

MOKAPU ELEMENTARY SCHOOL

School Handbook

SY 2019-2020

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MOKAPU ELEMENTARY SCHOOL

VISION

Live **M – O – K – A – P – U**, Spread **A – L – O – H – A**

Mutual Respect

Outstanding Citizenship

KeeP Safe

Aim for Excellence

Problem Solving

Using Resources

Akahai (Kindness)

Lokahi (Unity)

‘Olu’olu (Agreeability)

Ha’a Ha’a (Humility)

Ahonui (Patience)

MISSION

The mission of Mokapu Elementary School is to prepare children to become resilient life-long learners and responsible global citizens.

GENERAL LEARNER OUTCOMES

Mokapu Elementary has accepted the State General Learner Outcomes as our school wide learner outcomes. This way, the point of reference will be consistent if Mokapu receives or transfers a student from any Hawaii public school.

- The General Learner Outcomes (GLOs) are:
 - ♦ 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 and Ethical User of Technology
 - The ability to use a variety of technologies effectively and ethically.



MOKAPU ELEMENTARY WEBSITE

School website: www.mokapuelem.org



MOKAPU OFFICE HOURS

Mokapu Office Hours: 7:30 am – 4:30 pm

Mokapu Health Room Hours: 7:45 am – 2:15 pm

MOKAPU PCNC

Mokapu Parent Community Networking Center (PCNC) facilitators serve as a liaison between the school, parents and community. The coordinators plan activities and workshops for the parents, students and staff members.

Parents are welcome and encouraged to stop by, call or email. Many volunteer opportunities are available. PCNCs can be reached at 808-254-7964 or emailed at PCNC@322mokapu.k12.hi.us



**For additional information on Hawaii's public schools,
please refer to the DOE website at:
<http://www.hawaiipublicschools.org>**

Mokapu School Song

On the Windward side O`ahu, Kāne`ohe Bay.

Stands our dearschool in Hawai`i,

Where we work and play.

Chorus

M-O-K-A-P-U, Mokapu,

We sing our praises too,

Proud and loyal, We'll remember

I mua, Mokapu School!

M-O-K-A-P-U, Mokapu,

We sing our praises too,

Proud and loyal, We'll remember

I mua, Mokapu School!



MOKAPU SCHOOL CALENDAR

MOKAPU ELEMENTARY SCHOOL 2019-2020 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 30, 2019 - January 6, 2020; 2nd Semester: January 7, 2020 - May 29, 2020

Students' Work Year - 1st Semester: August 5, 2019 - December 20, 2019; 2nd Semester: January 7, 2020 - May 28, 2020

Student	Teacher	Su	M	T	W	Th	F	Sa	
Week	Days	Days							
0	0								July 2019
1	0	4							21 22 23 24 25 26 27
2	5	9							28 29 30 31 1 2 3
3	9	13							August 4 5 6 7 8 9 10
4	14	18							11 12 13 14 15 16 17
5	19	23							18 19 20 21 22 23 24
6	23	27							25 26 27 28 29 30 31
7	28	32							September 1 2 3 4 5 6 7
8	33	37							8 9 10 11 12 13 14
9	38	42							15 16 17 18 19 20 21
10	43	47							22 23 24 25 26 27 28
11									October 29 30 1 2 3 4 5
12	48	52							6 7 8 9 10 11 12
13	53	57							13 14 15 16 17 18 19
14	58	62							20 21 22 23 24 25 26
15	63	67							27 28 29 30 31 1 2
16	67	71							November 3 4 5 6 7 8 9
17	72	76							10 11 12 13 14 15 16
18	75	79							17 18 19 20 21 22 23
19	80	84							24 25 26 27 28 29 30
20	85	89							December 1 2 3 4 5 6 7
21	90	94							8 9 10 11 12 13 14
22									15 16 17 18 19 20 21
23									22 23 24 25 26 27 28
24	94	99							29 30 31 1 2 3 4
25	99	104							January 2020 5 6 7 8 9 10 11
26	103	108							12 13 14 15 16 17 18
27	108	113							19 20 21 22 23 24 25
28	113	118							26 27 28 29 30 31 1
29	117	123							February 2 3 4 5 6 7 8
30	121	127							9 10 11 12 13 14 15
31	126	132							16 17 18 19 20 21 22
32	131	137							23 24 25 26 27 28 29
33	136	142							March 1 2 3 4 5 6 7
34									8 9 10 11 12 13 14
35	140	146							15 16 17 18 19 20 21
36	145	151							22 23 24 25 26 27 28
37	149	155							29 30 31 1 2 3 4
38	154	160							April 5 6 7 8 9 10 11
39	159	165							12 13 14 15 16 17 18
40	164	170							19 20 21 22 23 24 25
41	169	175							26 27 28 29 30 1 2
42	174	180							May 3 4 5 6 7 8 9
43	179	185							10 11 12 13 14 15 16
44	182	189							17 18 19 20 21 22 23
-2^	+1^A								24 25 26 27 28 29 30
180	190								June 31 1 2 3 4 5 6

1st SEMESTER - 89 Student Days (Ends Dec. 20)

July 30: Teachers' First Day

July 30-August 2: Teacher Work Days (no students)

