teacher. 	<p>Parents will:</p> <ol style="list-style-type: none"> 1. Talk with your child about how they are feeling. (listen and ask questions). 2. Communicate and work as a partner with your child's teacher regarding your child's social concerns. 3. Support the SEL program. 4. Model positive social skills.

Ka'imiloa Elementary Expectation Matrix

Settings						
	All Environments	Walkway	Cafeteria	Bathroom	Playground	Arrival/ Dismissal
S A F E	<ul style="list-style-type: none"> ● Follow all rules and procedures ● Put things away in their correct place and keep the area clean ● Keep your hands and feet to yourself ● Walk ● Wear your school ID ● Wear your school uniform 	<ul style="list-style-type: none"> ● When in groups, walk to one side ● Keep walkways clear ● Pay attention to where you are going 	<ul style="list-style-type: none"> ● Keep food on table ● Remain seated unless excused ● Eat your own food 	<ul style="list-style-type: none"> ● Wash your hands after using the bathroom with soap and water ● Lock doors when in stalls 	<ul style="list-style-type: none"> ● Use equipment properly ● Freeze & kneel down when the whistle blows ● Line up quietly 	<ul style="list-style-type: none"> ● Stay at designated areas in the morning and after school
R E S P E C T F U L	<ul style="list-style-type: none"> ● Listen and pay attention to the speaker ● Listen to and follow adult directions the first time. ● Cooperate with others ● Use kind words and actions ● Be truthful ● Take care of school property 	<ul style="list-style-type: none"> ● Be courteous of other classrooms ● Respect others' property (do not touch backpacks) 	<ul style="list-style-type: none"> ● Use manners ● Use quiet voices 	<ul style="list-style-type: none"> ● Give others privacy and remain in your own stall ● Take care of your own business ● Use quiet voices 	<ul style="list-style-type: none"> ● Follow the rules of the game 	<ul style="list-style-type: none"> ● Wait and sit quietly until classroom opens ● Enter and exit campus quietly and orderly
R E S P O N S I B L E	<ul style="list-style-type: none"> ● Exercise self control ● Use time wisely ● Respond appropriately to conflict using calm words and actions ● Remain in school for the whole day ● Report any problems on unsafe behavior to an adult 	<ul style="list-style-type: none"> ● Follow instructions given for drills and emergency 	<ul style="list-style-type: none"> ● Clean up after yourself ● Stay in your own area ● Sit and scoot over (do not save seats) 	<ul style="list-style-type: none"> ● Flush toilet ● Throw away any trash properly ● Return to class promptly 	<ul style="list-style-type: none"> ● Return equipment when you are done 	<ul style="list-style-type: none"> ● Arrive on time ● Bring to school and take home all necessary materials

School Hours

Student school hours are as follows:

Mon/Tues/Thur/Fri Wed

Start time 7:40 a.m. (7:45 a.m. – Tardy bell) End time 2:00 p.m. on Monday, Tuesday, Thursday, Friday and 12:45 p.m. on Wednesday.

Students should not be in school earlier than 7:15 a.m. Students may arrive at school up to 15 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school's designated start time: 7:40 a.m. – first bell; 7:45 a.m. – tardy bell.

Students should be picked up at dismissal time -- 2:00 p.m.

Monday/Tuesday/Thursday/Friday and 12:45 p.m. Wednesdays. If a student is not picked up within 15 minutes of the end of the school day and the parent cannot be contacted, other authorities may be called. These students will wait in the office and will need to be signed out by an authorized adult.

School Phone/Messages

School phones and messages for students are for emergency use and/or emergency situations. Cell phones are considered contrabands and are not allowed to be used during school hours.

Attendance Philosophy & Policy

Attendance is an essential component of student achievement and responsible behavior. Parents and legal guardians who emphasize and model the importance of regular on-time attendance during the elementary years set the foundation for producing future citizens who are dependable and responsible.

Our students need to be present to hear teachers explain concepts, to participate in group projects and class discussions, and to ask questions. Please schedule appointments (doctor, dentist, etc.) before or after school hours whenever possible. If you can't, then try to arrange them during lunchtime.

