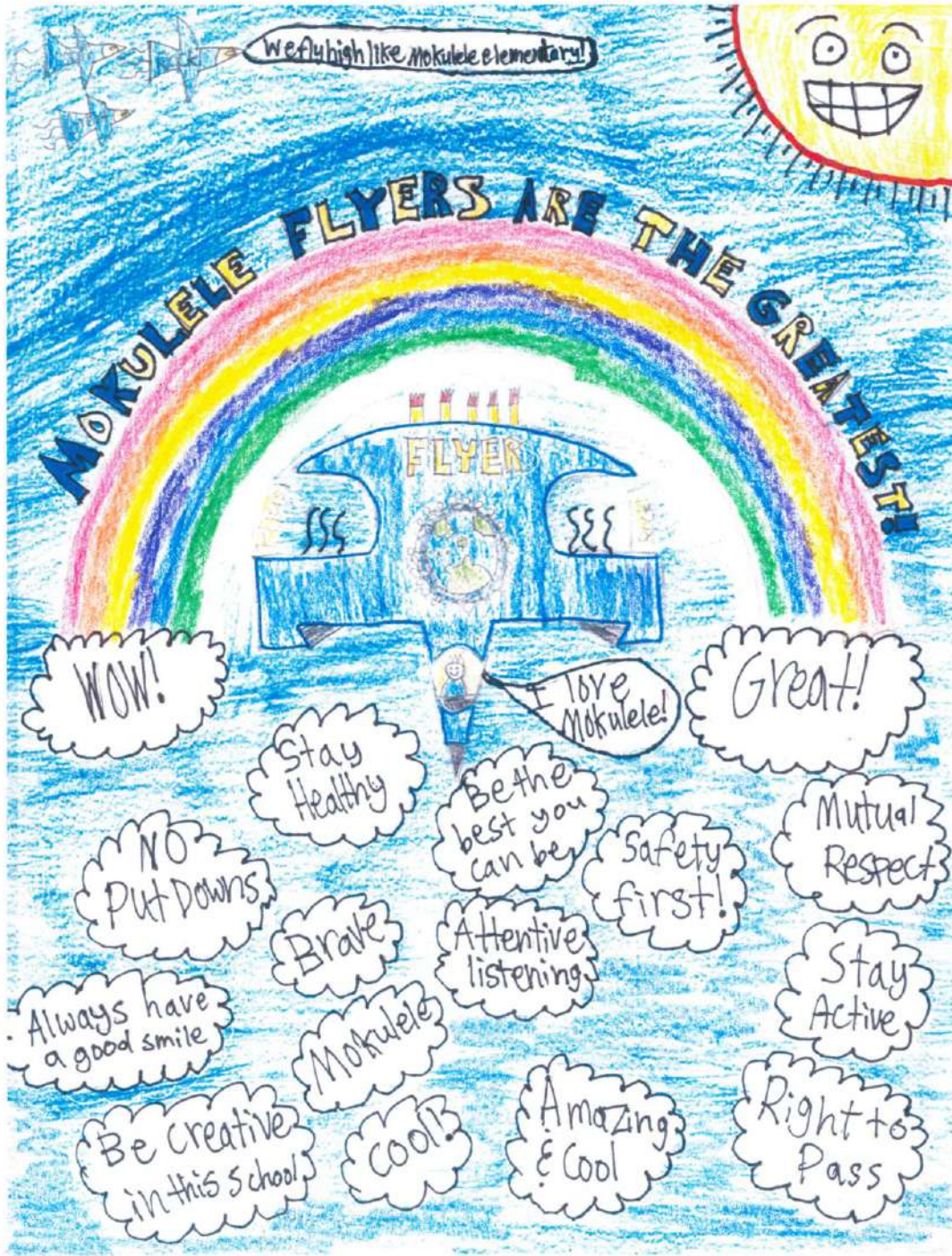


Mokulele Elementary SY 2017-18 Student Planner



“HOME OF THE FLYERS”



This Planner Belongs To: _____



Mokulele Elementary **Home of the Flyers**



Aloha and welcome to Mokulele Elementary School! We serve about 350 students from preschool through 6th grade. Our goal is to provide a nurturing environment with wonderful educational experiences where all students can learn and grow to become successful 21st century learners and global citizens. We are committed to developing the whole child by addressing their social and emotional learning needs. We model mutual respect, and foster a caring school culture where all students feel valued and appreciated.

At Mokulele Elementary, we follow a shared set of values called Tribes Agreements, along with 16 Habits of Mind that guide our beliefs about teaching and learning. We firmly believe that children deserve a safe, satisfying, successful school experience. We know that high expectations for student achievement combined with adequate support and intervention will result in academic proficiency and steady growth.

At Mokulele, we are an AVID (Advancement Via Individual Determination) school. Therefore, we purposefully teach our students how to be organized, and how to collaborate, communicate, and cooperate with each other. We are all lifelong learners in an exciting educational journey, and always seek to build positive relationships with families and community members, and to develop mutually beneficial partnerships.

Our students receive an education that combines research-based educational practices with a high quality curriculum. Our teachers use effective instructional strategies, and our excellent Special Education program and school-wide RTI program allow us to meet the individual needs of all students. At Mokulele we are privileged to have many parent and community volunteers who help to provide a rich, balanced education for all our students. Our dedicated PTO sponsors many exciting events, and gives much back to the school. We invite you to be a part of this process and to become part of the Mokulele experience!