August 5: Win-KK PC Day - NO STUDENTS

August 6: Students' First Day

August 16: Statehood Day

September 2: Labor Day

Q1
42 days

Ends
Oct. 4

October 7-11: Fall Break***

Q2
47 days

Ends
Dec. 20

November 11: Veterans Day

November 28: Thanksgiving

November 29: School Holiday

December 23-January 3: Winter Break***

December 25: Christmas

January 1: New Year's Day

2nd SEMESTER - 91 Student Days (Ends May 28)

January 6: Teacher Workday (no students*)

January 7: Win-KK PC Day - NO STUDENTS

January 20: Dr. Martin Luther King Jr. Day

Q3
45 days

Ends
Mar. 13

February 10: Institute Day - No Students

February 17: Presidents' Day

March 16-20: Spring Break***

March 26: Kuhio Day

April 10: Good Friday

Q4
46 days

Ends
May 28

May 25: Memorial Day

May 28: Last Day for Students
and Second Semester Ends**

May 29: Last Day for Teachers

Approved May 23, 2017.

*Teacher work day between semesters: January 6

**Commencement exercises: No sooner than May 22, 2020

***For 10-month teachers - Intersession: Oct. 7-11;

OFFICIAL STATE HOLIDAYS: 2019-20 SCHOOL YEAR

Statehood Day:

August 16, 2019

Labor Day:

September 2, 2019

Veterans Day:

November 11, 2019

Thanksgiving Day:

November 28, 2019

Christmas Day:

December 25, 2019

New Year's Day:

January 1, 2020

Dr. Martin Luther King Jr. Day:

January 20, 2020

Presidents' Day:

February 17, 2020

Prince Jonah Kuhio Kalaniana'ole Day:

March 26, 2020

Good Friday:

April 10, 2020

Memorial Day:

May 25, 2020

SAFETY & SECURITY

Providing a safe learning environment for all and most importantly the students at Mokapu is our top priority. To that end, we have collaboratively developed a plan listed below with the help of staff members, students, parents and community members.

Back gate times: MORNING - 7:30-8:30 am

AFTERNOON - 1:40-2:30 pm (M, T, Th, F) / 1:00-2:00 pm (W only)

Badge System

- All students, staff members, visitors, guests, and volunteers on campus at all times must display the appropriate badge. There are no exceptions - you must have a badge that is displayed and visible.
- All visitors must check in at the front office to obtain their badge, and must display proper identification to receive a badge (driver license, military I.D., etc.)
- All students are given one badge free of cost. Replacement badges are \$5.00.
- Anyone on campus without a badge will be asked to report to the office immediately to obtain a badge or will be asked to leave campus - failure to comply may lead to police involvement.

Before School AM Procedure Systems

- Students and parents are not permitted to be on campus prior to 7:40 am. Students not enrolled in morning care should not be on campus unsupervised prior to 7:40 am unless purchasing breakfast. Breakfast service in the cafeteria begins at 7:15 am.
- Adult supervision throughout the campus begins at 7:40 am.
- The drop-off location is in front of the office and cafeteria with adult supervision & JPO support. If you are dropping off students in Kindergarten and Bldg O 1st graders, they will be supervised in the cafeteria by an adult until the bell rings at 7:50 am. Students are NOT to be dropped off along the drive-thru.
- Student wait areas/ "line-up" areas:
 - Bldg A & B (Gr 1 & 2) lineup is located at the end of each building.
 - Pre K & K students can wait in front of their classrooms with adult supervisions. Please do not assume responsibility for other children.
 - Gr 3-6 lineup by the blue shade structure
- ALL PLAYGROUND EQUIPMENT STRUCTURES ARE OFF LIMITS BEFORE SCHOOL, even with parent/adult supervision.

After School PM Procedure Systems

- Parents and guests picking up students after school must wait in designated waiting areas until the bell rings (M, T, Th, Fri. 2:00 pm, Wed: 1:15pm). Parents and guests picking up are allowed to wait on the covered sidewalk between the front office and the cafeteria and on the grass areas near the side parking lot.
- Parents and guests that enter campus from the gate in the back or side of campus must wait off campus, those gates will be locked from 8:00 am till the final bell at either 2:00pm or 1:15pm.
- Students being picked up by car after school will report to the cafeteria. Parents must have a name plate displayed.
- ALL PLAYGROUND EQUIPMENT STRUCTURES ARE OFF LIMITS AFTER SCHOOL, even with parent/adult supervision.



Pedestrian Safety

- Do not cut across the parking lot.
- Obey the Junior Police Officers (JPOs) on duty.
- Cross streets only at marked intersections.
- Refuse rides from strangers. Do not approach any car when strangers call to you

School Safety Drills

- All adults on campus are responsible for student safety. If you see something out of the ordinary please notify the front office or administration.
- School Safety Drills are mandatory and a necessary practice. Fire Drills are run once a month. All other drills will be practiced at least once a year, at the discretion of administration. Drills: Lockdown, Shelter-in-Place, and Off-Campus Evacuation.

Parent Expectations

- If wanting to volunteer in the classroom or for school events including field trips, volunteer training conducted by PCNC must be completed.
- Be respectful while on campus to students, staff and community members.
- As we strive to keep a positive school climate, if you have concerns about students who are not your child, use communication protocol.
- Parents first point of contact for any concerns should be the classroom teacher.
- Bringing an official ID when coming to the school; without one you WILL NOT be issued a badge to conduct your business or be allowed to check out your child.