Additionally, ensuring your child has proper rest will make it easier for your child to get up for school on-time. Set a reasonable bedtime, allow for at least nine hours of sleep, and make sure electronic devices are put away so there are no temptations to stay awake to read messages or play games.

HRS 302A-1132 - Hawaii State Legislature

The school is responsible for enforcing the compulsory attendance law and students who are chronically absent may be referred to Family Court. Please note that for any absence, an automated phone message will be automatically generated and delivered to the designated home phone number. Students who are five years of age on or before July 31 and not yet eighteen on or before December 31 of the school year are required to attend school.

Absences

- Parents must call and/or send written documentation explaining the reason for absence whenever their child is absent. Keep in mind that this is a safety issue as well.
- Phone: 808-307-9300, Fax: 808-689-1284
- Written documentation will be kept on file at school.
- Phone calls will be documented to include both the reason for the absence and who provided the information.
- A return note is requested upon returning to school and a doctor's note is required after three days of absences.
- Homework requested by 9:00 A.M. may be picked up at the office after 2:30 P.M. If requested after 9:00 A.M. it can be picked up the following day.
- Daily Monitoring: The teacher and/or attendance monitor will review the attendance records daily to ensure that excessive or recurring absences are followed up upon for ALL students.

Excused Absences

The school will only excuse absences when written documentation (a note) is submitted within two (2) days to the main office for one of the following reasons:

- Medical or dental related issues, injuries, or quarantines (i.e. chicken pox, measles, etc.). A verifiable note from a doctor or dentist is required for three (3) or more consecutive days of absences.
- Death in the family.
- Special cases approved by the principal.
- School authorized activities including, but not limited to:
 - On-campus activities, such as: appointments with a teacher, counselor or administrator; treatment in the health room, assigned detention or suspension.
- Off-campus activities approved by the Principal or designee prior to the event or absence.

Unexcused Absences

Unexcused absences may include the following situations, which might occur throughout a school day.

- Babysitting siblings or other children.
- Caring for the elderly or family members.
- Entertaining visitors/guests.
- Caring for a family member; clean or perform other domestic duties.
- Family vacations (on/off island), trips*.
- Parent request without explanation.
- Personal business (Youth camps*, competitive sporting events).

**Please Note: Parents must notify the school in writing, ideally before, or as soon as, plans for any extended absences for family vacations, youth camps, and/or competitive sporting events (e.g. Little League World Series, etc.) have been made.*

The school administration has the discretion to determine whether absences will be excused. The effects on students' learning will be considered.

Teacher(s) are not required to provide work to students for unexcused absences.

Tardies

If a student is tardy to school (after 7:45 a.m.), they are to report directly to class. If a student is tardy (after 8:00 a.m.), they are to report to the office for a tardy slip. For campus safety, parents are not permitted to walk their child to their classroom.

Campus Safety and Well Being

To ensure and maintain a safe, secure and healthy environment for our campus, the following protocol and expectations are set forth:

- All visitors must sign-in/report to the school office upon arrival to campus. A visitor ID will be issued and is to be visibly worn at chest height during the duration of visitors time on campus.
- School hours and loitering - School starts at 7:45 a.m. and ends 2:00 p.m. on M/T/Th/F and 12:45 p.m. on Wednesday. Loitering (lingering idly or aimlessly in any area of the campus without official authority), is prohibited. (See School Hours for more detailed information).
- Pets/animals are not allowed on campus, with the exception of service animals.

Emergency Alert System

Ka'imiloa conducts monthly and yearly exercises to ensure the appropriate response by school personnel and students during an emergency. Some of the exercises include lock downs, shelter in place, fire drills and evacuations. Personnel from outside agencies and first responders may also be involved with these exercises. School personnel and students are required to participate in the exercises. In the event of an actual emergency, a variety of mediums will be utilized to notify parents such as the news media, i.e. Class Dojo or School Messenger. In the event of either an evacuation drill or an actual evacuation, all students will be required to remain with their assigned teacher from the time the evacuation begins until the time the evacuation ends. Roll call will be taken at strategic points during the evacuation to ensure all students are accounted for.

