



Mokulele Elementary Table of Contents



Principal's Message	3
Mokulele Flyer Pride Information	4
Mokulele Alma Mater	4
Contact Information	4
Department of Education's Drug Free Workplace Policy	4
Mokulele's Daily Schedule	5
Mokulele School Calendar	6
Standards of Behavior	7
• TRIBES	7
• Student Code of Conduct	7
• Department of Education, Discipline Plan, Chapter 19	8
• General School Rules	9
• Bully Proof Pledge	9
Dress Code Guidelines	10
Continuous Notice of Non-Discrimination	10
General Learner Outcomes (GLO)	10
Absences and Tardies	11
• Mokulele's Attendance Policy	11
• School Attendance Regulations/State of Hawaii Department of Education Hawaii Revised Statutes (HRS)	11
• Mokulele's Attendance Policy	12
• Early Release Procedures	13
• Phone Messages	13
Campus Safety and Security	13
• Bicycle Operation and Coaster-Wheeled Conveyances	13
• Contraband on Campus	13
• Assembly Rules	14
• Restroom Rules and Procedures	14
• Recess Rules	14
• Cafeteria Rules	14
• Cafeteria Procedures for Eating Lunch with Your Child	15

Wellness Policy Guidelines	15
Homework Policy	15
Lost and Found	15
Pass: Counselor/Health Room/Library/Office	15
You've Got Mokulele Mail (YGMM) Folder	15
Electronic Devices Responsibility Contract	16
• Mokulele Elementary's Guidelines for Electronic Devices	16
GoGuardian	18
Technology Responsible Use Guidelines (TRUG)	19
Technology Responsible Use Form (TRUF)	21
Student Publication/Audio/Video Release Form	22
Library and Textbook Contract	23
Class Review of Student Planner	24
Review of Student Planner with Parent	24





Principal's Message

Aloha Mokulele Students and Families and welcome to the 2023-2024 School Year *and* to Mokulele Elementary School (MES), home of the "**Flyers!**"

We are all excited about the new school year and about you returning to, or joining our school 'ohana! We're expecting it to be a GREAT year filled with excitement and amazing opportunities for individual growth!

At MES, we are a TRIBES school and our exceptional faculty, staff, and Mokulele school community are all eager to assist and help you during the new school year, but we need your help as well to maintain Mokulele's "**Flyer Pride!**" As a TRIBES school, we believe all students can succeed in a safe, positive, and engaging environment that values relationships and relevant learning by following our schoolwide TRIBES Agreements. Those Agreements are: **Attentive Listening, Appreciations/No Put-Downs, Mutual Respect, Participation/Right to Pass, and Safety.**

Also this year, we will be adding two new components to enhance our curriculum as well as the social-emotional health of our students. One addition will be **Nā Hopena A'ō or "HĀ," the Hawaiian meaning for "Breath."** HĀ is a framework of outcomes that reflects the Department of Education's core values and beliefs in action throughout the public educational system of Hawaii. There are six major competencies of HĀ that strengthen a sense of: **Belonging, Responsibility, Excellence, Aloha, Total Well-Being, and Hawai'i.**

The second component will be the globally recognized **Choose Love/Choose Aloha** program. This program has reached over 3 million students/families in over 120 countries and we're excited to bring it to our Mokulele Ohana!

By incorporating these new (and existing) programs here at Mokulele, we believe our students will always be ready to take advantage of all the positive learning opportunities Mokulele Elementary has to offer!

To assist you in this process, we are pleased and excited to provide this planner to you as a tool for you to record your assignments, keep track of deadlines, plan your day, and act as a form of communication between your home and school. You will also find a lot of other useful information about your school within this planner!

Again, welcome to Mokulele Elementary School and we all wish you a very safe, successful, and memorable school year!

