



Mokulele Elementary

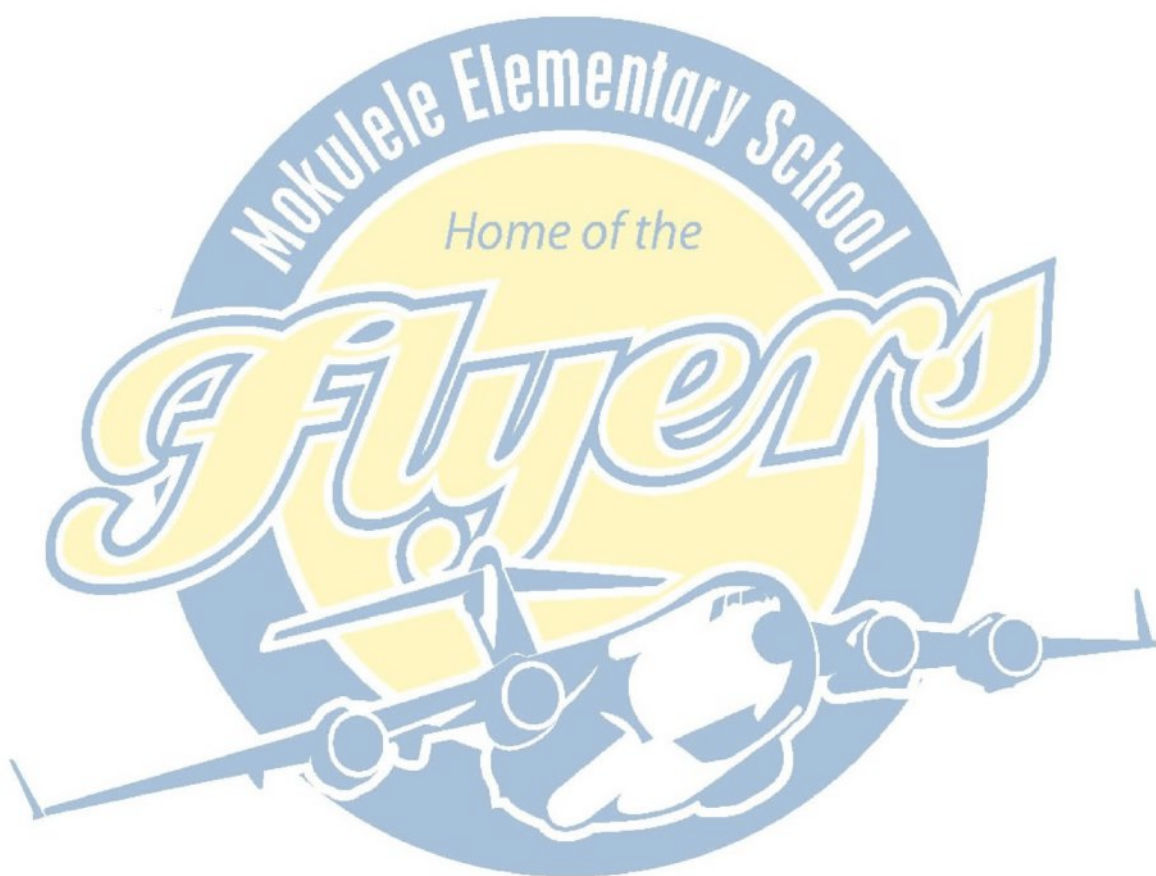
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Contents of this handbook can change at any time without notice.





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,
Melissa Goo
Principal, Mokulele Elementary

Mokulele Pride Information

- Logo:** The significance of our school logo is in the Hawaiian translation of Mokulele which is “flying ship or airplane.” Our nickname “Flyers”, along with the jet represents United States Joint Base Pearl Harbor-Hickam on which our school is located.
- Motto:** “E malama, e a’o aku, e lawelawe me ke aloha” means “To care, to learn, and to serve with compassion.”
- Colors:** Blue and Yellow

Mokulele School Song

Written and Composed by Mr. Colin Yamaguchi

Mokulele we fly high above
Mokulele you’re the school that we love
We shine bright with pride
That comes from inside our hearts

Mokulele you’re special to me
Mokulele we want the whole world to see
That our teachers care
They love and they share faithfully

Mokulele we want you to know
Mokulele wherever you go
You’ll remain in our hearts
We’ll love you forever more

Mokulele....Mokulele....Mokulele

Class Review of Student Planner

During the first two weeks of each semester the Student Planner is reviewed in each student's homeroom class. The planner contains very important information. The review informs students about school rules, expectations, and procedures. To show that the information was reviewed; students, teachers and parents must sign and date the **Proof of Review** section below.