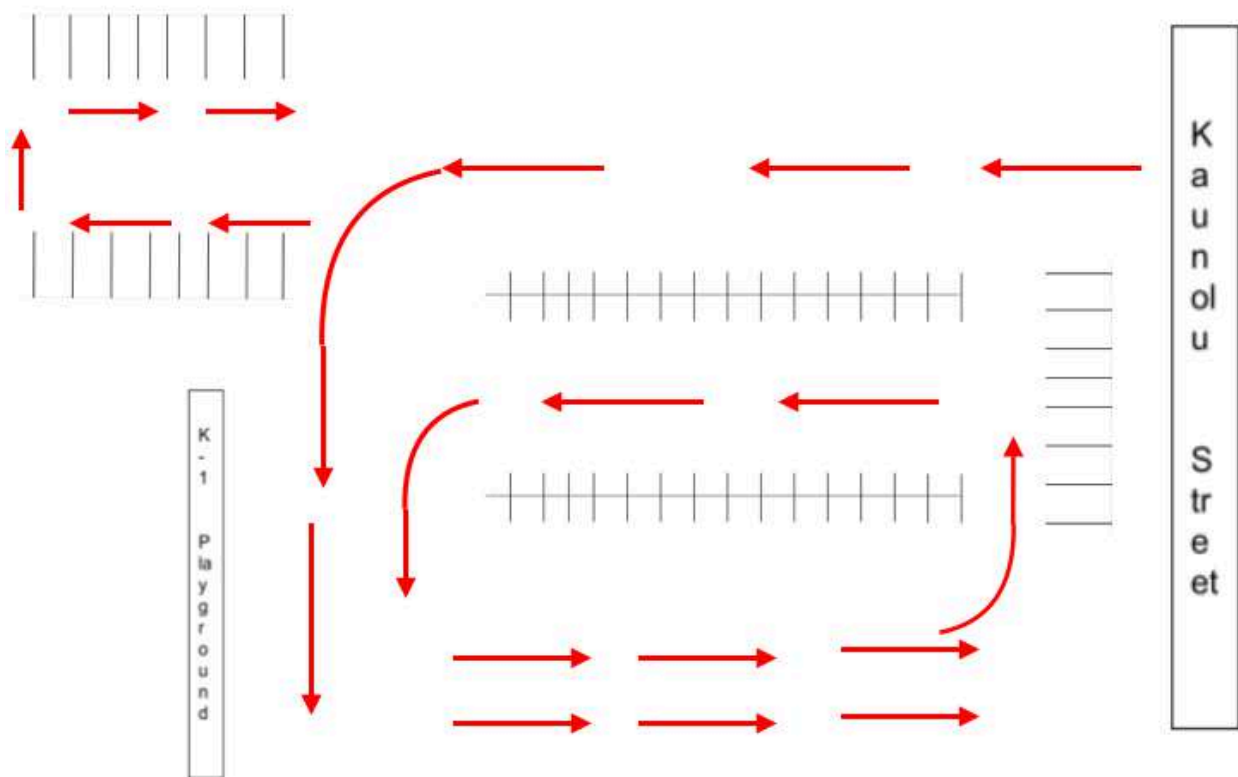
Parking Lot Procedures

Visitor stalls, including handicapped stalls, which are labeled, are located in the main parking lot. Numbered stalls are reserved for faculty and staff. Drivers and pedestrians, ALWAYS exert caution and be alert to your surroundings in and around the drop-off/pick-up zones and all campus parking lots.

Below are guidelines that have been shared with parents regarding drop-off and pickup of students prior to the start of school and at the end of the school day.

Following this sheet is a map of the traffic flow pattern for the parking lot.

1. Drop off and pick up of students riding in cars will be allowed only at the curbside fronting F Bldg., Administration Office, and Cafeteria. If cars are in the outside lane, they have been instructed to exit and re-enter the parking lot in the curbside lane. This should prevent children from crossing in front or back of cars.
2. The interior parking lanes will be coned off in the morning and afternoons. Parents will not be able to double-park in these two lanes.
3. Use of the crosswalk to get to and from the parking lot by all students, parents and teachers will be strictly enforced and monitored by the JPO's and JPO advisors.