Respectfully,

Dr. Barry Harris, Proud Principal
Mokulele Elementary School

Mokulele Flyer 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 Alma Mater

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

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 on the school emergency card when a work, home, cell phone, and/or address is 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 (if in operation)
250 Aupaka Street
Honolulu, HI 96818
Phone: (808) 421-4188

Hickam School-Age Care (SAC)
Program
Before & Afterschool Care (JBPHH)
70 Alula Way
Honolulu, Hawaii 96853
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's Daily Schedule



Monday, Tuesday, Thursday, Friday Schedule

7:15 - 7:40 a.m.	Breakfast	Report to Cafeteria
7:40 a.m.	School Bugle	
7:45 a.m.	Class Begins	Start of the Day
_____ a.m.	Recess	Grades _____
_____ a.m.	Recess	Grades _____
_____ a.m.	Lunch	Grades _____
_____ p.m.	Lunch	Grades _____
_____ p.m.	Lunch	Grades _____
_____ p.m.	Recess	Grades _____
_____ p.m.	Recess	Grades _____
_____ p.m.	Recess	Grades _____
2:00 p.m.	Dismissal	End of School Day

Wednesday Schedule

7:15 - 7:40 a.m.	Breakfast	Report to Cafeteria
7:40 a.m.	School Bugle	
7:45 a.m.	Class Begins	Start of the day
_____ a.m.	Recess	Grades _____
_____ a.m.	Recess	Grades _____
_____ a.m.	Lunch	Grades _____
_____ p.m.	Lunch	Grades _____
_____ p.m.	Lunch	Grades _____
_____ a.m.	Recess	Grades _____
_____ a.m.	Recess	Grades _____
_____ a.m.	Recess	Grades _____
12:45 p.m.	Dismissal	End of the School Day

RAISING AND LOWERING OF THE FLAGS

During the sound of the bugle at the opening and closing of the day, quietly and respectfully stand at attention facing the school flags.

Mokulele School Calendar

(subject to change)



Mokulele Elementary School 2023 - 2024 Calendar



(DRAFT: Please see lunch menu for most up to date calendar)

1st Quarter

JULY				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Oct. 6: End of 1st Quarter Oct. 9-13: Fall Break Oct. 16: Complex Waiver Day Oct. 23-31: Parent/Teach Conf.				

2nd Quarter

OCTOBER				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Oct. 6: End of 1st Quarter Oct. 9-13: Fall Break Oct. 16: Complex Waiver Day Oct. 23-31: Parent/Teach Conf.				

3rd Quarter

JANUARY				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Jan. 5: Last day of Winter Break Jan. 5: Teachers' Work Day Jan. 8: Complex Waiver Day Jan. 15: Dr. Martin Luther King Jr. Day				

4th Quarter

APRIL				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May 27: Memorial Day May 30: Last Day for Students End of 4th Quarter & 2nd Semester May 31: Last Day for Teachers				

AUGUST				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Aug. 1: Teachers' First Day Aug. 2: Flyer's Day Aug. 1-4: Teachers' Work Days (No Stud.) Aug. 7: Complex Waiver Day Aug. 8: Students' First Day Aug. 18: Statehood Day Aug. 21: Complex Waiver Day				

NOVEMBER				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Nov. 10: Veterans Day (obs.) Nov. 13: Complex Waiver Day Nov. 23: Thanksgiving Nov. 24: School Holiday				

FEBRUARY				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
Feb. 12: Institute Day Feb. 19: Presidents' Day Feb. 20: Complex Waiver Day				

MAY				
MON	TUE	WED	THU	FRI
		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 30: Last Day for Students End of 4th Quarter & 2nd Semester May 31: Last Day for Teachers				

SEPTEMBER				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Sep. 4: Labor Day				

DECEMBER				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Dec. 21: End of 2nd Quarter & 1st Semester Dec. 22-Jan.4: Winter Break				

MARCH				
MON	TUE	WED	THU	FRI
				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 Quarter Mar. 18-22: Spring Break Mar. 26: Kuhio Day (observed) Mar. 29: Good Friday				

JUNE				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
June 11: Kamehameha Day				