The student's signature will indicate that their class completed a review of the planner during the first two weeks of each semester.

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

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

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 planner was reviewed. This page and the contents must remain intact throughout the school year.

Student Name (Printed) _____

Homeroom Teacher _____ Room Number _____

Student Signature _____

Parent / Guardian Signature _____ Date _____

Teacher Signature _____ Date _____

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 is important that parents provide the school with 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 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.

DAILY SCHEDULE

SY 2021 - 2022

Monday, Tuesday, Thursday, Friday

7:10 - 7:40 a.m.	Breakfast	Report to the Cafeteria
7:40 a.m.	School Bugle	Transition to School
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	Transition to School
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 2021 -2022

July				
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

July 5 Holiday Observed
 July 28 Tchrs' First Day
 July 29 Admin/Flyers Day
 July 30 Tchr. Work Day

August				
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			

Aug. 2 Tchr. Work Day
 Aug 3 Students' First Day
 Aug 12 Picture Day
 Aug 20 Statehood Day

September				
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	

Sep 6 Labor Day
 Sep 23 Picture Retakes

October				
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

Oct 8 Qtr 1 Ends
 Oct 11-15 Fall Break
 Oct 22 RC Waiver Day

November				
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			

Nov 11 Veterans Day
 Nov 25 Thanksgiving
 Nov 26 School Holiday

December				
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

Dec 17 Qtr 2 Ends
 Dec 20-31 Winter Break
 Dec 24 Holiday Observed
 Dec 31 Holiday Observed

January				
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				

Jan 3 Tchr Work Day
 Jan 17 Dr. M.L. King Day
 Jan 28 RC Waiver Day

February				
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				

Feb 7 Tchr Institute Day
 Feb 8 Cap & Gown Pics
 Feb 21 Presidents' Day

March				
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	

Mar 11 Qtr 3 Ends
 Mar 14-18 Spring Break
 Mar 22 Spring Picture Day
 Mar 25 Holiday Observed

April				
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

Apr 15 Good Friday

May				
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			

May 26 Last Day-Students
 May 27 Last Day-Tchrs

June				
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	

Jun 10 Holiday Observed

DRAFT

Please see Lunch menu for most up to date calendar

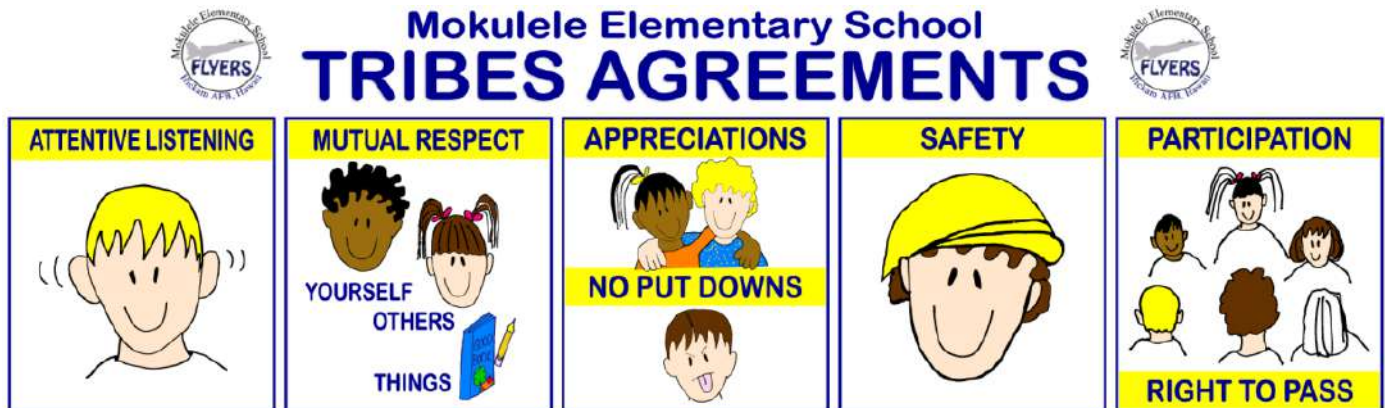
KEY	
	No School
BOLD	Holiday
*	School Events

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.

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.