Mahalo,

Peter Tovey, Principal

Important Mokulele Pride Information

- **School Logo:** The significance of our school logo is the Hawaiian translation of Mokulele which is “flying ship or airplane.” Our nickname “Flyers”, along with the jet represents the United States Joint Base Pearl Harbor-Hickam on which our school is located.
- **School Motto:** “E malama, e a'o aku, e lawelawe me ke aloha” means “To care, to learn, and to serve with compassion.”
- **School Colors:** Blue and Yellow
- **Distinguished Alumnus:** We are very proud of Colonel Giovanni Tuck who was the Air Force 15th Airlift Wing Commander of Joint Base Pearl Harbor-Hickam. Colonel Tuck attended Mokulele Elementary School for two years as a kindergartner and first grader. With Mokulele Pride Colonel Tuck was honored as our school's first Distinguished Alumnus for the outstanding contribution he made to his profession and community.

Class Review of Student Planner

During the first two weeks of each semester the entire Student Planner is reviewed in every student's homeroom class. The Student Planner contains very important information. The review of the Student Planner informs the student about the school rules, expectations, and procedures set forth. To show that the information in this Student Planner was reviewed:

- (1) Teacher will complete the following section.
- (2) Student must sign and date the **Proof of Review** section below.

The teacher's signature will indicate that the class completed a review of the Student Planner during the first two weeks of each semester respectively:

1st Semester: _____
Teacher's Signature _____ Date _____

2nd Semester: _____
Teacher's Signature _____ Date _____

Proof of Review of Student Planner with Parent

After reading the front section of the Student Planner, both parent and student signatures are required to acknowledge that the Student Planner was reviewed. This page and the entire contents of the Student Planner must remain intact in this planner throughout the entire school year.

Student Name (Printed) _____

Homeroom Teacher _____ Room Number _____

Student Signature _____

Parent / Guardian Signature _____ Date _____

Teacher Signature _____ Date _____

Important Contact Information

CURRENT CONTACT INFORMATION IS NEEDED AT ALL TIMES

- In case a student is ill or when an emergency situation arises, the school personnel must be able to contact the student's family.
- It's important that parents provide the school with the current contact information when a work, home, cell phone and/or address are changed.
- Please contact the Office Staff at 421-4180 with any contact information update.

Mokulele Elementary School
250 Aupaka Street
Honolulu, HI 96818
Phone: (808) 421-4180
Fax: (808) 421-4182

A+ Program Office
250 Aupaka Street
Honolulu, HI 96818
Phone: (808) 421-4188

Student Service Coordinator
Mokulele Elementary School
Phone: (808) 421-4193
Fax: (808) 421-4182

Hickam School Age Program
Youth Center
Joint Base Pearl Harbor Hickam
Phone: (808) 448-4396



Department of Education's Drug Free Workplace Policy



Any volunteer (parent and community) will be subject to the Department of Education Drug Free Workplace Policy along with all Department of Education Employees. The policy prohibits the “unlawful manufacture, distribution, dispensation, possession, or use of illicit substances on school premises or as a part of any school activity” and also “on work time, anywhere on Department of Education property regardless of work time, and while performing employment services outside the workplace.” “Illicit substance” refers to “drugs, intoxicating compounds or liquors, or substances which are illegal to possess, use, or sell”. Volunteers who violate this policy will be referred for prosecution, may forfeit their volunteer status, and may risk denial of legal representation by the State in the event of any legal action resulting from the violation.



Mokulele Elementary School
DAILY SCHEDULE



Monday, Tuesday, Thursday, Friday

7:10 - 7:45 am	Breakfast	Report to the Cafeteria
7:40 am	Whistle Warning	End of Morning Exercise
7:45 am		Opening of School
8:00 am	Bugle *	Military
9:45 am	Morning Recess	Grades K – 1
10:00 am	Morning Recess	Grades 2 – 3
10:15 am	Morning Recess	Grades 4 – 6
11:00 am	Lunch	Preschool, Grades K – 1
11:30 am	Lunch	Grades 2 – 3
	Recess (10 min.)	Grades K – 1
12:00 pm	Lunch	Grades 4 – 6
	Recess (10 min.)	Grades 2 – 3
12:30 pm	Recess (10 min.)	Grades 4 – 6
2:00 pm	End of School *	Student Dismissal

Wednesday

7:10 - 7:45 am	Breakfast	Report to the Cafeteria
7:40 am	Warning	End of Morning Exercise
7:45 am		Opening of School
8:00 am	Bugle *	Military
9:45 am	Morning Recess	Grades K – 1
10:00 am	Morning Recess	Grades 2 – 3
10:15 am	Morning Recess	Grades 4 – 6
11:00 am	Lunch	Preschool, Grades K – 1
11:30 am	Lunch	Grades 2 – 3
	Recess (10 min.)	Grades K – 1
11:45 am	Recess (10 min.)	Grades 4 – 6
12:00 pm	Lunch	Grades 4 – 6
	Recess (10 min.)	Grades 2 – 3
12:45 pm	End of School *	Student Dismissal

*** RAISING AND LOWERING OF THE FLAGS:**

Until the bugle ends, while facing the school flags, everyone on campus stands at attention quietly and respectfully.

State of Hawaii – Department of Education

2017-2018 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: August 1, 2017 - January 5, 2018; 2nd Semester: January 8, 2018 - June 1, 2018

Students' Work Year - 1st Semester: August 7, 2017 - December 21, 2017; 2nd Semester: January 8, 2018 - May 31, 2018