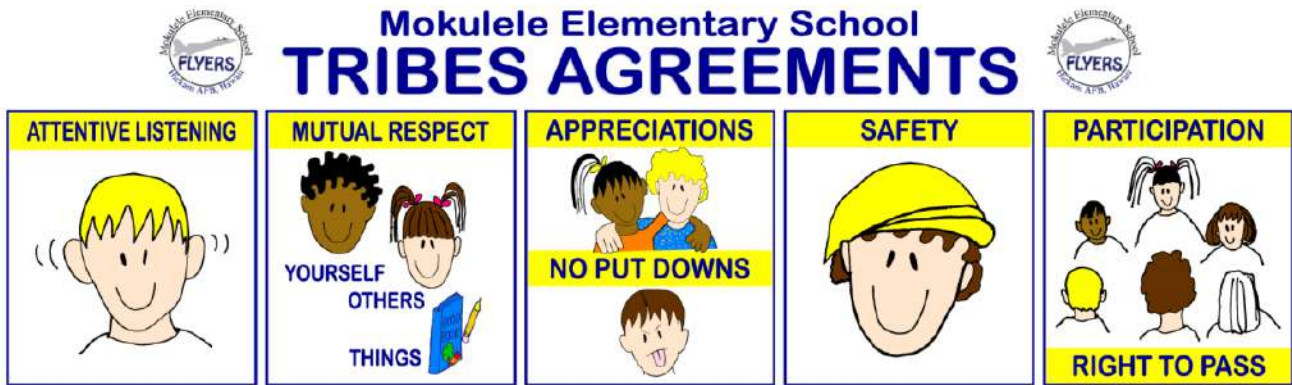
- School Holidays/Intersession
- Teacher Work Days-No School
- Students' First Day
- Students' Last Day

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.

Safety

Take care of yourself and others. We will always think of 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 shotgun) 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 7:15 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 in designated areas.

SCHOOL START TIME:

- School bugle plays at 7:40 a.m. Students have a 5 minute transition period.
- 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.
- Sidewalks and crosswalks should be used at all times.

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:

- **Monday, Tuesday, Thursday & Friday** - Dismissal is 2:00 p.m.
- **Wednesday** - Dismissal is 12:45 p.m.
- Upon dismissal, students should leave the campus promptly, unless supervised by an adult in an after-school program or other school activity.
- Roaming and loitering on the 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 proceed directly home.

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)

Dress Code Guidelines

1. School uniforms (Mokulele Elementary t-shirts) will be worn at all times, unless otherwise noted.
 - a. Monday & Tuesday - Any Mokulele Elementary t-shirt.
 - b. Wednesdays - Blue Mokulele Elementary t-shirt.
 - c. AVID Thursdays - Students are encouraged to wear attire with college logos (not professional sports teams).
 - d. Fridays – Red Mokulele Elementary t-shirt to show support for our troops.
2. On Free Dress Days or Dress Up Days:
 - a. Students' dress/apparel should not be disruptive or inappropriate.
 - b. Any shoulder straps (i.e. tank tops, etc.) should be a minimum of 2 inches in width.
 - c. Shorts or skirts should be longer than arm's length when hands are at the student's side.
 - d. The waist of pants should not fall below the hips.
 - e. Heels of shoes should be less than 2 inches. Shoes with wheels are prohibited (Heelys).
3. Jewelry should be appropriate. Earrings should be less than 3 inches long.
4. Make-up is not allowed.
5. Mokulele Elementary name tags will be worn at all times for students' safety.
 - a. Name Tags are \$5, if lost or defaced.

Consequences for inappropriate clothing:

1st Infraction - Call to parents to bring a change of clothes.

2nd Infraction - Call to parents to bring a change of clothes and appropriate disciplinary action.

Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding HIDOE non-discrimination policies as follows:

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

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



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.

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.

School bugle plays at **7:40 a.m.** Students have a 5 minute transition period. 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.

Mokulele's Attendance Policy

The State of Hawaii's StriveHI 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.

- Each teacher will maintain an accurate record of daily attendance for each student.
- Teachers will input attendance information into the Infinite Campus program before 8:30 a.m.
- 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.
- At the beginning of every quarter the homeroom teacher will go over Mokulele Elementary's attendance policy.
- School attendance is mandatory under Hawaii Law (HRS).
- If a student accumulates chronic absences (15+ absences) the school may file an educational neglect petition with Family Court.
 - If your child is absent or will be absent:
 - Notify the office and report the reason.
 - Send a note to the student's teacher through a sibling or a neighbor's child.
 - Send a note to the office with your child when he/she returns to school.
 - COVID guidelines will be followed.
 - Authorized absences - Parental/Guardian/Doctor's note required:
 - May include: illness, injury, quarantine, death in the family, court attendance, medical or dental appointment that cannot be scheduled before or after school; emergency situation with proper notification from parents; family court hearings, and hearings involving foster children; religious observances; or special cases as approved by the principal.
 - Parents are encouraged to plan vacations during non-school periods and maximize school attendance to support student learning and academic success.
- Teachers and Mokulele Elementary will record students' attendance.
- To ensure the safety of the student and to prevent truancy, the school will call the parent/guardian if he/she is absent, unless previously notified.