DRESS CODE



PURPOSE

Mokapu's dress code establishes guidelines to help parents and students choose proper school clothes for safety reasons and to create a positive school environment.

RULES

- **FOR SAFETY REASONS:**

- Footwear is mandatory.
- It is recommended to have covered footwear or a secured heel strap.
- Closed toe shoes are required for PE class, and highly encouraged to be worn during recess.
- Extremely oversized, baggy, or fitted clothes will not be allowed.
- Pants that drag on the ground or sag below the hips are not permitted.
- Revealing apparel/underwear/shorts/pants that expose the bare midriff, front and/or back private areas will not be permitted.
- Oversized belts or buckles will not be allowed.



- **TO CREATE A POSITIVE SCHOOL ENVIRONMENT:**

- Clothing promoting/acknowledging inappropriate activities such as drugs, violence and inappropriate language should not be worn to school.
- Any gang related dress or fashion is prohibited.
- Hats or caps may not be worn in the building. Hats or caps may be worn at recess to protect students from the sun.
- Length of shorts/skirts shall not be shorter than pinky finger when arms are placed down next to body.
- Bike shorts will not be allowed unless it is covered by a dress or long shirt.
- No halter-tops, fish net tops, "see-through" tops, tube tops, or athletic/jersey tops with big armholes. All sleeveless shirts should have straps at least two inches wide.





RULES & ROUTINES

TARDY

School begins at 7:50 a.m. It is important that your child comes to school on time.

If your child arrives at school after 7:55 a.m.:

- s/he must report to the school office with an explanation as to why s/he is tardy, and
- s/he will receive her/his tardy pass in order to be admitted to class.

NOTE: Pre K students must be escorted to their class by parent after receiving a tardy pass.

ABSENCE

Regular attendance is important for children to be successful in school. Students should not miss school unless it is absolutely necessary. Please schedule appointments after school hours.

1. When your child returns to school, please provide a note to the teacher stating your child's name, room number, date of absence and reason for absence.
2. Long term absences other than illness must be approved by administration. Please submit a letter to the Principal ahead of time, stating the dates and reason for your child's absence.



Frequent absences and/or tardies will lead to school involvement, and a possible referral to family court.





RULES & ROUTINES

EARLY DISMISSAL

When a child leaves school before the regular dismissal time, s/he must be excused by the office staff.

- Send a note to school explaining the reason for the request and the time and date you want her/him released. The note must have the signature of the parent/guardian. If someone other than the parent/guardian will pick up the child, the note must state the name and relationship of the person. This person must be listed as authorized on the emergency card.
- When picking up your child, report to the office with a photo ID to secure a pass and sign your child out.
- A child will not be released by the teacher without an escort and a Temporary Student Pass. Teachers cannot send students to the office before a parent has checked in with the front office and requested their child be dismissed.
- Children will be considered absent if dismissed before 11 a.m. (M,Tu,Th,F) and 10 a.m. (W).



RELEASE FROM SCHOOL

If your child is moving to another school, please inform the office and complete a Request for Student Release form 2 weeks prior to leaving.

Steps when completing a Student Release form:

- Notify the office and your child's teacher *at least* two weeks prior to leaving.
- Records will be sent directly to the school when the new school submits a request for your child's records.
- If your child is in a special program, please contact your child's teacher if copies are requested.

Before a release is issued, the student must:

- Return all books to the teacher and the library.
- Settle all financial obligations (lunch loans, lost/damaged books)

NOTE: A student's report card and transfer records may be held until books are returned or paid for and financial obligations have been met.



RULES & ROUTINES

UPDATING INFORMATION

Please notify the office if there is any change in:

- Address: Must submit proof of residency of new address
- Phone number (home/cell/work)
- Place of employment
- Emergency contact information
- Legal guardianship
- Name Change: Requires legal documentation



LOST AND FOUND ARTICLES

PARENTS ARE ADVISED TO LABEL ALL ARTICLES (clothing and supplies) BELONGING TO THEIR CHILDREN. This will facilitate finding the rightful owners when items are found and turned in.

Lost and found articles are kept in a wooded bin fronting the exterior of the office. Small items such as purses, wallets, keys, eyeglasses are kept in the office. At the end of each quarter, items not claimed are donated.



BIRTHDAY CELEBRATIONS



Parents, please notify your child's teacher in advance if you will be bringing in a treat for the class. There may be allergies to consider and a specific time in which to bring them in.

Please refer to page 14 for acceptable items. Celebrations should occur towards the end of the school day. Please do not bring mylar balloons to school.

HEALTH

SCHOOL HEALTH AIDE

The health room is open from 7:45 a.m. to 2:15 p.m. on school days. The School Health Aide is available to render first aid care and to arrange for parents to pick up children from school if illness or injury needs more than first aid care. Children are not allowed to walk or ride their bike home when they are being released from school through the health room.

ILLNESS IN THE MORNING

If a child is ill, the child should be kept at home. This will help to lessen the incidences of illness at school. Parents should check with their child's private physician or school health aide if they have any questions. Certain communicable diseases need medical clearance before re-entry to school. Child should be fever free for 24 hours before returning to school.



