

Chiefess Kapi'olani Elementary School



Parent Handbook

2020-2021

Aug. 12, 2020

Chiefess Kapi'olani Elementary School
966 Kilauea Avenue
Hilo, Hawaii 96720
Office: 974-4160
Fax: 974-4161

Principal: Gregg Yonemori.....974-4160
Vice Principal: Kimberly Castillo.....974-4160
Counselor: Jacqueline Kubo-Luna.....974-4160
Health Room: Natalie-Jean Pagan.....974-4160
School-Based Behavioral Specialist.....974-4160
Student Services Coordinator (SSC): Anne Cross.....974-4160
Parent Community Network Coord.: Bri Pacheco.....974-4160
A+ Program (Kama'aina Kids).....933-0010

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

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Chiefess Kapi'olani Elementary School's Vision:

Nurturing Hearts and Minds

Chiefess Kapi'olani Elementary School's Mission:

At Chiefess Kapi'olani, we work together as a community to provide meaningful learning opportunities that support the social, emotional, and academic needs of our diverse students to empower them to optimize their full potential in school and beyond.

Chiefess Kapi'olani Elementary School's Motto:

Every Student, Every day

Chiefess Kapi'olani Alma Mater

"Kapi'olani the Place to Be"

Kapi'olani is the place to be,
it's the best school for you and me.
Kapi'olani is the place to be,
it's the place we want to be.

From the heart of Hilo, our hometown,
rain or shine, our school's so fine.
We read, we write, we work, we play,
Kapi'olani just makes our day!

Me ke aloha pumehana,
Me ke aloha pumehana.

Chiefess Kapi'olani Elementary – Fact Sheet

Chiefess Kapi'olani Elementary School is a K-6 elementary school that serves children from downtown and central Hilo. The school is part of the Hilo-Waiakea Complex which consists of eight elementary schools, one K-8 school, two intermediate/middle schools, and two high schools.

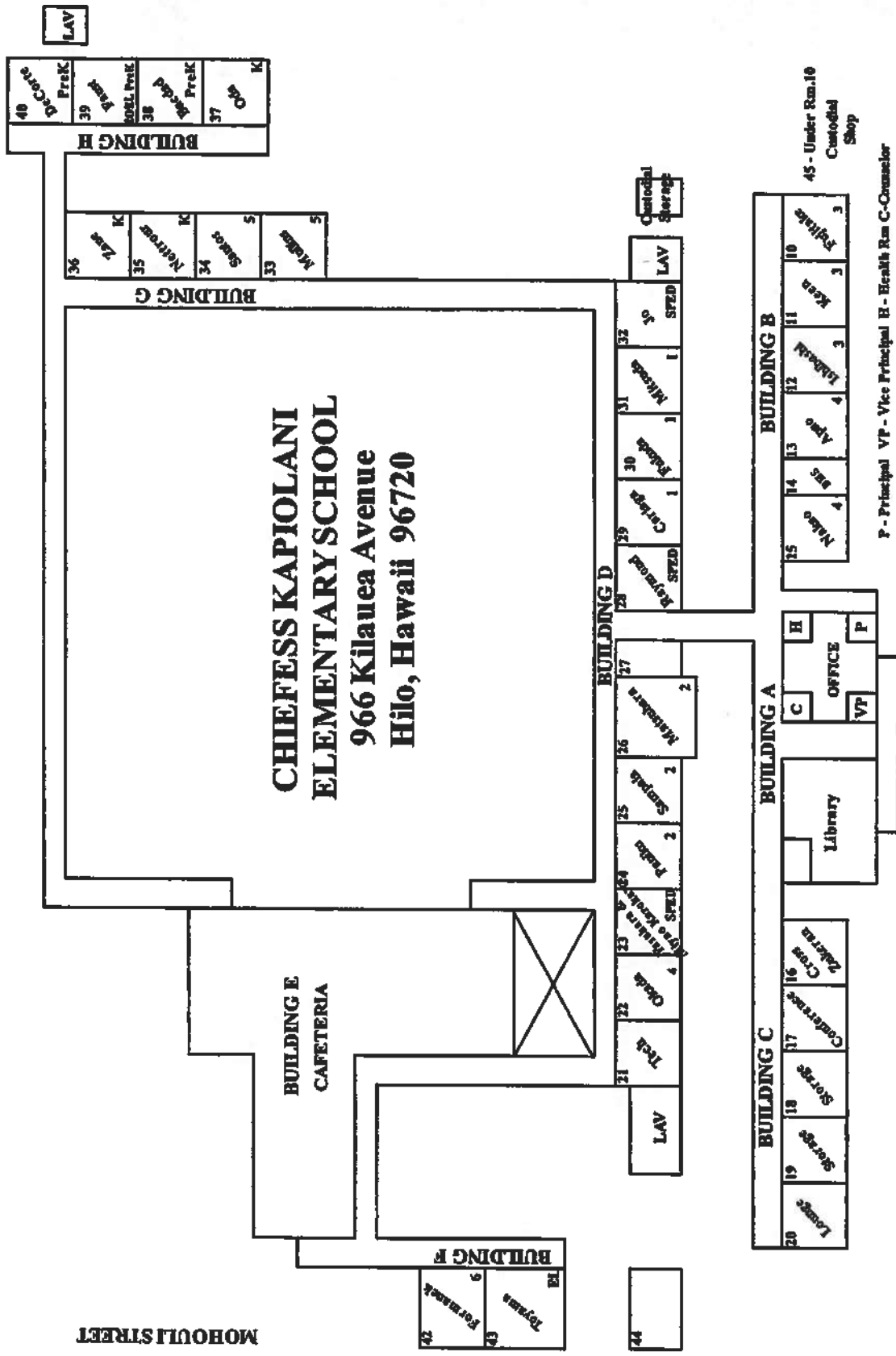
The Chiefess Kapi'olani community is made up of state and county facilities, small businesses, medical facilities, and light manufacturing. The Lanakila Housing redevelopment project will impact student enrollment and is projected to be completed in late 2019. School grounds are well kept and the large play fields provide students with ample room for physical education and recess play. Currently, approximately one-fourth of the student population live outside the school boundary and attend on a Geographic Exception. The campus is a school of choice for many parents that work in Hilo and live in the outlying areas of East Hawaii.