School Attendance Regulations/State of Hawaii Department of Education Hawaii

Revised Statutes (HRS)

- **302A-1132 Compulsory Attendance:**
 - A child who is 5 years of age on or before July 31 of the school year, and not yet 18 on January 1st of any school year, is required to attend either a public or private school, unless properly excused by a duly licensed physician or family court.

- **HRS 302A-1135 Penalty:**
 - A parent/guardian who does not enforce a child's regular school attendance may be guilty of a petty misdemeanor for which the penalty is a fine of up to \$1000 (HRS 706-640) or jail time for up to 30 days (HRS 706-663).
- **HR 302A-1136 Enforcement:**
 - Places the responsibility for enforcing compulsory attendance with the Department of Education (DOE) with the help of the Honolulu Police Department (HPD). Students with chronic absenteeism may be referred to Family Court.
- **HRS 571-11 (2A & 2C) Jurisdiction:**
 - Family Court can place a child under its jurisdiction for truancy (2A) if the child is not attending school or is not receiving the educational services required by law (2C).

Mokulele's Attendance Policy

<u># of Absences</u>	<u># of Tardies</u>	<u>Action</u>
At the beginning of every quarter the homeroom teacher will go over the Mokulele Elementary's attendance policy.		
6	10	<p>When students are absent, the homeroom teacher will contact families regarding their attendance. When students accumulate six (6) absences and/or ten (10) tardies from school, teachers will contact and inform parents regarding the State of Hawaii Department of Education and Mokulele School Attendance Policy. This contact will be documented.</p> <ul style="list-style-type: none"> ● 302A-1132 Compulsory Attendance: <ul style="list-style-type: none"> ○ A child who is 5 years of age on or before July 31 of the school year, and not yet 18 on January 1st of any school year, is required to attend either a public or private school, unless properly excused by a duly licensed physician or family court.
10	15	The counselor and office will follow up with a call home to parents inquiring about reasons for frequent absences/tardies. Parents/Guardians will be reminded of Mokulele's attendance policy at this time. This call will be documented.
15	20	The Mokulele Principal will set up a meeting with parents/guardians to discuss the ways we can support your family regarding the multiple absences/tardies. This will also be documented and an official attendance letter will be sent home from the principal. This letter will inform the parents that they are 5 days away from being reported to Family Court.
20	25	<p>School Social Worker and Principal meet with families to discuss further actions regarding truancy.</p> <p>The school may submit an educational neglect petition to Family Court.</p> <ul style="list-style-type: none"> ● HR 302A-1136 Enforcement: <ul style="list-style-type: none"> ○ Places the responsibility for enforcing compulsory attendance with the Department of Education (DOE) with the help of the Honolulu Police Department (HPD). Students with chronic absenteeism may be referred to Family Court. ● HRS 571-11 (2A & 2C) Jurisdiction: <ul style="list-style-type: none"> ○ Family Court can place a child under its jurisdiction for truancy (2A) if the child is not attending school or is not receiving the educational services required by law (2C). ● HRS 302A-1135 Penalty:

- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">○ A parent/guardian who does not enforce a child's regular school attendance may be guilty of a petty misdemeanor for which the penalty is a fine of up to \$1000 (HRS 706-640) or jail time for up to 30 days (HRS 706-663). |
|--|--|---|

Early Release Procedures

Parents requesting early release for their child:

1. Send a note to your child's teacher in the morning of/or prior to early release 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 the child out at the office. Identification must be provided.
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.

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.

Campus Safety and Security

Visitors to the School Campus: The Department of Education Safety and Security Policy requires all visitors to 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 workers, etc.).

After School Hours: Roaming and loitering on campus after school hours and on non-school days are prohibited due to safety reasons. While teachers discuss with their students 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, parents should also discuss these topics with their children as well.