SIGNIFICANT MEDICAL CONDITIONS

Significant medical conditions should be indicated at the time of Registration, and on both the Health Center Card (orange) and Emergency Card (white). If your child has any *allergies* or *asthma* that requires an *EPI Pen* or *inhaler*, the School Health Aide can provide the necessary paperwork. Once the paperwork has been finalized through the Department of Health, the EPI Pen or inhaler can be accepted by the School Health Aide and stored in the Health Room.

MEDICATION

Daily prescribed medication can be administered in school, by the School Health Aide, with proper medical authorization under the Department of Health procedures. The School Health Aide can provide the proper forms. Over the counter medication cannot be administered by the School Health Aide or any other school personnel. Please do not send any medications to school with your child, including cough drops and sunblock.

PEDICULOSIS

Pediculosis, more commonly known as “ukus” or head lice can be a recurring problem that requires collaborative effort at school, home and the community to keep it under control. Please report to the School Health Aide if you think or know your child has head lice. If your child is found with head lice, you will be informed with a phone call, notice or both. Before re-entering the classroom, the student, accompanied by a parent, needs to check in with the School Health Aide for clearance.

SCHOOL HEALTH REQUIREMENTS

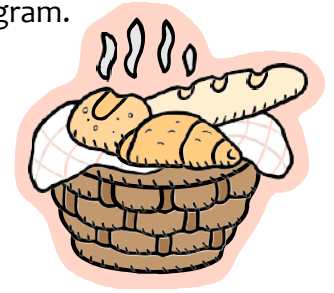
By the first day of school, all new students entering any public or private school in the State of Hawaii, must have a 1. TB Tuberculosis clearance 2. Immunization Records 3. Physical Examination (within 12 months before first school day attended). If numbers 2 & 3 are incomplete, an appointment slip from a Doctor will be accepted, in order for all requirements to be met within 90 days.



MEAL PROGRAM

FREE/REDUCED LUNCH PROGRAM

Free and reduced lunch is provided to those children who qualify for the program. Application forms are available in the front office or apply online at www.ezmealapp.com.



BREAKFAST - Breakfast is served from 7:15 a.m. to 7:45 a.m.



Cost:	\$1.10 Breakfast
	\$0.30 Reduced price
	\$0.75 Milk only
	\$2.40 2nd Breakfast/Adult

LUNCH

Cost:	\$2.50 Lunch
	\$0.40 Reduced lunch
	\$0.75 Milk only
	\$5.50 Adult Lunch

LUNCH PAYMENT

Lunch payments are credited to your child's account in a computerized meal program. Your child's school ID card will have a barcode, which deducts from his/her running balance as the ID is scanned. A reminder will be sent home to request another lunch payment when account balances run low; however, it is the responsibility of the parent to ensure lunch accounts have sufficient funds as negative balances are not allowed. Cash or check payments can be made in the front office or www.ezschoollpay.com. Checks must be written to "**Department of Education**".

LUNCH ACCOUNTS

In an effort to keep parents informed about their child's lunch account balance, weekly account balance slips will be sent home via Thursday Folders. **A letter will be mailed & a phone call to the parents will be made after five (5) deficit lunch loans. Students will not be allowed to purchase school lunch with a negative balance after the account has been deficit ten (10) times. After ten (10) deficit lunch loans, students may receive an alternate lunch until the lunch account has been cleared.** *Negative accounts will be referred to Base Command and Hawaii D.O.E School Food Services Branch for collection.*

HOME LUNCH

Mokapu is a peanut free school, please do not pack your child's lunch with any peanut products. Mokapu is also part of the Blue Zones Project, which prohibits the sale and consumption of soda or sugary drinks, including those brought from home. We also encourage eating healthier foods, candy should not be a part of a home lunch.



**D.O.E. Wellness Guidelines
Mokapu Elementary School
2019-2020**

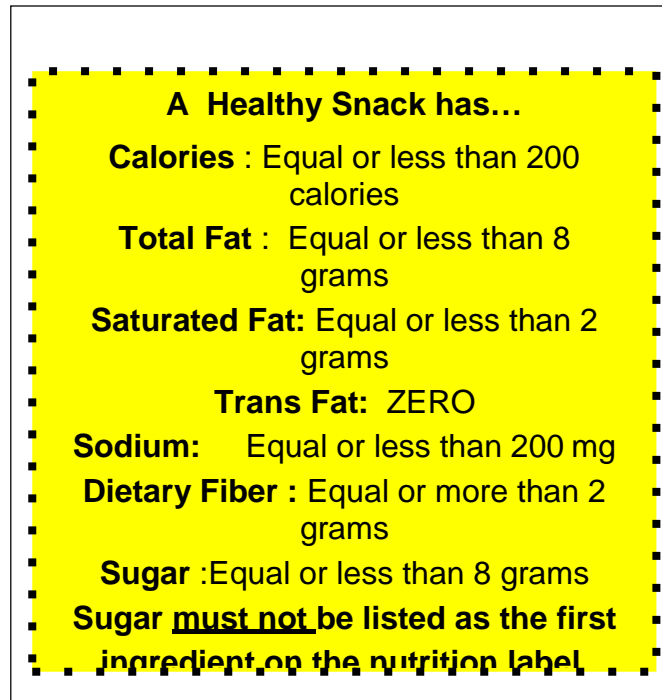
The Hawaii Department of Education wellness initiative that ensures children are physically active and eating nutritious food at school. Highlights of the wellness plan are listed below:

- Students will be provided with physical activity breaks throughout the day.
- Students have at least 30 minutes a day of recess. Teachers may use alternative consequences other than taking away recess.
- Physical education will be provided each week.
- Students are encouraged to walk or bike to school.
- All foods and beverages sold or provided (lunch, fundraisers, parties, etc.) should meet minimum health requirements. More information on healthy alternatives is available on our school website.
- Students are scheduled a 20 minute block for lunch.

