



# Mokulele Elementary School 2018-2019 Planner



"Home of the Flyers"

This Planner Belongs To: \_\_\_\_\_



# *Mokulele Elementary*

## *Home of the Flyers*



Dear Students,

Welcome to Mokulele Elementary School, home of the Flyers. Our dedicated faculty and staff have created a safe, caring, and supportive community where students can achieve and succeed. As a TRIBES school, we believe all learners succeed in a safe, positive place that values relationships and relevant learning by following our TRIBES Agreements:

- Attentive Listening
- Appreciations/No Put Downs
- Participation/Right to Pass
- Mutual Respect
- Safety

We are pleased to offer this planner to assist you in recording assignments, keeping track of deadlines, planning your time, and communicating between home and school. You will also find useful information about our school. Have a great year!

Sincerely,  
Shannon Tamashiro  
Principal, Mokulele Elementary

### 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 15<sup>th</sup> 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) Teachers will complete the following section.
- (2) Students 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.

1<sup>st</sup> Semester: \_\_\_\_\_  
Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> 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, 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 (808)421-4180 with any contact information update.

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

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

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

Hickam School Age Program  
Before & Afterschool Care  
Joint Base Pearl Harbor Hickam  
Phone: (808)448-4396



### Department of Education's Drug Free Workplace Policy



All Department of Education employees including parent and community volunteers are subject to the Department of Education Drug Free Workplace Policy. This 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". Failure to comply with this policy may result in forfeiture of volunteer status and, if warranted, legal proceedings or criminal sanctions.





**Mokulele Elementary School**  
**DAILY SCHEDULE**  
**SY 2018 - 2019**



**Monday, Tuesday, Thursday, Friday**

7:10 - 7:45 a.m.	Breakfast	Report to the Cafeteria
7:40 a.m.	School Bugle	End of Morning Exercise
7:45 a.m.	Class Begins	Start of the School Day
10:00 a.m.	Morning Recess	Grades K – 2
10:15 a.m.	Morning Recess	Grades 3 – 6
11:15 a.m.	Lunch	Preschool, Grades K – 2
11:45 a.m.	Recess (10 min.)	Grades K – 2
11:45 p.m.	Lunch	Grades 3 – 6
12:15 p.m.	Recess (10 min.)	Grades 3 – 6
2:00 p.m.	End of School *	Student Dismissal

**Wednesday**

7:10 - 7:45 a.m.	Breakfast	Report to the Cafeteria
7:40 a.m.	School Bugle	End of Morning Exercise
7:45 a.m.	Class Begins	Start of the School Day
10:00 a.m.	Morning Recess	Grades K – 2
10:15 a.m.	Morning Recess	Grades 3 – 6
11:15 a.m.	Lunch	Preschool, Grades K – 2
11:45 a.m.	Recess (10 min.)	Grades K – 2
11:45 p.m.	Lunch	Grades 3 – 6
12:15 p.m.	Recess (10 min.)	Grades 3 – 6
12:45 p.m.	End of School *	Student Dismissal

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

During the bugle, quietly and respectfully stand at attention facing the school flags.

# Mokulele Elementary School Calendar 2018-2019

July				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jul 31 Tchrs 1st Day  
Jul 31-8/3 Tchrs Wrk days

August				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug 6 Students' 1st Day  
Aug 17 Statehood Day

September				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Sep 3 Labor Day

October				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct 8-12 Fall break\*\*\*  
Oct 5 End of 1st Qtr.

November				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov 6 Election Day  
Nov 12 Veterans Day  
Nov 22 Thanksgiving  
Nov 23 School Holiday

December				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Dec 21 End of 2nd Qtr  
Dec 24-1/7 Winter Break  
Dec 25 Christmas

January				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan 1 New Year's Day  
Jan 7 Tch Wrk Day  
Jan 21 Dr. M.L.K. Jr. Day

February				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Feb 11-15 Institute Day  
Feb 18 Presidents Day

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mar 15 End of 3rd Qtr.  
Mar 18-22 Spring Break\*\*\*  
Mar 26 Kuhio Day