Bicycle Operation and Coaster-Wheeled Conveyances

Students must follow the JBPHH Traffic Code:

- Parents should discuss bike safety and the safest routes to and from school.
- Bicycle riding and using coaster-wheeled conveyances are not allowed on campus at any time.
- Bicycle riders must observe the same traffic rules required by motor vehicle operators as well as additional requirements unique to JBPHH.
- No bicycle will be ridden on the Mokulele pedestrian overpass.
- Bicycle riders are required to wear approved ANSI or SNELL bicycle helmets.
- Bicycle riders should park their bicycles in the bike rack located next to Building C or F; locks are strongly recommended.
- 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. The active use of 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 and other electronic items (i.e. iPods, iPads, smart watches, fitbits, and/or other similar devices)

- Toys (i.e. electronic games, cards, finger skateboards, etc.)
- Personal sports equipment (i.e. basketballs, footballs, etc.)
- Skateboards, rollerblades, scooters.
- Other wheeled items (i.e. Heelys, hoverboards, etc.) are not to be used on school premises.

The following items are not allowed in school:

- Valuable items (i.e. jewelry, medals, heirlooms, etc.)
- Any item that can be deemed a weapon (i.e. laser pointers, pocket knives, look-alike weapons etc.)

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 shall be done in an orderly, safe fashion and teachers shall 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 prior to attending any assemblies.

Restroom Rules and Procedures

1. Students will use the restroom appropriately while being safe and responsible.
2. Students will keep the floor dry.
3. Students will conserve toilet paper and paper towels.
4. Students must sign out and get a bathroom pass before leaving the classroom.
5. Students must report any mess in the restroom to their teacher immediately after returning to class.
6. At recess, the student 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

- Play only in areas designated by your teachers.
- Students must obtain a pass from the yard duty teacher to leave the recess area (healthroom, bathroom, water, etc.).
- Students are to use the playground equipment properly as instructed by their teachers. Safety is always the first consideration.
- 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.
- Rough play such as fake fighting, karate, wrestling, pushing and shoving is not allowed.
- Playing tag on the blacktop and equipment is not allowed.
- Due to safety concerns, football is not allowed without a coach, PE teacher or adult actively engaged and supervising.
- **Bullying will not be tolerated under any circumstances.**

Cafeteria Rules

- All students are to eat lunch at school. Lunch may be purchased in school or brought from home.
- Students who do not have lunch can purchase lunch in the cafeteria.
- Students will use proper table manners and speak quietly. Conversation should be limited to one's table.
- All meals must be eaten in the cafeteria, unless authorized by a teacher or counselor.
- Students will leave the lunch tables in an orderly manner only when excused by an adult supervisor.
- Students will empty and place all items and food in the proper containers located in the disposal area.
- Student monitors will clean their designated area and return supplies to their proper places.

- Due to health concerns, sharing food with other students is not permitted.
- Students must obtain a pass from the adult supervisor to leave the cafeteria (healthroom, bathroom, water, etc.).

Cafeteria Procedures for Eating Lunch with Your Child

- Parents can sit with their child only.
- We have a “No Sharing Food” policy. Due to health concerns, 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

- We follow the Healthy Hawaii Initiatives. For more information: <http://www.healthyhawaii.com>.
- Carbonated drinks are not allowed in student lunches or snacks. Please substitute with an appropriate drink.
- Cupcakes, high sugar items, and candy are not allowed at school (High sugar items are defined as foods with sugar or its equivalent as the first ingredient).

Homework Policy

- Homework shall be an extension or reinforcement of what is being taught in the classroom.
- Homework shall be considered an integral part of the student’s performance for the class.
- Each teacher will determine the nature and amount of homework for students. There shall be some consistency across the grade levels.
- Each teacher shall give clearly stated directions and expectations for homework.
- Students shall be responsible for knowing their homework assignments and for taking home the materials necessary for completing their work.
- Students shall strive to do quality work at home as well as in school (i.e. neat, legible, and accurate).
- Parents will provide adequate direction, time and an appropriate place for students to study.
- Students shall be responsible for handing in completed homework on time.
- Homework for students receiving special education services will be coordinated between the general education and special education teachers.
- 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 or in the Front Office. 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

Students are required to have a Counselor, Health Room, Library, or Office Pass in hand when en route from the 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.

You’ve Got Mokulele Mail (YGMM) Folder

Each Wednesday your child’s YGMM folder will be sent home with them. We ask our parents/guardians to please read and review each document in the ***You’ve Got Mokulele Mail (YGMM)*** folder and return the next day. Please sign and date the acknowledgement sheet in the YGMM folder. The YGMM folder is a key component in working collaboratively and keeping our families well informed.