Please adhere to these guidelines to ensure a successful implementation.



Snack Ideas for Students



*Be sure to check sugar content, serving size and nut allergy information.
Mokapu is a peanut-free school.

Healthy Options

Produce:

- Fresh fruit/vegetables
- Hummus
- Applesauce cup or pouch
- Canned fruits and vegetables
- Mandarin orange fruit cup
- Raisins and/or dried fruit
- Guacamole

Salty:

- Pretzels
- Roasted Chickpeas
- Popcorn/Pirates Booty
- Crackers (Wheat Thins, Saltines, Triscuits, etc)
- Rice Cakes
- Goldfish
- Pita Chips
- Pickles
- Pumpkin Seeds
- Sunflower Seeds

Protein:

- Beef jerky
- Hard-boiled eggs
- Whole Wheat Turkey Wrap

Dairy:

- Cheese (stick, round, slice)
- Yogurt (Gogurt)
- Pudding Cup (sugar-free)

Sweet:

- Graham Crackers
- Teddy Grahams
- Vanilla wafers
- Jello Cups (sugar-free)
- Rice Krispy Treat
- Jr. Clif Bars
- Snack size cereal
- Animal Crackers
- Nutri-grain Bar

DISCIPLINE & SCHOOL RULES

DISCIPLINE

The laws of the State of Hawaii and the rules of the Department of Education are enforced at Mokapu Elementary School. A copy of Chapter 19- Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence is available at the school office.

It is necessary for every child to learn that society has certain rules and regulations within which s/he must function. Children and adults must play by the rules and obey the laws so that everyone's rights are safeguarded.

Classroom teachers will discuss and clarify school rules with the class. For reinforcement, we request the assistance of our parents in reviewing the rules with their children at home.

Disciplinary actions for students include counseling, reprimand, warning, time out, rescinding of privileges, parent conference, detention, and varying periods of suspension from school.

Mokapu Elementary has a ZERO Tolerance Policy regarding bullying.

SCHOOL RULES

• CONTRABAND

The following items are not allowed on campus:

- Potentially dangerous items that may cause disruptions such as guns of any type (air, paintball, water), slingshots, darts, laser pointers, fire crackers, aerosol sprays, or knives
- Any electronic device that disrupts learning.
- Expensive items such as video games, MP3 Players, iPads
- Clothing with inappropriate logo or wording
- Self-administered medication (i.e. Tylenol, cold/sinus medication, cough drops). All medication taken in school must be kept in the Health Room and authorized by parent and child's physician on Form SH-36
- Large sums of money (unless for a field trip)
- Cell phones are permitted however, they must be kept in backpack in the off position during school time. Technological/electronic devices, including cell phones and cellular watches, must be silenced or turned off and stored in student's bag during school hours.
 - School hours include but are not limited to:
 - Instruction/Classwork/Field trips
 - Quizzes/Tests/Standardized Tests
 - Fire Drills/Emergency situations
 - Bathroom/Water Breaks/Recess/Lunch
- Personal toys, sports equipment, heelies, and rollerblades. (Students may ride to/from school on scooters/razors & skateboards, but walk them when on campus)





COUNSELING

COUNSELING

Our counselors service Kindergarten through 6th grades. They provide positive behavioral and emotional support to our students. These supports are done through individual or group counseling. Some counseling groups focus on deployment, social skills, friendship and anger management.

Counselors also provide classroom guidance lessons in order to teach students character education, including empathy, self-control, anger management and problem-solving skills.

The counselor is always available to talk confidentially to students and parents. Students may “walk in” during the day to discuss any concerns. Parents may contact your child's grade level counselor at (808) 254-7964 regarding any needs/concerns for your child(ren).



IMUA VALUES

Mokapu Elementary School counselors support a program titled: IMUA Values of the Month. IMUA in Hawaiian means moving forward. Each month focuses on a value of the month highlighted by one day of wearing a specific color and activities during the school day to practice the value. Below are the months, values, color of the day and the date to wear the color. All adults on campus can provide students with an IMUA ticket when they exhibit the value of the month. Students with an IMUA ticket can redeem them for an ice pop on Friday’s after school.

Month	Value	Color	Celebration Date
September	Respect	Blue	9/4/19
October	Responsibility	Orange	10/2/19
November	Compassion	Green	11/6/19
December	Sharing & Caring	Red	12/4/19
January	Self-discipline	Turquoise	1/8/20
February	Friendship	Pink	2/5/20
March	Cooperation	Yellow	3/4/20
April	Perseverance	Purple	4/1/20
May	Honesty	White	5/6/20

HOMEWORK

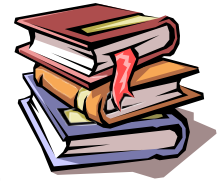
Homework is an extension of the formal instruction in school. Extending the students' skills and concepts through varied practices and maintenance of skills at home is an integral and important part of the total educational process. The responsibility of homework should be a shared venture between parents, teacher(s), and student.