April				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Apr 19 Good Friday

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31


May 27 Memorial Day  
May 31 Last Day for Stdnt

June				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 3 Last Day for Tchrs

# DRAFT

*Please see Lunch menu for most up to date calendar*

KEY	
	No School
<b>BOLD</b>	Holiday
*	School Events



# Mokulele Elementary School



## 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.”

## Standards of Behavior

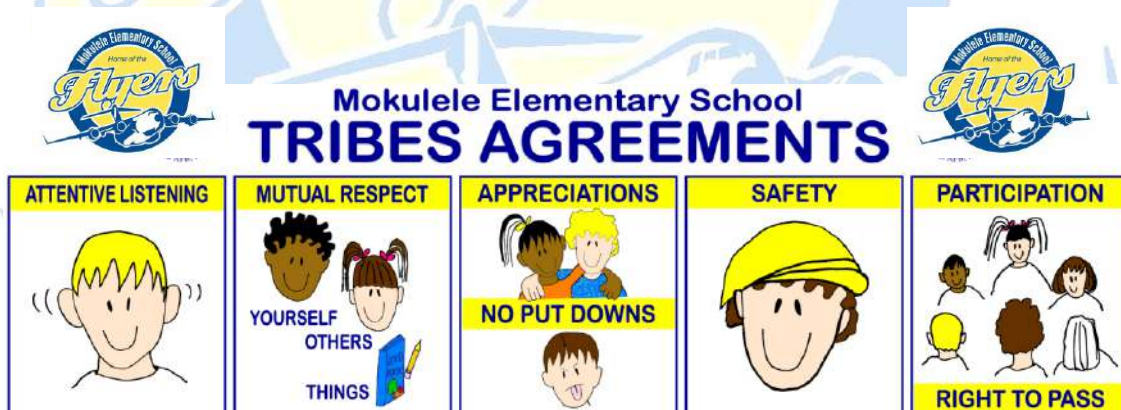
Mokulele Elementary School provides behavioral expectations and places accountability upon each **Mokulele Citizen** to maintain a school environment that is conducive to learning. To fulfill this responsibility, the conduct of a **Mokulele Citizen** must be guided by one’s **respect for self, others,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

### Mokulele Citizen Pledge:

- I will take care of myself.
- We will take care of each other.
- We will take care of our school.

### TRIBES:

Mokulele is a TRIBES school. TRIBES is a research-based process which creates a school culture that maximizes learning and human development. It is a schoolwide expectation for all students to follow each of the **TRIBES Agreements**.



### 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.



## **Student Code of Conduct**

### **POLICY 101-1**

The Board of Education acknowledges the Student Bill of Rights and Responsibilities. The Board further sets forth the following student code of conduct:

#### **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 participate in each class to meet performance standards, to have the necessary class materials as affordable, and to be prepared for and to complete assignments and examinations designated by the teacher.

#### **RESPECT FOR SELF AND OTHERS**

Students are expected to be honest, behave with dignity, and 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 through any means. Students are expected to come to school free from the influence 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 to obey all laws. Students are expected to respond in a respectful manner to all school faculty and staff 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 the school 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.

[Approved: 10/06/2015 (as Board Policy 101.1); amended: 06/21/2016 (renumbered as Board Policy 101-1)]

Former policy 4010 history: approved: 02/1995





## 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 DOE 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:

- Promote and maintain a safe and secure educational environment.
- Teach and acknowledge proper behavior which is beneficial to the educational process and self-development.
- Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social.
- 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; 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 on students 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 homeroom or morning exercise (7:20 – 7:40 a.m.).
2. **SCHOOL BUGLE:** School officially starts at 7:45 a.m. Students who arrive at school after 7:46 a.m. must 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 is 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 using "I" messages.
  - **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 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). Unauthorized selling or buying of items in school is prohibited.
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, and for sanitary reasons, gum chewing is not permitted at school.
14. **Mokulele Citizens take care of property.**
  - Pencil fighting is not permitted.
15. Leave the campus promptly after school, 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. The gate by C building near the cafeteria is off limits to pedestrians.
17. Students' dress/apparel should not be disruptive. Gang related or inappropriate articles of clothing are prohibited. See Dress Code Guidelines.