Student academics are supported with instructional interventions, 504 Plans, Individualized Educational Plans (IEPs), educational assistants (EAs), and tutors. Supplemental student activities include VEX Robotics, yearbook photography, and afterschool enrichment classes. A focus of Chiefess Kapi'olani is to increase the integration of technology in instruction through the use of computers, iPads, and web-based instructional support programs to enhance student achievement (IXL Math, Reflex Math, and Imagine Learning).

The school's Positive Behavior Intervention and Support (PBIS) program includes multiple programs. Students are provided an opportunity to develop leadership skills through various student service groups including Junior Police Officer (JPO), Peer Mediators, Cafeteria Monitors, Office Monitors, and Flag Monitors. Other student support programs that are coordinated by our behavioral health specialist (BHS) and school counselor include the "Lunch Bunch" and "Munch Bunch" programs. Students meet for lunch on various days to improve in areas including social skills, personal hygiene, and manners.

The Parent Teacher Organization (PTO), Family Focus Team, and School Community Council support Chiefess Kapi'olani Elementary's students by strengthening relationships between our parents, community, and school by providing opportunities to participate in regular activities. The PTO also provides funding for excursions and incentive rewards for our students.

CKES was Blue Zone approved in April 2016 and utilizes its practices as the vehicle to address the Board of Education's Wellness Policy. Every classroom is committed to daily physical movement and the importance of healthy snacks has been stressed with students and families throughout the year. Since February 2017, the school has been participating in the Fresh Fruits and Vegetables Program, serving health snacks once a week to our students.



KILAUEA AVENUE

P - Principal VP - Vice Principal H - Health Rm C-Counselor

07/27/20

2020-2021 CHIEFESS KAPI'OLANI ELEMENTARY SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 29, 2020 - January 4, 2021; 2nd Semester: January 5, 2021 - June 1, 2021

Students' Work Year - 1st Semester: August 4, 2020 - December 18, 2020; 2nd Semester: January 5, 2021 - May 28, 2021