PARENT CONSIDERATIONS

- Provide child(ren) an area at home that is quiet, properly lighted, and away from disruptive devices such as television, radio, etc.
- Establish a daily routine and time for the student to do homework.
- Always notify the teacher(s) when significant problems arise.
- If homework takes longer than 10 minutes per grade (k/1 – 10 minutes, 2nd Gr. – 20 min, 3rd Gr. – 30 min, etc. exclusive of reading, you can stop the homework and inform the teacher.

STUDENT RESPONSIBILITIES

- Listen carefully to the instructions given by the teacher.
- Write down assignments given by the teacher.
- Take home the necessary books, materials, etc. to do the assignment.
- Go to the designated homework area at home and start the assignments.
- Organize all papers and books in preparation for school.
- Turn in assignments to the teacher(s) the next day.



PROGRESS/TEST REPORTS

PROGRESS REPORTS

Teachers report the progress of children to parents at the end of each quarter of the school year. Parents are to review the report, then sign and return the envelope.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled after the end of the first quarter. Parent/Teacher conferences may be arranged by contacting your child's teacher through email, in person or by phone. **Pre-arranged** conferences before or after school allows uninterrupted class time for the students as well as providing the parents and teacher adequate time to meet.

TESTING

During several sessions throughout the school year, students in grades 3, 4, 5, and 6 will participate in the computerized version of the Smarter Balance Assessment (SBA).

The SBA Tests includes standards-based segments in reading, writing, and mathematics. The scores for these segments will have meaning in terms of determining your child various levels of proficiency in meeting the Hawaii Common Core Standards. In addition, grade 4 students will complete the Hawaii State Assessment (HSA) Science Test.



FIELD TRIPS

FIELD TRIPS

Field trips help to enrich/enhance the curriculum by increasing understanding of the unit or topic under study.

Field trip permission forms and payment must be submitted by the parent/guardian in a timely manner by the deadline stated on the permission form. Collection deadlines are to finalize plans, to teach students about responsibility, and to help the office collect and remit the money in an efficient and timely manner.

Payment for field trips are **non-refundable** if the student is absent on the day of the field trip as costs are pre-arranged and prorated.

Students who do not go on field trips should report to school on the day of the trip.

LIBRARY/BOOK CARE & PAYMENT

LIBRARY



The library is a learning community where students explore, play, collaborate, and grow. Students can access print and digital resources, use STEAM center kits such as lei making, cup stacking, and legos, play board games, complete jigsaw puzzles and contribute to collaborative art projects and discussion boards.

LIBRARY HOURS

The library is open before and after school for borrowing. Students may also come for borrowing during the school day with teacher permission. E-books and audiobooks are available 24/7 through the Sora app or through the Sora link on the library website. Students must know their DOE student identification number to borrow e-books and audiobooks.

LIBRARY INSTRUCTION

All students attend a library class once every eight school days as part of the Specials program. In grades K-1, instruction focuses on library policies and procedures, accessing and using print materials independently, early literacy skills and collaboration. In grades 2-6, instruction includes accessing and using digital resources, research skills, digital citizenship, and use of library centers.



BORROWING POLICIES

Grade K-1

- May borrow 1 print book and up to 5 e-books or audiobooks
- May keep the book for two weeks with one two-week renewal
- Restricted to picture books

Grade 2

- May borrow 1 print book and up to 5 e-books or audiobooks
- May keep the book for two weeks with one two-week renewal
- Restricted to picture books and chapter books

Grade 3-6

- May borrow 2 print book and up to 5 e-books or audiobooks
- May keep the book for two weeks with one two-week renewal
- May borrow from all collections

PAYMENT FOR LOST/DAMAGED BOOKS

We do not charge late fees. If books are damaged or lost, some restitution must be made. This could include complete or partial payment, or book replacement (with the same or a different book). Restitution is flexible on the resources of the student and family.

NOTE: A student's report card and transfer records may be held until lost/overdue library books are returned or paid for.

Mokapu Elementary School

Vision Management Classroom

Expectations

Warning Preminder Cueing Verbal redirect
Refocus Area Teacher sends or student may request. Student completes the Refocus Sheet, Grades 2-6
Buddy Room Student refuses to go to refocus area, or is being disruptive in the refocus area. Parent contact and document. (Send student with Buddy Room Form)
Office Referral Refusing to go to Buddy Room or continues to be disruptive. Parents will be contacted by an Administrator.

CAFETERIA EXPECTATIONS

ENTERING THE CAFETERIA

- Enter the cafeteria quietly.
- If you are receiving a school lunch, please stand quietly in line.
- If you have a home lunch, please go directly to your designated table.
- Once your table is full, you may sit at the overflow tables.
- Use arrows to control flow of traffic.



DURING LUNCH

- Remain seated while eating.
- No sharing of food.
- Please raise your hand or use hand signals for permission to get out of your seat.