## **Dress Code Guidelines**

1. School uniforms (Mokulele Elementary t-shirts) will be worn at all times, unless otherwise noted.
  - a. Wednesdays - Blue Mokulele Elementary t-shirts.
  - b. Thursdays - students are encouraged to wear attire with college logos. Students may not wear attire promoting professional sports teams.
  - c. Fridays – Red Mokulele Elementary t-shirts to show support for our troops.
2. Shorts or skirts should be longer than arm's length when hands are at student's side.
3. The waist of pants should not fall below the hips.
4. Heels of shoes should be less than 2 inches.
5. 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:**

- 1<sup>st</sup> Infraction \*Call to parents and change clothes.
- 2<sup>nd</sup> Infraction \*Call to parents and appropriate disciplinary action.



## Anti-Bullying Policy



### Bully-Proof Pledge:

- 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 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 and make eye contact.
- Tell the bully to stop.
- Make good friends and stick together.
- Talk to someone you can trust if the bullying does not stop.

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*Teachers and parents have the responsibility of reviewing the Standards of Behavior, Student Code of Conduct, General School Rules, and Anti-Bullying Policy with their children. Reviewing these policies will provide the guidance to help your children make appropriate choices.*

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# 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.

## 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 are on time. 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 work missed during absences. Failure to do so may result in lower markings on 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 three 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 a.m. and later**, will be marked tardy. Students who arrive after 11:00 a.m. will be marked absent for the day.

**IN ORDER TO RECEIVE MARKS 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 send 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	Actions to be Taken
6	Counselor meets with student (if appropriate), makes phone call home, and sends home attendance letter #1.
8	Conference scheduled and attendance letter #2 sent home. If parent does not attend conference a letter is sent home regarding a plan to improve attendance.
11	Core meeting scheduled, if parent does not attend a home visit is made to share plan to improve attendance.
15	Student is considered chronically absent after missing 15 or more days over the course of an entire school year.
17	Student Focus Team meeting scheduled. Service plan developed with social worker. If parent does not attend, home visit is made to share service plan.
20	Attendance letter #3 sent home (referral to Family Court).

## Early Release

Parents requesting early release for their child 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. Children will not be permitted to leave school unescorted.

## Arrival on Campus

Students should not be on campus no earlier than 7:10 a.m. Upon arrival at school, students may choose to:

- Go directly to the cafeteria if you are having breakfast in school.
- Be seated quietly and safely outside your classrooms.
- Remain seated quietly in front of your homeroom until 7:20 when morning recess begins.
- Morning recess is offered to all students from 7:20 – 7:40 a.m.

The school day officially begins at 7:45 a.m.

## After School

Roaming and 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. Pickup location for students is on the blacktop area between the chain link fence and the field.
4. Students in grades K and 1 will be escorted to the designated area 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 and loitering on campus after school hours and on non-school days are prohibited due to safety reasons. Parents must discuss with their children the importance of going straight home from school, recognizing stranger danger, recognizing imminent danger, and knowing what to do if they are faced with trouble.

## Bicycle Operation and Coaster-Wheeled Conveyances

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

1. Bicycle riding and using coaster-wheeled conveyances are not allowed on campus at any time.
2. Bicycle riders must observe the same traffic rules required by motor vehicle operators as well as additional requirements unique to JBPHH:
3. No bicycle will be ridden on any sidewalk within the business area or on the Mokulele pedestrian overpass.
4. Bicycle riders are required to wear safety helmets.
5. Bicycle riders are prohibited from using any crosswalk, sidewalk, or driveway.
6. Parents should discuss bike safety and the safest route to and from school.
7. Bicycle riders should park their bicycles in the bike rack located next to Building C or F. Locks are recommended.
8. The use of coaster-wheeled conveyances (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. Coaster-wheeled conveyances are not allowed on school premises.