Meal Program

All student meals must be prepaid.

No payments are collected in the cafeteria.

There are two ways to prepay:

1. Online deposits at EZSchoolPay.com
2. Meal payment deposit box located in the school office. A receipt providing the previous student account balance, amount of deposit and current total, is sent home with the student once meal account payment has been processed. Please submit meal payments to the school office by 9:00 am to be credited for that day.

Breakfast is served daily from 7:15 am to 7:35 am.

Lunch is served at designated times on school days, please refer to the current school year bell schedule.

Meal prices are as follows and subject to change.

Breakfast Meal Cost: \$1.10

LunchMeal Cost: \$2.50

Additional Meal costs:

Second breakfast Serving: \$2.40

Second lunch Serving: \$5.50

Extra entrée: \$2.00

Milk only: \$.90

Qualifying students may receive free or reduced priced meals. The HIDOE School Food Services Branch Application for Free and Reduced-Price Meal Benefits can be accessed here: www.EZMealApp.com. The online application will walk parents and guardians through an easy step-by-step application process.

Due to possible allergies, sharing of food is discouraged.

Monthly meal menus can be viewed on the Ka'imiloa website.

Student Lunch Account Policy

Meal Charge Limits:

Listed below are the allowable chargeable amounts based on eligibility:

Reduced price students' meals charge limit is \$2.00

Full paid students (K-8) meal charge limit is \$12.50

Your child will be sent home with a payment reminder if your child has a negative balance (lunch loan).

Phone calls are sent daily via phone messenger when your child has a negative balance (lunch loan).

Our school will NOT be providing any alternative meals to any students.

Student Identification/Lunch Cards

Students will be issued an identification card with their picture and a bar code, along with a clip. This card is used for the student's lunch and library accounts. We will give each student their first ID and clip at no charge. If their card or lanyard is lost or *intentionally* damaged or destroyed, the card will be replaced for a cost of \$5. There will be a \$0.50 charge to replace a damaged clip. Teachers will report a student to the office and/or administrator in the event their ID has been damaged, lost, or stolen.

School Uniform/Dress Code

School uniforms - Students are required to wear designated/approved Ka'imiloa school uniform t-shirts daily and follow school dress code. In addition to school uniform, a school issued identification badge is required. ID badge should be visible and worn at all times for identification purposes.

If students attend school without a school uniform they will be required to get a loaner (uniform) from our healthroom.

Student dress code – These following items are prohibited:

- Oversized and/or saggy, baggy clothing is prohibited. Shirts/tops should not be hanging more than two (2) inches at the shoulders.
- Fashions, which expose the midriff, underwear, navels, chests/breasts or backs, are prohibited. Spaghetti straps, strapless tops, and items that have fringes or holes, whether by design or due to wear, are not to be worn. Jackets may not be worn to cover up inappropriate clothing.
- No short shorts are allowed. To be deemed appropriate in length, the shorts must not be shorter than the tip of the pinky finger when the arms are extended straight down the side of the body. Slits on skirts may not extend over the knee.
- Gang related clothing or accessories, or clothing/accessories depicting drugs, sex, violence or profanity, or clothing otherwise deemed inappropriate are not allowed. Visible markings or tattoos relating to gangs, drugs, sex, violence, or profanity are not allowed.
- Hoodies are not to be worn when deemed inappropriate (i.e. on hot days).

Personal Items

Personal electronic devices – cell phones, smartphones and other personal electronic devices (e.g. gaming devices or music players) are considered contraband and use is prohibited on campus. The school will not be responsible for lost, misplaced, stolen or damaged cell phones, smartphones or other personal electronics.

- All cell phones or smartphones will be turned off and kept in students' bag/backpack.
- All other electronic devices not deemed essential for classroom use shall be turned off and kept in the student's bag/backpack.
- Use of cell phones or smartphones are allowed after school, only to contact parents/guardians.