AFTER LUNCH / EXITING THE CAFETERIA

- When you are done eating, please clean up your area, close your milk carton and wait to be excused
- The back tables are designated for extra time to finish lunch. This is a no talking area.
- When exiting the cafeteria, walk (Do not run) to your line-up area to wait for your teacher.
- Cafeteria food should not be taken outside of the cafeteria.

REFOCUS AREA

- Students will be asked to sit at the refocus table for the following reasons:
 - Screaming/yelling in the cafeteria
 - Throwing food or objects
 - Not keeping your hands and objects to yourself
 - Inappropriate language or behavior
 - Not following directions given by adults

CONES

- Green – Following expectations
- Yellow – Warning to quiet/settle down
- Red – Your table eats quietly until it's turned back to yellow or green

PEANUT FREE SCHOOL

- If someone comes to school with any peanut butter products, we will seat them at a table where it is safe for them to eat it and ensure they wash up afterwards. Students will receive a flyer in their lunchbox reminding parents of our Peanut Free School policy.

LUNCH GUEST PROCEDURES

- Only your child will be allowed to eat lunch with you.
- You may purchase the school lunch or bring one from home. Children may not share food or purchase for another child.
- A “visitor” badge will be given to you by the office staff when you check-in . It must be worn on your shirt and must be easily visible by Mokapu staff members.

Mokapu Recess Discipline Hierarchy for Students

(Alignment of Peaceful Playgrounds and Vision Management)

<p>Verbal Redirect (Warning)</p> <p>Students will be pulled aside to solve problems by using “Talk, Rock, Walk” and talk about Rules and Procedures</p>
<p>Refocus Area</p> <p>Students will be sent to this area for repeated actions 3 times max.</p>
<p>Suspension from Game</p> <p>Immediate Suspension the day of occurrence and up to a week. Students will be allowed to do other activities</p> <p>Move to Month or Quarter Suspension</p>
<p>Office Referral</p> <p>Refusal to: Refocus, Adhere to game suspension, Bullying, Harassment, or Insubordination to an Adult</p>
<p>Year Suspension</p> <p>From specific activity, student will be allowed to play other activities</p>

Reminders:

- Solve your own problems by using “Talk, Rock, Walk, Shake Hands” or go to **Refocus** area to reflect on the rules.
- Students may play other games when suspended from a particular game.
- Whole teams, small groups, or individuals may be **refocused**.
- Adults are not the referees or players of the games.
- Students must report all incidents including potential bullying and harassment to adults.

STUDENT ACTIVITIES

STUDENT COUNCIL

The Student Council, with student representatives from grades 4-6, promotes good citizenship and leadership among students through school pride, loyalty and the understanding of democracy. The Student Council is involved in planning service projects, social activities, and presenting ideas for the welfare of the student body.



JPO

Students in grades 5 and 6 can become Junior Police Officers who assist students in the morning and afternoon as they exit and enter vehicles safely at curbside. JPO also represents Mokapu in the annual state JPO competition.

PTA AFTERSCHOOL PROGRAMS

A variety of after school classes are sponsored by the PTSA including, lacrosse, Origami Art, Coding and many others. Please check the school website for their latest offerings.

ACADEMICALLY GIFTED & TALENTED

(AGT) is available to students in grades 3-6.

Students will be engaged in critical thinking and problem solving activities wherein they communicate effectively and produce quality work. Projects incorporate peer collaboration and the use of technology as students showcase their talents through on site project displays and state competitions.



TRANSITION CENTER

Mokapu Elementary School supports all students transitioning. Our student-led, staff-supported program provides support to new and outgoing students. Our Transition Center also provides an activity groups for all new students to encourage making new friends and adjusting to a new environment.

PARENT ACTIVITIES



VOLUNTEERS

Volunteers are always needed in the classroom, Library, computer program, and school events.

Interested? Please contact the PCNC to complete volunteer training.

PCNC

The Parent Community Networking Center Facilitators serve as a liaison between the school, parents and the community. The coordinators plan activities and workshops for parents, students, and staff members.

PCNCs can be reached at 808- 254-7964.

PTA

The Mokapu Parent Teacher Association is an important auxiliary to the school, doing much to support the programs at Mokapu. The PTA assists the school in fundraising and provides volunteers to carry on programs. We cordially invite you to participate in our meetings and many activities.



SCC

The School Community Council is a process of

educational reform to effect school improvement, which results in

increased student achievement. It seeks to

place responsibility and decision making

with those who directly effect and are

affected by the decisions. It is a democratic

system that enables a school's community –

administrators, teachers, staff, parents,

students, and community members – to

actively and directly shape the quality of

education. It is an organizational structure

that shifts authority from a centralized

agency to local schools. All parents are invited

to attend SCC meetings.