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:

"Be Cool! Don't Be A Fool in School!" is the Department of Education's annual statewide campaign reminding parents and students that bringing a firearm, including air guns and any instrument that may be readily converted to expel a projectile, to school is a violation of the Hawai'i Gun-Free Schools Act. Any student who violates the Hawaii Gun-Free Schools Act shall be removed from attending school for not less than one calendar year.

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; in-school suspension; 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

ARRIVAL: Students should not be on campus earlier than 7:10 a.m.

Upon arrival, 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 a.m. when morning recess begins.
- Morning exercise is offered from 7:20 a.m.– 7:40 a.m.

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

SCHOOL BUGLE: School officially starts at 7:45 a.m. Students who arrive at school after 7:45 a.m. must report to the office to obtain a tardy slip.

TRAFFIC SAFETY: Keep away from the parking lot and other parking areas.

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.

TAKE CARE OF OUR SCHOOL: Keep our campus clean and beautiful, discard litter in trash cans, and for sanitary reasons, gum chewing is not permitted at school.

END OF DAY: Leave the campus promptly after school, unless supervised by an adult in an after-school program or other school activity.

Roaming and loitering on school campus after school hours is prohibited.

- After school program (A+ Kama'aina Kids & Hickam School Age Program) attendees are to report directly to their respective youth leaders.
- Students living in the vicinity of Mokulele Elementary School should report directly home.

Dress Code Guidelines

1. Students' dress/apparel should not be disruptive. Gang related or inappropriate articles of clothing are prohibited.
2. School uniforms (Mokulele Elementary t-shirts) will be worn at all times, unless otherwise noted.
Wednesdays - Blue Mokulele Elementary t-shirts.
Thursdays - Students are encouraged to wear attire with college logos (not professional sports teams).
Fridays – Red Mokulele Elementary t-shirts to show support for our troops.
3. Shorts or skirts should be longer than arm's 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. Shoes with wheels are prohibited. (Heelys)
6. Jewelry should be appropriate. Earrings should be less than 3 inches long.
7. Make-up is not allowed.
8. Mokulele Elementary nametags will 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.

Bully Proof Pledge

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.



Bullying: means any written, verbal, graphic, or physical act that hurts, harms, humiliates or intimidates a student, including those with protected class statuses, that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. (Chapter 19 Appendix, 2019)



General Learner Outcomes (GLO)



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

GLO 2: Community Contributor - The understanding that it is essential for human beings to work together.

GLO 3: Complex Thinker - The ability to demonstrate critical thinking and problem-solving strategies.

GLO 4: Quality Producer - The ability to recognize and produce quality performances and quality products.

GLO 5: Effective Communicator - The ability to communicate effectively.

GLO 6: Effective & Ethical User of Technology - The ability to use technology effectively and ethically.

ATTENDANCE POLICY

The State of Hawaii's StriveHI Index measures our school's daily attendance for each student. Therefore, 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 marks 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 after 7:45 a.m. 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 a 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 (possible referral to Family Court).

Early Release

Parents requesting early release for their child:

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.

CAMPUS SAFETY AND SECURITY

Parking Lot Drop off: The parking lot drop off area for all students is in the front faculty parking lot along the mauka fence.

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).

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 JBPHH Traffic Code:

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 approved ANSI or SNELL bicycle 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 except while crossing a street. 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, Smartwatches etc.)
- Sports equipment (basketballs, footballs, etc.)
- Skateboards, rollerblades, scooters.
- Heelys or other wheeled items (hover boards, etc.) are not to be used on school premises.

The following items are not allowed in school:

- Valuable items (jewelry, medals, heirlooms, etc.)
- Any item that can be deemed as a weapon (including laser pointers).

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 to my teacher immediately after returning to class.
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: <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 a.m. – 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 to 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 receive free lunches on days they serve in the cafeteria.

Office: Students in grades 5 and 6 will assist in delivering the meal account reminders 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 and a lesson in citizenship. School service also provides unique opportunities for our students to learn various life skills which include shared responsibility, punctuality, attention to task, clear communication, and being accountable.

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.



Mokulele Elementary School
iMac, Chromebook & Laptop Responsibility Contract
School Year 2021 - 2022



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 school owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

Charge Structure for Chromebooks:

<u>Infraction:</u>	<u>Cost:</u>
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 iMac, Chromebook & Laptop User Guidelines

Using the iMac, Chromebooks & Laptops:

- Only use the iMac, Chromebook and/or Laptop assigned to you. You are responsible for any loss or damages to that particular device.
- Immediately check your iMac, Chromebook and/or Laptop and report any damages.
- Use clean hands (wash your hands).
- Use all iMac, Chromebooks and or laptops with respect. Do not pound on the computer equipment, use it gently.
- Use iMac, Chromebook and/or Laptop appropriately and ethically. Only use computer programs as directed by your teacher.
- The iMac, Chromebooks and Laptops do not have a touch screen. Please refrain from touching the LCD screen with your fingers or other objects.
- Never attempt to repair or reconfigure the iMac, Chromebook and/or Laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop, nor should you remove any screws; doing so will render the warranty void and will result in disciplinary action.