Student Teacher			Su	M	T	W	Th	F	Sa			
Week	Days	Days										
July 2020												
1	0	3	19	20	21	22	23	24	25	1st SEMESTER - 88 Student Days (Ends December 18)		
2	4	8	26	27	28	29	30	31	1	July 29: Teachers' First Day		
3	9	13	August							July 29-August 14: Teacher Work Days (no students)		
4	13	17	9	10	11	12	13	14	15	August 17: Group A Students' First Day		
5	18	22	16	17	18	19	20	21	22	August 18: Group B Students' First Day		
6	23	27	23	24	25	26	27	28	29	August 21: Statehood Day		
7	27	31	30	31	1	2	3	4	5	September 7: Labor Day		
8	32	36	September							<div>Q1</div> <div>33 days</div> <div>Ends Oct 2</div> <div>Group A</div> <div>Group B</div> <div>Distance Learning</div> <div>100% Distance</div>		
9	37	41	6	7	8	9	10	11	12			
10	42	46	13	14	15	16	17	18	19			
11			20	21	22	23	24	25	26			
12	47	51	27	28	29	30	1	2	3	October		
13	52	56	4	5	6	7	8	9	10	October 5-9: Fall Break***		
14	57	61	11	12	13	14	15	16	17	October 30: PC Day-No Students		
15	61	65	18	19	20	21	22	23	24	October 23/November 6-Parent Teacher Conferences		
16	65	69	25	26	27	28	29	30	31	November 3: Election Day		
17	70	74	November							November 11: Veterans Day	<div>Q2</div> <div>45 days</div> <div>Ends Dec 18</div>	
18	73	77	1	2	3	4	5	6	7	November 26: Thanksgiving		
19	78	82	8	9	10	11	12	13	14	November 27: School Holiday		
20	83	87	15	16	17	18	19	20	21	December		
21	88	92	22	23	24	25	26	27	28	December 21-January 1: Winter Break***	<div>Q3</div> <div>46 days</div> <div>Ends Mar 12</div>	
22			29	30	1	2	3	4	5	December 25: Christmas		
23			6	7	8	9	10	11	12	January 1: New Year's Day		
24	92	97	13	14	15	16	17	18	19	2nd SEMESTER - 94 Student Days (Ends May 28)		
25	97	102	January 2021							January 4: Teacher Workday (no students)*	<div>Q4</div> <div>48 days</div> <div>Ends May 28</div>	
26	101	106	3	4	5	6	7	8	9	January 15: PC Day- No Students		
27	106	111	10	11	12	13	14	15	16	January 18: Dr. Martin Luther King Jr. Day		
28	111	116	17	18	19	20	21	22	23	February 11: Teacher Institute Day		
29	115	121	24	25	26	27	28	29	30	February 15: Presidents' Day	<div>Q1</div> <div>49 days</div> <div>Ends Jun 1</div>	
30	119	125	February							March		
31	124	130	31	1	2	3	4	5	6	March 15-19: Spring Break***		
32	129	135	7	8	9	10	11	12	13	March 26: Kuhio Day		
33	134	140	14	15	16	17	18	19	20	April 2: Good Friday	<div>Q2</div> <div>49 days</div> <div>Ends Jun 1</div>	
34			21	22	23	24	25	26	27	April		
35	138	144	28	29	30	31	1	2	3	May		
36	142	148	May							May 28: Last Day for Students & Second Semester Ends**		
37	147	153	4	5	6	7	8	9	10	May 31: Memorial Day	<div>Q3</div> <div>50 days</div> <div>Ends Jun 1</div>	
38	152	158	11	12	13	14	15	16	17	June		
39	157	163	18	19	20	21	22	23	24	June		
40	162	168	25	26	27	28	29	30	1	July		
41	167	173	July							August		
42	172	178	2	3	4	5	6	7	8	August		
43	177	183	9	10	11	12	13	14	15	September		
44	182	188	16	17	18	19	20	21	22	September		
45	182	189	23	24	25	26	27	28	29	October		
46	182	189	30	31	1	2	3	4	5	October		
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147	182	189								March		
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149	182	189								May		
150	182	189								June		