Week	Student Days	Teacher Days	Su	M	T	W	Th	F	Sa		
	0	0	July 2017 23 24 25 26 27 28 29							1st SEMESTER - 89 Student Days (Ends December 22)	
1	0	4	30 31 1 2 3 4 5							August 1: Teachers' First Day	
2	5	9	August 6 7 8 9 10 11 12							August 1-4: Teacher Work Days (no students)	
3	9	13	13 14 15 16 17 18 19							August 7: Students' First Day	
4	14	18	20 21 22 23 24 25 26							August 18: Statehood Day	
5	19	23	27 28 29 30 31 1 2							Q1 43 days Ends October 6	
6	23	27	September 3 4 5 6 7 8 9								
7	28	32	10 11 12 13 14 15 16								
8	33	37	17 18 19 20 21 22 23								
9	38	42	24 25 26 27 28 29 30								
10	43	47	October 1 2 3 4 5 6 7								
11			8 9 10 11 12 13 14							October 9-13: Fall Break***	
12	48	52	15 16 17 18 19 20 21								
13	53	57	22 23 24 25 26 27 28								
14	58	62	29 30 31 1 2 3 4							Q2 46 days Ends December 21	
15	62	66	November 5 6 7 8 9 10 11								
16	67	71	12 13 14 15 16 17 18								
17	70	74	19 20 21 22 23 24 25							November 23: Thanksgiving	
18	75	79	26 27 28 29 30 1 2							November 24: School Holiday	
19	80	84	December 3 4 5 6 7 8 9								
20	85	89	10 11 12 13 14 15 16							December 22-January 4: Winter Break***	
21	89	93	17 18 19 20 21 22 23							December 25: Christmas	
22			24 25 26 27 28 29 30							2nd SEMESTER - 93 Student Days (Ends May 31)	
23		94	31 1 2 3 4 5 6							January 1: New Year's Day	
24	94	99	January 2018 7 8 9 10 11 12 13							January 5: Teacher Workday (no students)*	
25	98	103	14 15 16 17 18 19 20							January 15: Dr. Martin Luther King Jr Day	
26	103	108	21 22 23 24 25 26 27								
27	108	113	28 29 30 31 1 2 3							February 12-16: Institute Day (One day with no students during the week. Date for each island TBD.)	
28	113	118	February 4 5 6 7 8 9 10								
29	117	123	11 12 13 14 15 16 17							Q3 47 days Ends March 16	
30	121	127	18 19 20 21 22 23 24								
31	126	132	25 26 27 28 1 2 3								
32	131	137	March 4 5 6 7 8 9 10								
33	136	142	11 12 13 14 15 16 17								
34			18 19 20 21 22 23 24							March 19-23: Spring Break***	
35	139	145	25 26 27 28 29 30 31							March 26: Kuhio Day	
36	144	150	April 1 2 3 4 5 6 7							March 30: Good Friday	
37	149	155	8 9 10 11 12 13 14							Q4 46 days Ends May 31	
38	154	160	15 16 17 18 19 20 21								
39	159	165	22 23 24 25 26 27 28								
40	164	170	29 30 1 2 3 4 5								
41	169	175	May 6 7 8 9 10 11 12								
42	174	180	13 14 15 16 17 18 19								
43	179	185	20 21 22 23 24 25 26							May 28: Memorial Day	
44	182	189	27 28 29 30 31 1 2							May 31: Last Day for Students and Second Semester Ends**	
	-2^	+1^^	June 3 4 5 6 7 8 9							June 1: Last Day for Teachers	
	180	190									

Approved October 20, 2015; Amended on October 21, 2015; Further Amended on January 25, 2017
Contingent on legislation, funding and collective bargaining agreements

OFFICIAL STATE HOLIDAYS: 2017-2018 SCHOOL YEAR

^2 Instructional days shall be converted to a non-student day for school planning and collaboration	^^The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.	Statehood Day: August 18, 2017 Labor Day: September 4, 2017 Veterans' Day (observed): November 10, 2017 Thanksgiving Day: November 23, 2017 Christmas Day: December 25, 2017	New Year's Day: January 1, 2018 Dr. Martin Luther King Jr. Day: January 15, 2018 Presidents' Day: February 19, 2018 Prince Jonah Kuhio Kalaniana'ole Day: March 26, 2018 Good Friday: March 30, 2018 Memorial Day: May 28, 2018
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* January 5 Teacher work day between semesters ** Commencement exercises: No sooner than May 25, 2018
*** For 10-month teachers - Intercession: Oct. 9-13; Recesses: Dec. 22-Jan. 4 & March 19-23
Educational Officer & Teacher Institute Days Feb. 12-16 (one day per island)



Mokulele Elementary School

(July 2010)



Vision

Mokulele Elementary School is a Tribes School where all learners succeed in a safe, positive place that values relationships and relevant learning.

Mission

The mission of Mokulele Elementary School is to provide our students with the skills, knowledge and resiliency to be successful life-long learners in a rapidly changing world.

Motto

“E malama, e a’o aku, e lawelawe me ke aloha” means
“To care, to learn, and to serve with compassion.”

A **Mokulele Citizen** knows to: Take care of myself. Take care of each other. Take care of our school.

Mokulele Elementary School
TRIBES AGREEMENTS

ATTENTIVE LISTENING 	MUTUAL RESPECT  YOURSELF OTHERS THINGS	APPRECIATIONS  NO PUT DOWNS 	SAFETY 	PARTICIPATION  RIGHT TO PASS
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Mokulele Elementary School is a Tribes School.

Tribes is a research-based process that promotes student learning in a safe environment where students are actively engaged in their learning. Our **Tribes Agreements** are school-wide expectations that all students and adults follow at all times:

- Attentive Listening** Listen with your eyes, ears and heart.
- Mutual Respect** Treat others the way you would like to be treated, or even better.
- Appreciation / No Put Downs** Use kind words and don't say hurtful things.
- Safety** Always think "safety first!"
- Right to Participate / Right to Pass** The more we participate, the more we learn.
We have the right to pass on personal sharing but not on academics.

Purple Hand Pledge: "I will not use my hands or my words for hurting myself or others." At Mokulele Elementary School we recite this pledge daily. The **purple hand** is a symbol of unity as we have the power to value every individual's choice to use our words and actions to help ... not to hurt ... ourselves or others. This pledge reminds us all to stop and think before we say or do anything hurtful.