## Contraband on Campus

For safety and security reasons, the following items may not be used during school hours:

- Cell Phones
- Toys (electronic games, cards, etc.)
- Electronic items (iPods, iPads etc.)
- Sports equipment (basketballs, footballs, etc.)
- Skateboards, rollerblades, scooters.
- Heelys
- Other wheeled items (hover boards, etc.) are not allowed on the premises and prohibited on any roadway, parking lot, sidewalk or driveway on Hickam AFB.

The following items are not allowed in school:

- Valuable items (jewelry, medals, heirlooms, etc.)
- 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

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

## Restroom Rules and Procedures

1. I will use the restroom appropriately while being safe and responsible.
2. I will keep the floor dry.
3. I will conserve toilet paper and paper towels.
4. I must sign out and get a bathroom pass before leaving the classroom.
5. I must report any mess in the restroom immediately to my teacher.
6. At recess, I must obtain permission and a pass from the yard duty teacher.
7. Only one student should be sent to the restroom at a time, aside from an emergency.

## 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 when 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. Playing tag on the equipment is not allowed.

## **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. Students will use proper table manners and speak quietly. Conversation is limited to one's table.
4. All meals must be eaten in the cafeteria.
5. Students will leave the lunch tables in an orderly manner only when excused by an adult supervisor.
6. Students will empty and place all items and food in the proper containers located in the disposal area.
7. Student monitors will clean their designated area and return supplies to their proper places.
8. 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. Carbonated drinks are not allowed in student lunches or snacks. Please substitute with an appropriate drink.
2. Cupcakes, high sugar items, and candy are not allowed at school. (High sugar items are foods with sugar or its equivalent as the first ingredient.)

We follow the Healthy Hawaii 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 co-ed 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, 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.

## 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.
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 classroom. 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. Students 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 when assistance is needed.

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.

## 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. There is a sheet in the YGMM folder that you must sign. The YGMM folder is a key component in keeping our families informed, so please make sure you read, sign, and return your folders the next day.