Mokulele Elementary



Electronic Devices Responsibility Contract

Description:

- Students at Mokulele Elementary School will be issued a device and a 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 or State-owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

Charge/ Reimbursement for Electronic Devices (i.e. Laptops, Chromebooks, TVs, iPads, Projectors, etc.):

<u>Infraction:</u>	<u>Cost:</u>
Damage beyond repair; lost or stolen electronic device (ie. screen damage, etc.)	Replacement/ Repair Value
Deep scratches, chipped plastic, or cuts to 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 on DOE devices:

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

Mokulele Elementary’s Guidelines for Electronic Devices

Using the Technology Equipment:

- Only use the technology device assigned to you. You are responsible for any loss or damages to that particular device.
- Immediately check your technology device and report any damages.
- Use clean hands (wash your hands).
- Please refrain from eating or drinking near your devices.
- Use all technology equipment with respect. Do not pound on any of the devices, use it gently.
- Use all electronics devices appropriately and ethically. Only use computer program(s) or app(s) as directed by your teacher.

- Never attempt to repair or reconfigure any electronic device. Under no circumstances are you to attempt to open or tamper with the internal components of any device, nor should you remove any screws; doing so will render the warranty void and will result in disciplinary action.

Charging:

- It is the responsibility of the student to ensure their electronic device 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 Laptops (i.e. MacBook, Dell, HP, Lenovo, Chromebooks, etc.):

- Electronic 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 laptops on an uneven surface.
- Students are responsible for the device they have been issued. Electronic devices 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 or the State of Hawaii.
- 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 devices. 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 electronic devices.

Securing Your Electronic Devices:

- Never leave your electronic devices unattended. Make sure you know where your device is at all times.
- Never leave your electronic devices on the floor. All devices that are not being used should be placed on the tables or in the charging units.
- Each electronic device has several identifying labels (ie. Mokulele School serial number, assigned computer number & barcodes). 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 Electronic Devices:

- Always disconnect electronic devices from the power outlet before cleaning.
- Hardware maintenance of the devices will be done by the Mokulele Computer Teacher. Do not attempt to erase your hard drive.

- However, 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 electronic devices to avoid buildup on the keyboard & touchpad. Grease and dirt can cause the cursor to jump around on the screen.
- Simple Cleaning Techniques:
 1. 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).
 2. Clean the touchpad with a lightly dampened cloth.

GoGuardian

We have chosen GoGuardian Admin and GoGuardian Teacher services to:

- Help protect students against harmful and inappropriate online material
- Help students stay “scholarly” and more focused when learning online
- Helping assess students’ progress towards class assignments
- Facilitating communication between teachers and students during class time

When and how does GoGuardian operate?

GoGuardian’s web-based services operate on our school’s managed Google Suite for Education Chrome accounts (i.e., when a student is logged into Chrome or a Chromebook with his/her school Google account).

What are the school’s responsibilities?

Mokulele Elementary School selected GoGuardian services to help our students stay safer and more scholarly online. We will work with students during class time to help teach them digital responsibility and safety.

What are my parental/guardian and child’s responsibilities?

We ask that students use their school-managed Google accounts and school-managed devices for educational purposes within the boundaries of Mokulele Elementary School’s Technology Responsible Use Guidelines.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child, and reinforce lessons of digital citizenship and safety with him or her. We also highly encourage you to report any potential cyberbullying or other sensitive issues to us.

How does GoGuardian help protect my child’s privacy?

To help your child remain scholarly and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the Student Privacy Pledge, and has been awarded certifications by iKeepSafe for complying with both Family Education Rights and Privacy Act and California student privacy laws. For more detailed information about GoGuardian, you may visit GoGuardian’s website, Trust & Privacy Center, GoGuardian’s Product Privacy Policy, and the attached COPPA Notice and Disclosure Form.

Technology Responsible Use Guidelines (TRUG)

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)

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

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 parents, 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**



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 are 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.

Class Review of Student Planner

The Student Planner should be reviewed in each student's homeroom class at the beginning of every quarter. 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 at the beginning of each quarter.

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

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

3rd Quarter: _____
Student's Signature _____ Date _____

4th Quarter: _____
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 the planner was reviewed. This page and the contents of the planner must remain intact throughout the school year.

Student Name (Printed) _____

Homeroom Teacher _____ Room Number _____

Student Signature _____

Parent/Guardian Signature _____ Date _____

Teacher Signature _____ Date _____