General Learner Outcomes (GLO)



GLO 1: Self-Directed Learner The ability to be responsible for one's own learning.
I can be responsible for my own learning.



Habits of Mind 8: Applying Past Knowledge to New Situations
Use what you learn! Access prior knowledge; transfer knowledge beyond the situation in which it was learned.



Habits of Mind 13: Taking Responsible Risks
Venture out! Be adventuresome; live on the edge of your competence. Try new things constantly.



Habits of Mind 16: Remaining Open to Continuous Learning
Learn from experiences! Have humility and pride when admitting you don't know. Resist complacency.

GLO 2: Community Contributor The understanding that it is essential for human beings to work together.
I can responsibly and respectfully participate in a group.



Habits of Mind 2: Managing Impulsivity
Take your time! Think before act. Remain calm, thoughtful and deliberative.



Habits of Mind 11: Creating, Imagining, Innovating
Try a different way! Generate new and novel ideas, fluency and originality.



Habits of Mind 15: Thinking Interdependently
Work together! Be able to work with and learn from others in reciprocal situations. Team work.

GLO 3: Complex Thinker The ability to demonstrate critical thinking and problem-solving strategies.
I can problem solve and make smart decisions.



Habits of Mind 4: Thinking Flexibly
Look at it another way! Be able to change perspectives, generate alternatives and consider options.



Habits of Mind 5: Thinking About Your Thinking ... Metacognition
Know your knowing! Be aware of your own thoughts, strategies, feelings and actions -- and their effects on others.



Habits of Mind 7: Questioning and Posing Problems
How do you know? Have a questioning attitude; know what data are needed and develop questioning strategies to produce those data. Find problems to solve.

GLO 4: Quality Producer The ability to recognize and produce quality performances and quality products.
I can self-assess to do quality work.



Habits of Mind 1: Persisting
Stick to it! Persevere -- see a task through to completion and remain focused. Look for ways to reach your goal when stuck. Not giving up.



Habits of Mind 6: Striving for Accuracy
Check it again! Always do your best. Set high standards. Check and find ways to improve constantly.



Habits of Mind 10: Gathering Data Through All Senses
Use your natural pathways! Pay attention to the world around you. Gather data through all the senses: taste, touch, smell, hearing, sight

GLO 5: Effective Communicator The ability to communicate effectively.
I can share my ideas clearly in many ways.



Habits of Mind 3: Listening with Empathy and Understanding
Understand others! Devote mental energy to another person's thoughts and ideas. Make an effort to perceive another's point of view and emotions.



Habits of Mind 9: Thinking and Communicating with Clarity and Precision
Be clear! Strive for accurate communication in both written and oral form; avoid over generalizations, distortions, deletions and exaggerations.



Habits of Mind 14: Finding Humor
Laugh a little! Find the whimsical, incongruous and unexpected in life. Be able to laugh at oneself.

GLO 6: Effective & Ethical User of Technology The ability to use technology effectively and ethically.
I can use technology to discover and to share my learning.



Habits of Mind 12: Responding With Wonderment and Awe
Have fun figuring it out! Find what is awesome and mysterious in the world. Be intrigued with phenomena and beauty. Be passionate.

Standards of Behavior

Mokulele Elementary School provides behavioral expectations and places accountability upon each **Mokulele Citizen** to maintain a school environment that is conducive to learning. To fulfill this responsibility, the conduct of a **Mokulele Citizen** must be guided by one's **respect for self, others, and our school** properties.

A **Mokulele Citizen** knows to: Take care of myself. Take care of each other. Take care of our school.

Mokulele is a Tribes School. Tribes is a research-based process which creates a school culture that maximizes learning and human development. It is our school-wide expectation for our students to follow each of the **Tribes Agreements** at all times:

Attentive Listening	Listen with your eyes, ears, and heart.
Mutual Respect	Treat others the way you would like to be treated, or even better.
Appreciation / No Put Downs	Use kind words and don't say hurtful things.
Safety	Always think "safety first!"
Right to Participate / Right to Pass	The more we participate, the more we learn. We have the right to pass on personal sharing but not on academics.

Teachers and parents have the responsibility of reviewing the Standards of Behavior, Student Code of Conduct, and General Rules with their children. The review will provide the guidance and counseling, if necessary; to assist children to make good, appropriate choices.



Department of Education, Discipline Plan, Chapter 19



The following guidelines apply to all students during school hours, on school premises, on the bus, or during department supervised activities.

Disciplinary rules adopted by the State Board of Education and approved by the Governor were in effect as of September 10, 2009. These rules specify four classes of offenses:

Class A Offense, which must be reported to the Administration, who will determine if a dangerous situation exists and shall call the police. Offenses include but are not limited to: Assault, Burglary, Dangerous instrument/substance, Dangerous weapons, Drug paraphernalia, Extortion, Fighting, Firearms, Homicide, Illicit drugs, Intoxicating substances, Property damage or vandalism, Robbery, Sexual offenses, and Terroristic threatening.

Class B Offense, which must be reported to the Administration, who will determine if a dangerous situation exists and shall call the police. Offenses include but are not limited to: Bullying, Cyberbullying, Disorderly conduct, False alarm, Forgery, Gambling, Harassment, Hazing, Inappropriate or questionable uses or both of internet materials or equipment, or both; Theft, and Trespassing.

Class C Offense, for which reports to the police are not required, include but are not limited to: Abusive language, Class cutting, Insubordination, Laser pen/laser pointer, Leaving campus without consent, Smoking or use of tobacco substances, and Truancy.

Class D Offense, for which reports to the police are not required, include Contraband, Minor problem behaviors: Defiance/disrespect/non-compliance, Disruption, Dress code violation, Inappropriate language, Physical contact, Property misuse, Tardy, or Other school rules.