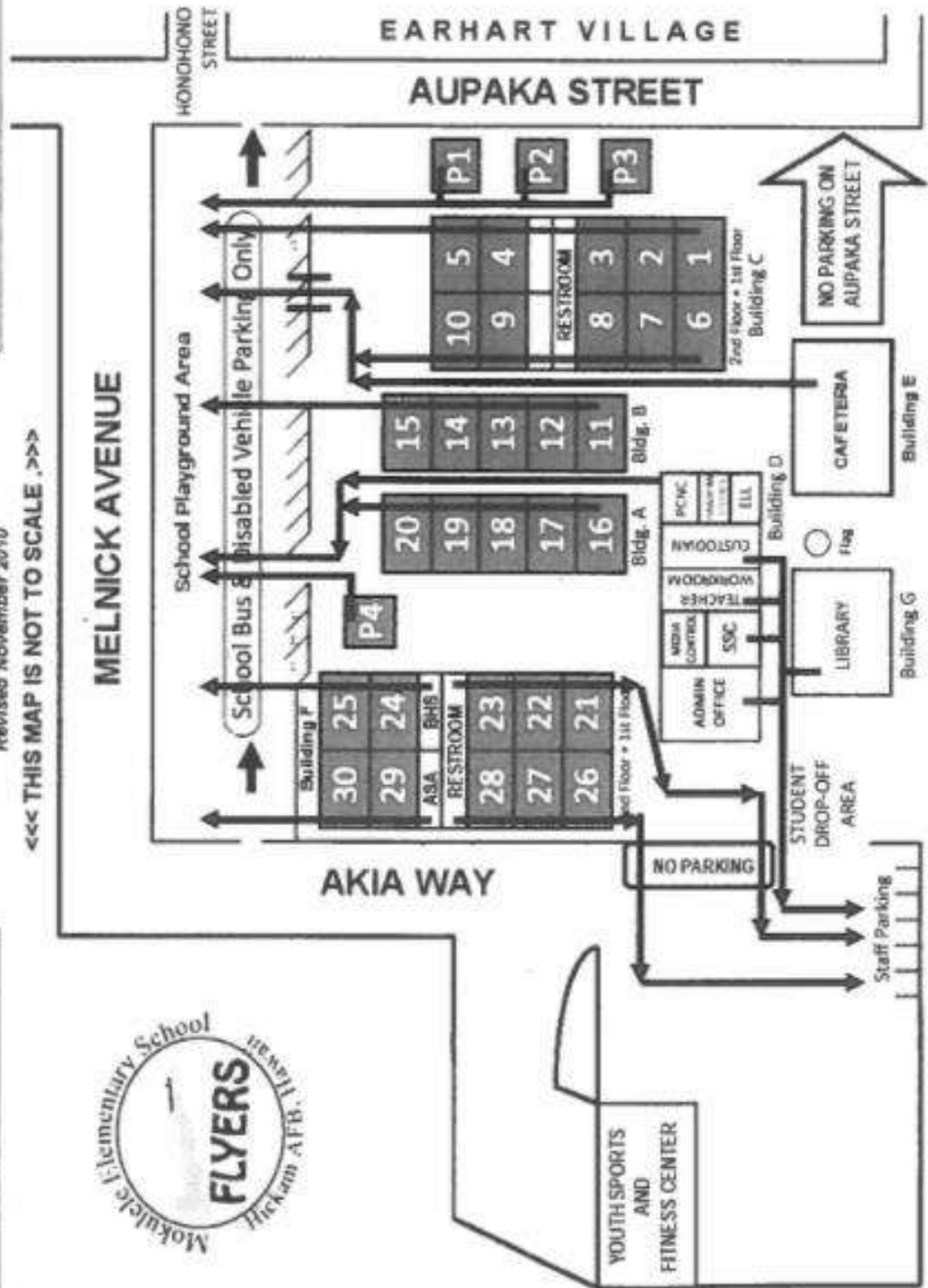


**TAKE ATTENDANCE  
AT THE EVACUATION SITE**

**Mokulele Elementary School  
FIRE EVACUATION PLAN**  
Revised November 2010

**POST THIS MAP  
NEAR THE EXIT DOOR**

<<< THIS MAP IS NOT TO SCALE >>>



# **Mokulele Elementary Individual Chromebook Responsibility Contract**

## **Description:**

- Students at Mokulele Elementary School will be issued a school-owned Lenovo Chromebook and a laptop charger. We are committed to fostering safe and responsible use of technology. Parents and children need to read this document together, agree to the terms, and sign the bottom of the form.

## **Expectations for Responsibility and Internet Safety:**

- Students are held to the highest standards of ethics, responsibility, and computer/internet etiquette in communicating and collaborating with others.
- All policies previously agreed to in the state TRUG (Technology Responsible Use Guidelines) must be followed. Students and parents/guardians will be held responsible for any violations that occur.
- Mokulele holds students to the highest standards for the care, use, and handling of Mokulele owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

## **Charge Structure for Chromebooks:**

<b><u>Infraction:</u></b>	<b><u>Cost:</u></b>
Damage beyond repair; lost or stolen laptop (ex: screen damage)	Replacement/Repair Value
Deep scratches, chipped plastic, or cuts to the rubberized surfaces	
Broken key(s)	
Damaged, lost or stolen power adapter	

Damages will be assessed at the current replacement/repair value as stated in TRUG form item 6G.

## **Games & Third-Party Applications:**

- NO third-party applications should be downloaded or purchased.
- Students may not play non-educational games on the laptop during school hours.

## **Mokulele Elementary Chromebook User Guidelines**

### **Laptop Charging**

- It is the responsibility of the student to ensure their laptop is docked at the charging station at the end of the school day.
  - Failure to do so will directly hinder the student's ability to participate in class, which could potentially impact a student's learning and performance.

### **Guidelines for caring for your laptop:**

- Students are responsible for the laptop they have been issued. Laptops in need of repair or damage must be reported immediately to a teacher.

### **Securing your laptop:**

- Never leave your laptop unattended. Make sure you know where your laptop is at all times.
- Each laptop has several identifying labels (e.g., Mokulele School serial number & assigned computer number). Under no circumstances are you to modify, remove, or destroy these labels. This will be considered property damage and appropriate consequences will follow.