Chromebook & 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 Chromebook & Laptop:

- Laptops should only be used in settings that are appropriate for acceptable use. Cameras should NOT be used unless instructed by your teacher.
- For prolonged periods of inactivity, you should shut down before closing the lid. This will help to conserve the life and charge of the battery. Dimming the LCD brightness of your screen will also extend the battery run time. For help, consult your teacher.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or using excessive force when typing on your laptop.
- Always close the lid before moving and/or transporting your laptop, taking care not to close the lid on objects inside the laptop.
- When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on carpet can cause damage due to overheating. Take precautions when placing the Chromebook on an uneven surface.
- Students are responsible for the laptop they have been issued. Laptops that are damaged or in need of repair must be reported immediately to a teacher.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.
- Do not write, draw, paint or place stickers/labels on your laptop. Remember the laptops are the property of Mokulele Elementary School.
- Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Liquids, food, gum and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food, food wrappers, and/or containers of liquid (water bottle) near your Chromebook & Laptop.

Securing Your Chromebook & Laptop:

- Never leave your laptop unattended. Make sure you know where your laptop is at all times.
- Never leave your Chromebook & Laptop on the floor. All devices that are not being used should be placed on the tables or in the charging units.
- 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.

Cleaning Your iMac, Chromebook and/or Laptop:

- Always disconnect computers from the power outlet before cleaning.
- Hardware maintenance of laptops will be done by the Mokulele Computer Teacher. Do not attempt to erase your hard drive.
- Students are encouraged, and will be taught how to perform simple cleaning procedures as outlined below.
- Students are encouraged to wash hands frequently before using the laptop to avoid buildup on the keyboard & touchpad. Grease and dirt can cause the cursor to jump around on the screen.
- Simple Cleaning Techniques:
 - Clean the screen with a soft, lint free cloth or use anti-static screen cleaners or wipes. Microfiber cloths work the best for the screens. *Never use liquids on the laptop screen or keyboard (e.g., Windex or other harmful sprays).
 - Clean the touchpad with a lightly dampened cloth.

iMac Lab(s):

- Do not move the iMac computer for any reason.
- Do not alter the computer in any way; this includes all settings, icons, & physical placement of the monitor.
- At the end of class, exit or (x) the program you are using.
- In the computer lab(s), do NOT turn off the computers. Do NOT touch the back of the computer or any power buttons, unless instructed by the teacher.



Technology Responsible Use Guidelines (TRUG)

(RS 17-0051, July 2017)

1) Introduction

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as “parent” or “parents”), with their child, should review the guidelines and sign the Technology Responsible Use Form (“TRUF”), which should be returned to the child’s school by a date as specified by the school but not later than 30 days from date of distribution to the student. 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>.

2) Using technology is a responsibility and opportunity for our students

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) Monitoring for student safety

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student’s files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

4) Consequences of violations

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled “Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.” Those can be viewed here (<http://bit.ly/HARChapter19>) or you can obtain a copy at your school. HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE’s policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.

5) Online Educational Services

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online

educational services used by the school will be posted on the school's website or provided by the school upon request.

6) Guidelines for general use and care of HIDOE-owned or leased digital devices

- A) Students will only use digital devices provided by HIDOE for school-related activities.
- B) Students may only use electronic devices in the classroom authorized by the teacher.
- C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.
- D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.
 - i) In the event the student has forgotten their username or password, contact the teacher for assistance.
 - ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.
- F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.
- G) Reporting damaged/lost devices, viruses, and other issues
 - i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
 - ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
 - iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
 - iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services

- A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.
- B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.

C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.

D) Protection of student personal information

i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).

ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.

iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.

iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.

v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.

vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.

vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) Unauthorized Uses of the Internet or HIDOE Digital Device

A) Obscenity and harassment

i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.

ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.

iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

B) Copyright laws and plagiarism

i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.

ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

- C) Downloading, accessing, or copying materials for non-educational purposes
- i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
 - ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.
- D) Commercial and political business
- i) Students will not use the internet to access or disseminate “for profit” or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
 - ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE’s business.
- E) Device and network security
- i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user’s account.
 - ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE’s computer systems or install rootkits which bypass system security.
- F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.

Technology Responsible Use Form (TRUF)

(RS 17-0052, July 2016)

Each student and his or her parent(s)/guardian(s) (“parent” or “parents”) must review the Technology Responsible Use Guidelines for digital devices, network, and internet services owned or leased by the Hawaii State Department of Education for its students, known as “Technology Responsible Use Guidelines” or “TRUG”, and sign this “Technology Responsible Use Form” or “TRUF” for access to digital devices, internet and network services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education(HIDOE) owned or leased digital devices, network, and internet services:

- I have read the Technology Responsible Use Guidelines (RS 17-0051) in the separate document and agree to, and will abide by, its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:

- I am responsible for monitoring my child’s use of HIDOE-owned or leased digital devices outside of HIDOE property/school.
- HIDOE may bar access by students to certain material not deemed for educational purposes; however, I also understand it is impossible for HIDOE to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless HIDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore:
 - If available at the school, I agree that my child be assigned a HIDOE-owned or leased digital device;
 - I agree that my child be allowed access to HIDOE’s internet/network services; and
 - I agree that my child be allowed access to the online educational services provided by the school.

- I understand that all software loaded on the device upon issuance to the assigned student is the property of the HIDOE. Copying this software to another device is not permitted and may violate copyright laws. Students/parents should not download or install any software on this device other than printer drivers for home printing or software specifically for access to a home network.
- By signing below, I, in consideration of HIDOE providing my child with HIDOE network and Internet access, agree to indemnify HIDOE for any losses, costs, or damages (including reasonable attorney fees) incurred by HIDOE relating to, or arising out of, any breach of these or other HIDOE rules by the student in using HIDOE-owned or leased digital devices, Network, and Internet. I shall assume responsibility for any damages to HIDOE-owned or leased digital devices while the student is using it, including paying for repairs.
- HIDOE assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary internet and network access and use will incur no such charges. Any such charges are the responsibility of the parent signing below.

Student Publication/Audio/Video Release Form

(RS 17-0924, June 2017)

By providing Hawaii Department of Education (HIDOE) your permission, the student's names and/or likenesses, photo, video, and/or audio may be used in HIDOE school-related publication print and analog/digital media.

Examples of HIDOE- or school-related publications, include but are not limited to:

- A playbill, showing the student's role in a drama production
- Name and picture in the annual yearbook
- Honor roll or other recognition lists and programs
- Graduation programs and announcements
- Sports activity programs or sheets, such as for wrestling, showing weight and height of student
- School newsletters
- Audio and video recording capturing those memorable moments, such as graduation ceremonies and May Day and other holiday programs or school events
- Student photographs for classroom, teacher, school, and HIDOE use
- Officially recognized activities and events (such as running for student body office, prom court, etc.)
- Third-party vendors or organization participation (i.e. Lion's Club sponsored contest, photograph of students, news media coverage of the event/activity, etc.)

Hawaii student teachers participating in educator preparation programs and staff in professional development courses within the HIDOE may have access to student work and/or other student publications during the course of their studies.

By checking "Yes" and signing the Student Publication/Audio/Video Release Form, parents, guardians, and eligible students provide permission for the publication item(s) as described in the front under "Purpose" for HIDOE non-commercial and/or educational purposes.

By checking "No" and signing the Student Publication/Audio/Video Release Form, HIDOE and school will not publish or display the student's photo, names, their school work, and any recordings related to the "Purpose" described in the front.

If parent, guardians, or eligible students do not turn in the signed release form or the form is signed but neither the "yes" or "no" boxes are checked, HIDOE or the school will return the form to be completed in full. School is required to make every reasonable attempt to notify the parent/guardian or eligible student of the activity and to obtain signature and consent.



**Mokulele Elementary School
Library and Textbook Contract
School Year 2021-2022**



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 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. No renewal without the book.
3. 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.
4. I promise to pay for ALL damaged books or other materials (books, textbooks, classroom books) checked out in my name and I agree to the following consequences:
 - Charge of \$2.00 for each torn page or for each page written on in pencil (H.A.R.-Chapter 200.8).
 - 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 lost or damaged materials are resolved. Full replacement costs will be charged for all lost books.
 - Bills are issued through the library.

If financial obligations are not met by the end of the current school year, classroom assignments for the following year will not be disclosed prior to the start of the new school year.