In accordance with the **"Zero Tolerance" Policy**:

- Any child found to be in possession of a dangerous weapon, intoxicating liquor, or illicit drugs while attending school, may be excluded from school for up to ninety-two (92) school days.
 - Any students found to be in possession of a firearm (BB gun, hand gun, air gun, paintball gun or shot gun) shall be dismissed from school and will not be able to attend school for one calendar year. Only the Superintendent of Education, on a case-by-case basis, may modify your exclusion.
- Hawaii Gun-Free Schools Act:**

Purposes of Chapter 19:

1. Promote and maintain a safe and secure educational environment.
2. Teach and acknowledge proper behavior which is beneficial to the educational process and self-development.
3. Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social.
4. Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

Disciplinary Actions for Grades K-6 in accordance with procedures established under Chapter 19 for Class A, B, C, & D Offenses include:

Interventions to teach students appropriate behaviors must be instituted when disciplinary actions are imposed. Disciplinary action options may include the following: Correction and conference with student; Detention; Crisis removal; Individualized instruction related to a student's problem behaviors; Loss of privileges; Parent conference; Time in office; Suspension of one to ten school days; Saturday school; Disciplinary transfer; Dismissal; or Restitution.

- Students shall be counseled in addition to any disciplinary action taken.
- No action amounting to serious discipline shall be imposed for committing Class D offenses.

General School Rules

1. **ARRIVAL:** Upon arrival at school, wait quietly by your classroom or go directly to Morning Exercise. If you purchase breakfast in school, leave the cafeteria as soon as you are through eating and go directly to either destination →→→ classroom or Morning Exercise (7:20 – 7:40 am).
2. **SCHOOL BUGLE:** School officially opens at 7:45am. Tardy bell rings at 7:50am. Students who arrive at school thereafter must first report to the Office to obtain a Tardy Slip.
3. **TRAFFIC SAFETY:** Keep away from the parking lot and other parking areas.
4. **Class A Offense: Dangerous instrument/substance.** To prevent injury to self and others and to avoid disruption of school activities, dangerous objects (i.e. Slingshots, matches, lighters, laser pens) are not permitted in school. Throwing stones or other dangerous objects that could cause injury to others is prohibited.
5. **Class A Offense: Fighting.** Instigating or provoking physical contact involving anger or hostility. Fighting includes but not limited to: Engaging in mutual physical contact involving anger or hostility; Teasing, harassing, threatening, or intimidating others resulting in physical contact involving anger or hostility; Retaliating physically for teasing, harassing, threatening, or intimidating behavior; verbally inciting; or Physically supporting a fight by one's presence and encouragement. To resolve differences you may have with another student; discuss the problem, use "I" message.
STOP - WALK - TALK to your teacher or an adult if you need assistance to resolve the problem. Mokulele Citizens take care of each other. Teasing and fighting (physical contact) are unacceptable.
6. **Class A Offense: Property Damage or Vandalism.** Use our school facilities properly. Do not play or loiter, litter or damage the restrooms, classrooms, etc. Report any problems immediately to a teacher, Custodian Staff or Office Staff.
7. **Class B Offense: Forgery** Signing another person's name (i.e. your parents) is prohibited.
8. **Class B Offenses: Theft**
9. **Class C Offense: Leaving campus without consent/permission.** Remain within school boundaries at all times. Students leaving the campus during school hours must have consent/permission from the Office and must be accompanied by an adult.
10. **Class C Offense: Insubordination** Respectfully listen to and obey teachers, adult supervisors and other school staff.
11. **Class D Offense: Contraband** To avoid problems of loss or misplacement, expensive personal items and large sums of money are not to be brought to school. (i.e. cell phones, iPods, MP3 players, electronic games, trading cards) There is to be no unauthorized selling or buying of items in school.
12. **Class D Offense: Disrespectful behavior** Respect the rights and property of others.
13. **Mokulele Citizens take care of our school.** Help to keep our campus clean and beautiful. Discard litter in trash cans or reusable trash in the recycling bins. For sanitary reasons, gum chewing is not permitted at school.
14. **Mokulele Citizens take care of property.** Pencil fighting is not permitted.
15. After school, leave the campus promptly; unless supervised by an adult in an after school program or other school activity.
16. Students walking home should not walk across the parking lot. They must use the pedestrian routes designated by the school. Gate by C Building near the cafeteria is off limits to pedestrians.
17. Students' dress / apparel should not be disruptive to the positive class or school environment. Gang related or inappropriate articles of clothing are prohibited. See Dress Code Guidelines below.

New Dress Code Guidelines

1. School Uniforms (Mokulele Elementary T-shirts) will be worn at all times, unless otherwise noted.
2. School Color (Royal Blue) T-shirts are encouraged on Wednesdays. Red Mokulele Elementary T-shirts will be worn on Fridays to show our support for our deployed troops at war.
3. Shorts or skirts should be longer than arms length when hands are at student's side.
4. The waist of pants should not fall below the hips.
5. Heels of shoes should be less than 2 inches.
6. Shoes with wheels are prohibited. (Heelys)
7. Jewelry should be appropriate. Earrings should be less than 3 inches long.
8. Make-up is not allowed.
9. Mokulele Elementary nametags should be worn for student's safety. Nametags are \$5, if lost or defaced.

Consequences for inappropriate clothes:

- 1st Infraction *Call to parents and change clothes.
- 2nd Infraction *Call to parents and appropriate disciplinary action.



Anti-Bullying Policy



Remember that all Mokulele Citizens live by the **Bully-Proof Pledge** they recite on a daily basis:

- **We will not bully others.**
- **We will help others who are bullied.**
- **We will help students who are left out.**
- **We will help out others being bullied by telling an adult.**

Recognizing Bullying

Bullying includes three important components: Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power or strength.