**Chiefess Kapi'olani Bell Schedule K-6
2020-2021**

	Monday	Tuesday	Wednesday	Thursday	Friday
	Group A	Group B	Group A	Group B	Online Instruction Day
7:55	Warning Bell	Warning Bell	Warning Bell	Warning Bell	
8:00 - 9:15 (I)	1st Block	1st Block	1st Block	1st Block	(8:00-9:00) Online Instruction Grades K-1
8:00 - 9:30 (II)	1st Block	1st Block	1st Block	1st Block	
8:00 - 9:45 (III)	1st Block	1st Block	1st Block	1st Block	
9:15 - 9:30 (I)	Recess (staggered)	Recess (staggered)	Recess (staggered)	Recess (staggered)	
9:30 - 9:45 (II)	Recess (staggered)	Recess (staggered)	Recess (staggered)	Recess (staggered)	
9:45 - 10:00 (III)	Recess (staggered)	Recess (staggered)	Recess (staggered)	Recess (staggered)	
9:35 - 11:00 (I) Grades K and 1	2nd Block Group A - Class Group B - Online	2nd Block Group B - Class Group A - Online	2nd Block Group A - Class Group B - Online	2nd Block Group B - Class Group A - Online	(9:00-10:00) Online Instruction Grades 2-3
9:50 - 11:35 (II) Grades 2 and 3	2nd Block Group A - Class Group B - Online	2nd Block Group B - Class Group A - Online	2nd Block Group A - Class Group B - Online	2nd Block Group B - Class Group A - Online	(10:00-11:00) Online Instruction Grades 4, 5, 6
10:05 - 12:10 (III) Grades 4, 5, 6	2nd Block Group A - Class Group B - Online	2nd Block Group B - Class Group A - Online	2nd Block Group A - Class Group B - Online	2nd Block Group B - Class Group A - Online	11:30-12:30 *Teacher Office Hours
11:00 - 11:30 (I)	Lunch (staggered)	Lunch (staggered)	Lunch (staggered)	Lunch (staggered)	
11:35 - 12:05 (II)	Lunch (staggered)	Lunch (staggered)	Lunch (staggered)	Lunch (staggered)	
12:10 - 12:40 (III)	Lunch (staggered)	Lunch (staggered)	Lunch (staggered)	Lunch (staggered)	
11:35 - 2:10 (I)	3rd Block	3rd Block	3rd Block	3rd Block	
12:05 - 2:10 (II)	3rd Block	3rd Block	3rd Block	3rd Block	
12:40 - 2:10 (III)	3rd Block	3rd Block	3rd Block	3rd Block	
1:55 - 2:15	Dismissal (staggered)	Dismissal (staggered)	Dismissal (staggered)	Dismissal (staggered)	

Block I Online- Grades K, 1 (9:45-10:45am)

Block II Online- Grades 2, 3 (10:00-11:00am)

Block III Online- Grades 4, 5, 6 (10:15-11:15am)

***Office Hours- Time period when students/parents can call school (974-4160) to speak with teachers if they have questions or concerns.**

Updated 8/2/20

REGISTRATION POLICIES

Registration

New students may be enrolled by a parent or legal guardian at the school office during regular business hours. Please register as early as you possibly can during the summer. Parent/guardian must present picture identification

New registration for Kindergarten starts in January for the following school year. Staffing for these grades are based on the number of students registered, so the earlier you register, the better. Students entering Kindergarten must turn five (5) on or before July 31st.

Required Documents

Students registering in a Hawaii public school for the first time must provide a copy of birth certificate and health forms, as described below under "Health Requirements."

Students who live with persons other than their parent, proof of legal guardianship created by a formal family court order must be presented.

Transferring from other schools -- Parents must present a certificate of release, health and immunization records, and/or any other school records from their last school.

Transferring from Mainland or Foreign Country -- Same requirements as stated above. Foreign students, a passport is required instead of a birth certificate. Health requirements include current TB clearance, physical examination and immunization records.

Transferring to another school -- Parents need to notify Chiefess Kapi'olani Elementary at least three (3) days in advance of the student's last day. Releases cannot be prepared without prior notification. Information needed: last day child is attending our school, new address, and name of new school. You will also need school clearance concerning outstanding school books, supplies, lunch loans, etc.

Health Requirements

Students entering school in Hawaii for the first time must complete the following health requirements before admission to school:

- **Tuberculin Test** - Students must have a valid certificate of TB examination prior to the date of first attendance at school in Hawaii. TB examination must be performed within 12 months prior to the first day of attending school in Hawaii.
- **Health Record** - A completed health record (Form 14) must be submitted before the first day of school. The health requirements include a physical examination completed by an American Physician within one year prior to school entry date and a complete series of immunization: diphtheria, tetanus, pertussis, polio, measles, mumps, Rubella and hepatitis B. If your child does not have proof of a physical or has not met all immunization requirements, a doctor's statement or appointment slip (with the date/time of next visit) will enable your child to enter school provisionally. Children granted provisional entrance must follow through with their appointment(s) and must meet all the requirements within three months of provisional entrance to remain in

school. In the event of an outbreak or epidemic of any of the diseases against which a child is not fully immunized, that child will be excluded from attending school until the outbreak is over or the child received the required immunization as determined by the State Department of Health.