PARKING LOT TRAFFIC PATTERN

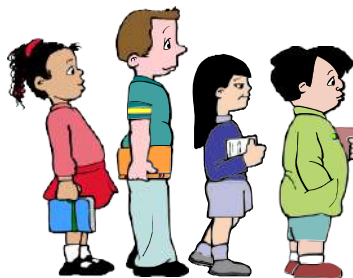


MORNING DROP OFF

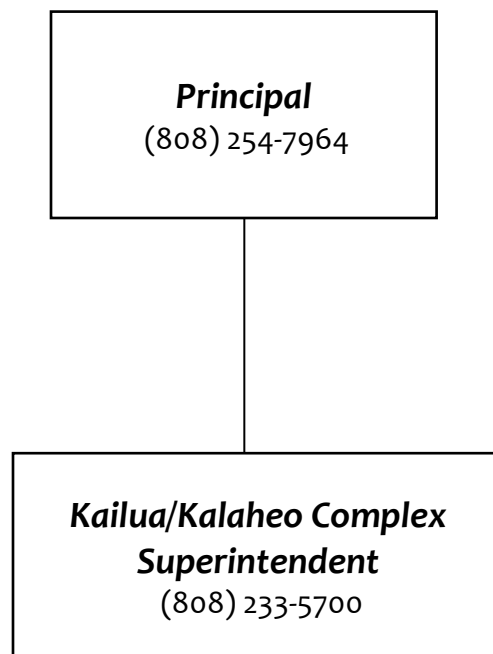
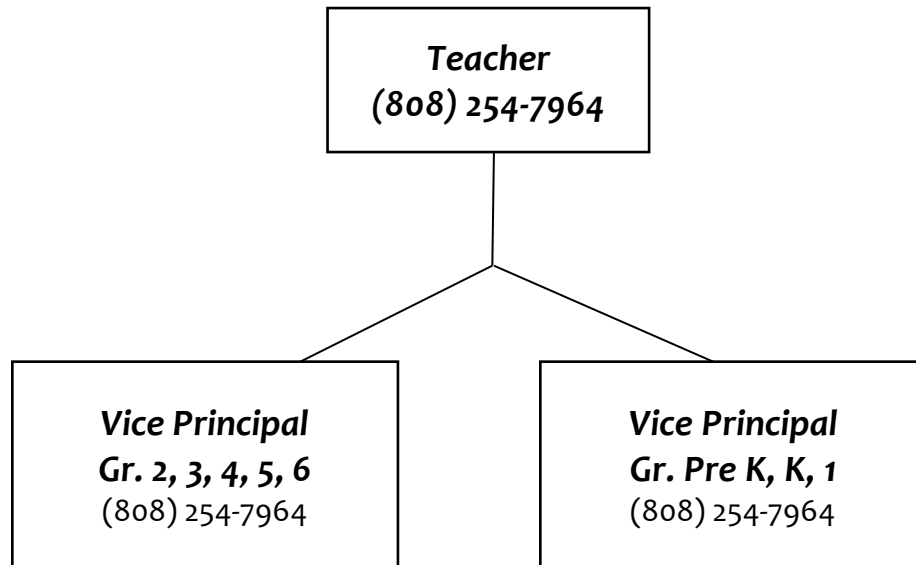
- Please honor the “NO PARKING – LOADING ZONE” signs. The loading zone is for student drop off only.
- All students must be dropped off in front of the school at the yellow curb.
- Cars will move all the way to the beginning of the line. Cars will move taxi-style ---each taking a turn. DO NOT OVERTAKE ANOTHER CAR.
- Pull up close to the curb. Please have your child sit on the passenger side of the car and ready for a quick drop off to facilitate the flow of traffic. DO ALL MORNING NECESSITIES --- COMBING HAIR, TYING SHOELACES, SIGNING PAPERS, EATING BREAKFAST, ETC. AT HOME, NOT AT THE DROP-OFF SITE.
- If you need to go to the office or classroom, please park in the visitor parking.
- No parking allowed in staff assigned stalls. (Parking lot adjacent to the office & in front of the cafeteria/office). Once stalls are filled in the 3d Regiment parking lot, all vehicles must enter through the Cushman entrance.
- To ensure student safety & the safety of our families, if you plan to park to drop off, park next to the blue shade structure.
- Parking lot entrance from Mokapu Road may be coned when parking is full.

AFTERNOON PICK-UP

- Pick-up area is on the sidewalks fronting the cafeteria.
- Please make sure your dashboard sign is posted with your child’s name visible.
- Students will wait in the cafeteria until called.
- Follow the direction of school personnel.



Mokapu Elementary School Chain of Command Protocol



MOKAPU ELEMENTARY SCHOOL

Daily Schedule

SY 2019-2020

PRE-K/ KINDERGARTEN/ 2nd GRADE

7:50	School Starts
7:55	Tardy Bell/Morning News
9:20-9:35	Morning Recess 1
10:55-11:45	K Recess 2 /Lunch
11:15-12:05	2 nd Grade Recess 2/Lunch
2:00	School Dismissal (M,T,Th,F)
1:15	School Dismissal (W)

1ST & 4TH GRADES

7:50	School Starts
7:55	Tardy Bell/ Morning News
9:40-9:55	Morning Recess
11:30-12:15	1 st Grade Recess 2/ Lunch
11:40-12:25	4 th Grade Recess 2/ Lunch
2:00	School Dismissal (M, T, TH, F)
1:15	School Dismissal (W)

3RD, 5TH, & 6TH GRADES

7:50	School Starts
7:55	Tardy Bell/ Morning News
10:00-10:15	Morning Recess
12:00-12:45	3 rd Grade Recess 2/ Lunch
12:10-12:50	5 th Grade Recess 2/ Lunch
12:15-12:55	6 th Grade Recess 2/ Lunch
2:00	School Dismissal (M,T,Th,F)
1:15	School Dismissal (W)

PASSWORDS

[illegible]

[illegible]

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