Bullying is Not Teasing

It might be hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

Why Students Bully

Information about bullying suggests that there are three interrelated reasons why students bully. Students who bully have strong needs for power and (negative) dominance. Students who bully find satisfaction in causing injury and suffering to other students. Students who bully are often rewarded in some way for their behavior with material or psychological rewards.

Ways to Stop a Bully

Be assertive - Make eye contact - Tell the bully to stop - Have confidence in who you are –
Make good friends and stick together - Talk to someone you can trust

Mokulele Elementary School
Library and Textbook Contract

*This contract in its entirety can be found in your child's **Student Information Packet**.*

1. I promise to properly take care of ALL books and library/classroom materials.

In doing so, I will remember the following guidelines:

- Clean hands keep books clean
- Never write, scribble, glue, or cut the pages of a book.
- Save my place in a book with a bookmark, not by folding the pages.
- Turn the page by using the top corner.
- Always carry my books in some type of book bag---and never carry a full water bottle inside the same bag.
- Keep my books in a safe place at home. I will not loan my books to other students since I will be responsible for lost or damaged material checked out in my name.
- Examine the condition of any library and classroom materials checked out in my name, and report any previous damage to the teacher or librarian.



2. I promise to pay for ALL damages, which may happen to books or other materials checked out in my name, and I agree to the following consequences:

- Charge of \$1.00 for each torn page or for each page written on in pencil.
- Any book written on in marker, crayon, or ink may be subject to a full replacement cost.
- Water damaged or soiled books will be subject to the FULL replacement cost.
- A student will not be assigned another textbook, nor be permitted to check out any more library materials until the fine for the damaged materials is resolved. Bills are issued through the library.

3. I agree to pay for all lost books. This includes library materials, textbooks, and classroom books. I agree to the following consequence:

- A student will not be assigned another text book, nor be permitted to check out any more library materials until the fine for the lost item is resolved. Full replacement costs will be charged for all lost books. Bills are issued through the library.

4. I promise to return all borrowed books on time so that other students will have access to the material. There is no charge for overdue material; however, students with late books may not borrow additional material until overdue items are returned.

- Grade K-1 students may borrow one book for one week. No renewal without the book.
- Grade 2-3 students may borrow two books for one week. No renewal without the book.
- Grade 4-6 students may borrow three books for two weeks.

5. If I chose to participate in the Accelerated Reader program, I promise to do the following:

- I will read the book in its entirety before taking a test.
- I will only take an AR test on a book that I *recently* completed---not a book that I read during a previous school year.
- I will not discuss AR test questions or answers with other students.
- I will choose reading materials that is comparable to my reading level.

Attendance Policy

The State of Hawaii's Strive HI Index measures our school's daily attendance for each student. Therefore, unexcused and/or excessive absences and tardiness are unacceptable. The educational program is organized on the basic assumption that all students attend school regularly and that they be punctual. Adherence to a school attendance policy is the responsibility of the parents and student.

1. Each teacher will maintain an accurate record of daily attendance for each student.
2. Teachers will input attendance information into the Infinite Campus program before 8:30 a.m.
3. Students are encouraged to make up all the work missed during their absence. Failure to do so may result in lower overall markings on quarterly Standards-based report cards.

Absences and Tardies

Parents are requested to notify the school Office regarding child(ren)'s absence on or before the day of the absence by 8:30 a.m. Parents should also send a Doctor's note to the school Office upon the child's return to school after 3 consecutive sick days that states the reason, duration and suggested activity modifications or restrictions.

The school day starts promptly at **7:45 a.m.** Students should be in class ready to begin the school day. Students, who arrive at school **from 7:46 and later**, must first report to the Office to obtain a Tardy Slip. Students who arrive after 11:00 A.M. will be marked absent for the day.

IN ORDER TO RECEIVE MARKINGS ON THE STANDARDS-BASED REPORT CARD, A STUDENT MUST HAVE BEEN IN ATTENDANCE AT LEAST 20 SCHOOL DAYS IN THAT QUARTER.

Consequences

Families will be notified by mail of excessive absences and tardies. According to Hawaii Revised Statutes (HRS) 302A, "All school age children must attend either a public or private school unless exempted." This statute also states that, "Any parent or guardian having the responsibility for the care of the child must sent the child to school unless exempted by law." In addition, HRS 302a-1135 provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to \$1,000 (HRS 706-640) or jail time for up to thirty days (HRS 706-663). Family Court can also place a child under its jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

Number Of Absences	Action to be taken
1 st to 4 th	Information recorded in Infinite Campus.
5 th Absence	Attendance notice #1 is sent home.
6 th to 9 th	Student's absences and tardies will be monitored.
10 th Absence	Attendance notice #2 is sent home with a request for a conference w/ parent.
11 th to 14 th	Attendance Team will continue to monitor student's absences and tardies.
15 th Absence	Attendance notice #3 is sent home with a request for a second conference w/ parent. The School's MFLC makes a home visit to assist.
16 th to 20 th	Attendance Team will continue to monitor student's absences and tardies

Early Release

Parents requesting an early release of their child during the school day must do the following:

1. Send a note to your child's teacher in the morning and call the office before the expected check out time.
2. Appear in person or send a designated adult (listed on the Emergency Card) to sign child out at the Office. Identification must be displayed.
3. An official Student Pass will be issued and the child will be called to the Office.
4. A child cannot be permitted to leave school unescorted.

Arrival On Campus

Students should arrive on campus no earlier than 7:10 a.m. Upon arrival at school, students may choose to:

- Go directly to the cafeteria to purchase their breakfast meals, if they are having breakfast in school.
- Report directly to Morning Recess that is offered to all students from 7:20 – 7:40 a.m.
- Be seated quietly and safely outside of their classrooms in the assigned area.

The School Day officially begins at 7:45 am.

After School

Students are reminded that loitering on school campus after school hours is prohibited.