Attendance Policies

Absences

Please call the office at 974-4160 before 8:00 a.m. to report your child's absence and include the following information:

- Your child's legal (first and last) name
- Grade
- Room number or teacher's name
- Date(s) of absence
- Reason for absence
- If you are requesting homework (please see Homework Request below)

If you are unable to call, please send a note with your child when they return to school.

CKES will use a combination of measures including face-to-face hours, assignment completion, task completion, and logged in time to determine daily attendance. Student attendance is based on a five (5) day week totaling thirty (30) hours of school.

"Absent," for students in face-to-face school, means that the student is not physically present in school before 11:00 a.m.

Student attendance is mandatory for all students participating in blended learning or full distance learning options.

"Chronic Absentee" is defined by the Department of Education as a student that accumulates 15 or more days of absences per year. Students with excessive absences are subject to mandatory attendance regulations and possible Non-Attendance Referral to Family Court. Absences will include days students fail to attend online/distance learning.

*Students with 20 or more absences may be referred to Family Court.

Homework Request

If you would like to request homework for your child when he or she is absent, please call the office before 8:30 a.m. The homework will be sent down to the office by 3:00 p.m. that afternoon. If you call later than 8:30 a.m. or arrive early, the homework may not be ready for you. Assignments will also be posted in student's Google Classroom.

Tardy to School

If your child arrives to school after 8:00 a.m., your child needs to come to the office accompanied by a parent/guardian to complete a wellness check and receive a tardy slip before going to class. It is important to get a good start to the school day, so please have your child in school on time. When coming in tardy from a doctor/dental appointment, please bring in a doctor's note.

Early Release

If you request an early release for your student, please call or send a note to the office ahead of time (preferably before 8:30 a.m.). You must sign your child out at the office if you are picking them up prior to the end of school.

When a Student Becomes Sick at School

When a student becomes sick at school, the student will be sent to the Health Room. Staff will call the student's parent/legal guardian to pick up the student. While waiting, the sick student will be isolated from those who are well. If possible, the school will look for a space in a supervised area outside the health room. The student may be picked up in (designated area). Any student sent home due to illness should be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.

Chiefess Kapi'olani Elementary School

Procedure for Excessive Absences

The Legal Posture

302A-1131, Public schools; attendance, Hawaii Revised Statutes (HRS), requires a child who is five years of age and not yet eighteen on or before December 31, of any school year to attend either a public or private school. 302A-1136, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Students who are chronic absentees may be referred to Family Court.

Philosophical Base

In consonance with the statutory requirements relating to education, the DOE is committed to providing all students with educational programs that help them achieve and become contributing and personally successful members of society. Teachers, administrators, and other staff shall make every effort to work with the students and their parents or guardians to optimize available learning activities as well as educational services and opportunities.

The following procedure will be followed for both online and in person students when excessive absences are indicated.

TOTAL NUMBER OF ABSENCES

3 Consecutive Absences or 5 absences

8 Absences

12 Absences

20 Absences

FOLLOWING UP PROCEDURE

Teacher will contact parent/guardian

1st letter is sent home to Parent/guardian

Counselor will send home a 2nd letter to request a conference with parent/guardian

**Non-Attendance Court
Petition** may be filed



Family Court of the Third Circuit - THE JUDICIARY • STATE OF HAWAII

Hale Kaulike • 777 Kilauea Avenue, Hilo, Hawai'i 96720 (Telephone: 808-961-7500)
77-6399 Nalani Street, Suite 2C, Kailua-Kona, Hawai'i 96740 (Telephone: 808-443-2150)
Waimea Civic Center • 67-5187 Kamamahu Street, Kamuela, Hawai'i 96743 (Telephone: 808-443-2030)
www.state.hi.us/jud

Greg K. Nakamura
SENIOR JUDGE

Lester D. Oshiro
CHIEF COURT ADMINISTRATOR

Aley K. Aona, Jr.
Melvin H. Fajilo
Henry T. Nakamoto
Lloyd X. Van De Car
DISTRICT FAMILY JUDGES

Dear Parent or Guardian:

State law requires that all children between the ages of five (by July 31st) and eighteen attend school regularly unless excused for certain reasons. Parents, guardians or other adults responsible for the care of children are required by law to assure that their children attend school on a regular basis.