Other personal items – Please refrain from bringing other miscellaneous items (ex. toys, favorite items, etc.) to school to limit distractions and deter possible theft. The following items are considered contraband and not allowed on campus

- Toys
- Gum/Lollipops
- Pogs
- Character/Trading Cards
- Heelys
- Electronics (speakers, games, cell phones (in bags only), iPods, etc)

WEAPONS/FIREWORKS/ILLEGAL SUBSTANCES- anything that can cause self-injury and/or injury to others, and causes disruption of school operations

- Dangerous Weapons (knives, metal knuckles, switchblades, butterfly knives, etc.)**
- Dangerous Instrument ("look alike" weapons, any explosive device, fireworks, pipe bombs, pepper spray, mace, any inanimate objects capable of causing bodily injury, such as baseball bats and pipes, etc)** (Ch. 19, p. 19-4)

Student Behavior and Conduct

Chapter 19 State of Hawaii Board of Education - To keep our schools safe, rules have been established relating to student misconduct; these rules also govern searches of students and seizures of property. Hawaii Administrative Rules, Chapter 19, is state law: Chapter 19 pamphlet for Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism. It's important that students and parents review this information to be aware of the consequences of a Chapter 19 violation. More detailed information can be found at <http://www.hawaiipublicschools.org/> under Beyond the Classroom, Safety at School.

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:

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.

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

Beth Schimmelfennig, Director
Rhonda Wong, Compliance
Anna Tsang, Title VI
Blue Kaanehe, Title VII
Nicole Isa-Tijima, Title IX
Krysti Sukita, ADA/504

Inquiries concerning discrimination and/or harassment may also be referred to the Office of Civil Rights, United States Department of Education.

Financial Obligations

Students are financially accountable for lost, damaged or destroyed schoolbooks, computers, charging cords, library books, school loaner shirts or related school materials, name tags, lunch loans or other outstanding school-related obligations. Students who fail to make restitution shall be prohibited from participating in any school activities.

A+ After School Program

A+ After-School Program is provided on campus for a monthly fee. Contact Tina Pirga at (808) 307-9300 for more information.

Bikes & Bike Rack Area

Designated bike racks, located near the school office are provided for students to park and securely lock bikes using their own personal lock. The school does not provide bike locks and assumes no responsibility for loss or damage of parked bikes. As a safety precaution, once on campus and at any time on campus, bikes and any transportation device (skateboards, scooters, etc) need to be walked or carried and not to be ridden anytime on campus.

Hawaii State E-Bike Regulation

- Registration: E-bikes must be registered to an adult (18 years or older)
- Age Restrictions: Riders under 16 must wear helmets. Children aged 15 and above can ride with permission from the registered adult owner (over 18).
- Safe Riding Practices: E-bikes are not allowed on sidewalks and should be ridden in designated bike lanes only. Passengers and overloading are strictly prohibited. All riders must follow general traffic rules.
- No "packing" or carrying other passengers

Police have informed us that they may be issued court citations, resulting in fines and a possible court appearance for a parent or guardian of students who are caught riding E-bikes or packing children.

For more information regarding the laws as stated in HRS 291C-139

Technology Responsible Use Guidelines & Technology Responsible Use Form (TRUF)

The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FERPAHI>.

Student School Planner

Students in Grades 2-6 are required to utilize a KES Student School Planner for recording home-school communication. The school will provide each student with their initial planner. If a replacement planner is needed, a fee of \$5.00 will be collected.

Visitors

To ensure safety and security of our campus the following protocol and expectations are set forth for visitors:

- Physically sign in at the school office to verify identity and to receive a school issued campus badge which authorizes the visitor to be on campus for that day only.
- A visitor ID will be issued to be visibly worn (upper body: collar/neck) during the duration of visitors time on campus and returned to the school office when leaving.

Volunteers/Chaperones

The following procedures are in place and will be enforced during the school day for volunteering in the classroom or chaperoning field trips.

- In order to volunteer in the classroom during the school day or to chaperone a field trip, you must complete a required form that acknowledges you (parents/volunteers) understand the Department of Education's confidentiality agreements, do's and don'ts in the classroom, expectations for working in the classroom or chaperoning a field trip. This form must be signed annually. Without this form and if any of the expectations are violated, you will NOT BE ALLOWED to volunteer or chaperone.
- All parents/family/volunteers MUST check in at the office and receive a Visitors Pass.