1. After school program (A+ Kama'aina Kids, Hickam School Age Program) attendees are to report directly to their respective youth leaders.
2. Students living in the vicinity of Mokulele Elementary School should report directly home.
3. Parents: The pickup location for students after school is on the blacktop area between the chain link fence and the field.
4. Students in grades K and 1 will be escorted there by their teachers.

CAMPUS SAFETY AND SECURITY

1. **Parking Lot Drop off:** We would like to encourage all parents to use the parking lot drop off area for all students as opposed to dropping off in the back of the school on Akia Way.
2. **Visitors to the School Campus:** The Department of Education Safety and Security Policy requires that all visitors report to the Office to sign in and receive an official School Visitor Pass. Visitors include parents, volunteers (parent and community), and off campus maintenance personnel (i.e. repairmen, construction worker).
3. **After School Hours:** Roaming, loitering, bicycle riding and using coaster-wheeled conveyance on the campus after school hours and on non-school days are prohibited due to safety reasons. Bicycle riding and using coaster-wheeled conveyance are not allowed on campus at anytime. Parents must help their children understand and obey these rules.

In addition, parents must discuss with their children the importance of going straight home from school, avoiding strangers, recognizing imminent danger, and knowing what to do if they are faced with trouble.

Bicycle Operation and Coaster-Wheeled Conveyance

Students must follow the Hickam AFB Traffic Code in respect to **Bicycle Operation and Coaster-Wheeled Conveyance**.

1. Bicycle riders must observe the same traffic rules required by motor vehicle operators and additional requirements unique to JBPHH:
2. No bicycle will be ridden on any sidewalk within the business area or on the Mokulele pedestrian overpass.
3. Bicycle riders are required to wear safety helmets.
4. Bicycle riders are prohibited from using any crosswalk, sidewalk, or driveway.
5. Parents should discuss with their child Bike Safety and the safest route to be traveled to and from school.
6. Bicycle riders should park their bicycles in the bike rack located next to Building C. Locks are recommended.
7. The use of coaster-wheeled conveyance (defined as any form of object propelled afoot to include in-line skates, roller skates, scooter, or skateboards) is prohibited on any roadway, parking lot, sidewalk, or driveway; except in established areas. Coaster-wheeled conveyance is not allowed on school premises. Please refer to the Coaster-Wheeled Conveyance posters posted throughout our campus.

Contraband on Campus

For safety and security reasons, the following items are not allowed in school:

- Cell Phones
- Toys (electronic games, cards, etc.)
- Electronic items (iPods, iPads etc.)
- Valuable items (jewelry, medals, heirlooms, etc.)
- Sports equipment (basketballs, footballs, etc.)
- Skateboards, rollerblades, scooters.
- Heelys
- Other wheeled items (hoverboards, etc.) are not allowed on the premises and prohibited on any roadway, parking lot, sidewalk or driveway on Hickam AFB.
- Any item that can be deemed as a weapon.

Assembly Rules

1. Students should sit in their class section.
2. Students shall show respect, courtesy and appreciation to the performers and speakers by following the Tribes Agreements.
3. Students should remain in their sections until dismissed. Dismissal should be done in an orderly, safe fashion and teachers should remain to supervise until their sections have exited the assembly area.
4. Assemblies are for the benefit of **MOKULELE** students. Outsiders and visitors must report to the *Office* to sign in and receive an official School Visitor Pass.

Phone Messages

Phone messages for students are discouraged and should be for emergencies only in order to minimize any interruption to instruction. It is helpful to inform your children about their pick up arrangements before they leave for school.

Restroom Rules and Procedures

1. I will keep our restroom safe by being respectful and responsible.
2. We will cooperate and keep the floor dry.
3. We will help our Custodial Staff by using the restroom appropriately.
4. We will conserve the toilet paper and paper towels.
5. All students must sign out before leaving the classroom to use the restroom.
6. Students must leave the classroom with a Bathroom Pass.
7. Only one student should be sent to the restroom at a time, aside from an emergency.
8. Students must report any mess in the restroom immediately to their teacher.
9. At recess, students need to obtain permission and a pass from the Yard Duty teacher.

Recess Rules

1. Play only in areas designated by your teachers.
2. Students are to use the playground equipment properly as instructed by their teachers. Safety is always the first consideration.
3. Seek assistance from the adults on Yard Duty should balls need to be retrieved from the roof, beyond the fences or from the parking lot.
4. Rough play such as fake fighting, karate, wrestling, pushing and shoving is not allowed.
5. Disagreements on the playground should be resolved by the students with the help of TROOPS (Peer Mediators). See an Adult Supervisor if you need assistance to resolve the problem.

Cafeteria Rules

1. All students are to eat lunch at school. Lunch may be purchased in school or brought from home.
2. Students who do not have lunch can purchase lunch in the Cafeteria
3. Parents will be informed when students are not eating lunch.
4. Students will use proper table manners and speak quietly. Conversation is limited to one's table.
5. All meals must be eaten in the cafeteria.
6. Students will leave the lunch tables in an orderly manner only when excused by an adult supervisor.
7. Students will empty and place all items and foods in the proper containers located in the disposal area.
8. Student monitors will clean their designated area and return supplies to their proper places.
9. Sharing food with other students is not permitted.

Cafeteria Procedures for eating lunch with your child

1. Parents can sit with their child only.
2. We have a "No Sharing food" Policy. If you bring food for your child, please do not share with other students. We have to be mindful of food allergies other students may have.

Wellness Policy Guidelines

1. No carbonated drinks are allowed in student lunches or snacks. Please substitute with an appropriate drink.
2. No cupcakes, high sugar items or candy are allowed at school. (High sugar item is classified as sugar or equivalent as the first ingredient.)

We follow the Healthy HI Initiatives. For more information please visit <http://www.healthyhawaii.com>.

Sports and Fitness Program

- Mokulele Elementary School's Physical Fitness and Sports Intramural Program is a critical element of the Comprehensive Student Support Services (CSSS) where opportunities are offered to meet the unique needs of all of our students
- The Morning Exercise program is offered to all students from 7:20 – 7:40 a.m. with students warming up prior to participating on the field or court. Athletic shoes must be worn by all Morning Exercise program participants.
- Annually, the Radford Complex Elementary Schools host three extramural sporting events. Participation is open to students in Grades 5 and 6 for coed volleyball, basketball (boys and girls) and track. Students in Grade 4 are eligible to participate in the Track Meet. The goal of these programs is to develop fundamental skills, build teamwork among school mates, demonstrate sportsmanship and, most importantly, to have FUN!
- The Mokulele Sports Intramurals Program is held during lunch recess. These organized leagues provide opportunities for healthy exercise, building friendships and developing character.

The following activities are currently available for students in Grades 4-6:

- Coed Flag-Football
- Coed Basketball
- Coed Softball
- Punt, Pass & Kick Contest
- Basketball Hot Shots Shooting Contest
- Home-run Derby Contest

Homework Policy

1. Homework shall be an extension or reinforcement of what is being taught in the classroom.
2. Homework shall be considered an integral part of the student's performance for the class.
3. Each teacher will determine the nature and amount of homework for students. There shall be some consistency across the grade levels.
4. Each teacher shall give clearly stated directions and expectations for homework to students.
5. Students shall be responsible for knowing their homework assignments and for taking home the materials necessary for completing their work.
6. Students shall strive to do quality work at home as well as in school (i.e. neat, legible, and accurate).
7. Parents will provide adequate time and an appropriate place for students to study.
8. Students shall be responsible for handing in completed homework on time.
9. Homework for students receiving Special Education services will be coordinated between the General Education and Special Education teachers.
10. Teachers are not required to provide homework for students who are absent due to trips or other similar activities.

Lost and Found

Lost and Found is located in the School Cafeteria on the stage. Parents are advised to label all articles (clothing and supplies) belonging to their children. The labeling will facilitate finding the rightful owners when the articles are turned in. At the end of each semester, items not claimed are donated to a worthy charity.

Pass: Counselor / Health Room / Library / Office / Study

Students are required to have a Counselor, Health Room, Library, Office or Study Pass in hand when in route from classroom to other destinations on campus. A student found loitering on school campus without a designated pass will be asked to return immediately to his/her respective classrooms. Repeated offenses will be addressed by the school administration.

Service Policy

Cafeteria: Students in Grades 4, 5, and 6 perform services in the cafeteria on a rotation basis. Students selected for service will be excused from class after they had an opportunity to receive class work information for the period prior to the first lunch service and will report to the School Food Services Manager for job selection. Students will assist Cafeteria Staff until 12:10 p.m. and then will be excused for lunch with their classmates. Normally, seven students are required each day for cafeteria service. Students receive free lunches on days they serve in the cafeteria.

Office: Students in Grades 5 and 6 perform service in the Office as monitors once or twice a year. Student will assist in delivering the meal account reminders when assistance is needed.

Library: Students in Grades 5 and 6 perform service in the library as monitors once or twice a year. Normally, the service will be limited to two hours at which time the students will return to class.

It is our belief that these sessions offer opportunities for our students to provide a valuable service to their own school community. Students gain a valuable lesson on citizenship. School service also provides unique opportunities for our students to learn various life skills which include shared responsibility, punctuality, attention to a task, clear communication, and being accountable for performance of a task out of the more controlled classroom setting. **Based on the State of Hawaii Department of Education School Service Policy 4300 and A copy of this policy is available from the principal upon request.**

You've Got Mokulele Mail (YGMM) Folder

Each Wednesday this folder will be sent home. We appreciate our parents/guardians for reading each document in the *You've Got Mokulele Mail (YGMM)* folder. Thank you for returning your YGMM Folder to school on Thursday as it is important that we keep our families well informed.

NOTE: Please date and sign this log to acknowledge that you have received your Mokulele Mail.

Mokulele Elementary School SCHOOL EVACUATION PLAN

Aupaka Street

Post this map
near the exit door

Melick Avenue

School Playground Area

P1 P2 P3

Building L

Cafeteria

12 11 Building B

20 19 18 17 16 Building A

PCNC ELL
Custodian
Teachers Workroom
Media Room SCC
Administrative Office

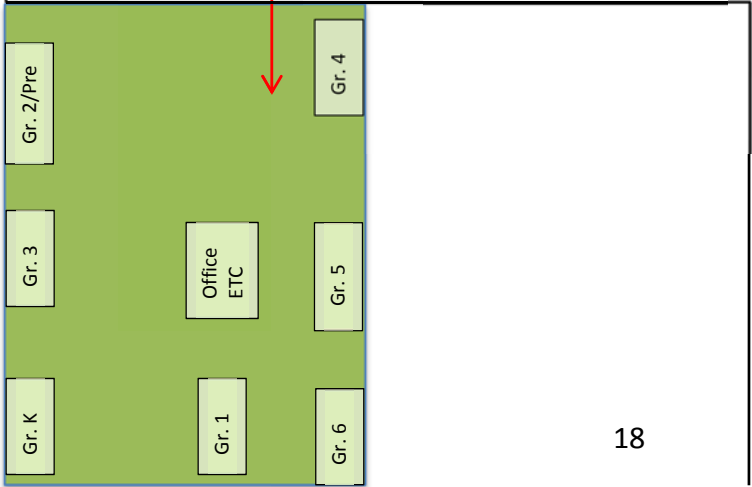
Library

P-4

25 24 23 22 21
30 29 28 27 26 Building F

Akia Way

Take attendance
at the evacuation site



Youth Sports &
Fitness Center

Parking