We know that a child who does not attend school regularly will face a difficult future as an adult. Please help us by making sure that your child attends school regularly.

If your child does not attend school as required by law, the Department of Education may file an action in Family Court seeking a court order that your child attend school regularly. If such a petition is filed, you and your child will be required to appear in Family Court.

Please cooperate with your child's school to be sure that school attendance improves so that court action will not be necessary.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Henry T. Nakamoto".

HENRY T. NAKAMOTO
District Family Court Judge

HTN:me

Absenteeism



Did you
know?

Chronic absenteeism is a **red alert** that students are headed for academic trouble and potentially dropping out of high school.

15 DAYS >

In Hawaii, students are labeled chronically absent if they miss 15 or more days of school for any reason.

1. Chronic absenteeism is one of our most powerful predictors of whether students succeed.

- Even when we account for factors like poverty, previous performance, and disadvantage, students who are chronically absent perform worse than their peers.
- Chronically absent students have lower GPAs than their peers the year they were chronically absent and the year after.
- Chronically absent students score lower on reading and math exams, and make slower gains than their peers.
- Students who are chronically absent one year are 35 percent more likely than their peers to be chronically absent the next year.

2. Too many Hawaii students are chronically absent.

- Nearly 1 in 5 Hawaii public school students were chronically absent in each of the last four years
- Nearly 1 in 4 students from economically disadvantaged families and nearly 1 in 3 students with disabilities were chronically absent in each of the last four years
- Chronic absenteeism occurs in every grade.

3. Chronic absenteeism is a priority for Hawaii public schools.

- Chronic absenteeism is a key metric in the joint Board and Department of Education Strategic Plan.
- Chronic absenteeism is part of the school accountability system known as the Strive HI Performance System.
- Educators can regularly view students' absenteeism data through secure, online portals and system leaders, including principals, CASs and the Deputy Superintendent, receive regular reports on chronic absenteeism rates.

4. Chronic absenteeism can be invisible or difficult to notice.

- Missing 15 days of school can happen by missing less than two days a month.
- Multiple sporadic absences, such as a 1 – 2 month, cause as many academic challenges as consecutive absences do.



5. Students miss school for many reasons, some of which we can help avoid.

- Students cannot attend: they have medical emergencies, illness, or persistent health problems; have family responsibilities that require them to work; transportation issues; involved in juvenile justice system or have been suspended.
- Students will not attend: they avoid going to school because they feel unsafe or unwelcome at school, perhaps due to bullying, harassment, or embarrassment issues
- Students do not attend: they or their family do not see the value of being in school, prefer to do other things, or aren't being held accountable for missing school.

6. We can act together to prevent and address chronic absenteeism.

- Public awareness campaigns, parent engagement efforts, and community efforts can help students and families understand the importance of going to school.
- Family, school, and community partnerships can help reduce barriers to attendance, such as health, employment, truancy, and transportation issues.
- School schedules can take into account "high-absence" days, such as the day after Halloween, days with short weeks and days following breaks.
- Schools can create positive school environments where students have high expectations and a safe and engaging environment to learn.
- By monitoring attendance, we can drive early and targeted intervention students are on-track, or are already, chronically absent.

'Be Pono – Be in School'

Windward District's 2nd annual "Be Pono – Be in School" contest helped promote school attendance among its 17 participating schools. Students and schools vie for prizes while learning about the value of getting to school every day. See the results on the DOE website: bit.ly/BePono15

TRAFFIC AROUND OUR SCHOOL/DROP-OFF & PICK-UP

Drop Off Procedures

- Students are to be dropped off between 7:15-7:55am
- There are only **two (2)** areas for drop-off and pick-up of students:
 - In front of the school office, off of Kilauea Avenue.
 - On the side of Mohouli Street at the Mohouli Drop-off/Pick-up area.
- Upon arrival, the school will conduct a wellness check. Anyone with a fever of 100.0 degrees or higher will be sent home.
 - CDC questions regarding feeling feverish, coughing or sneezing, having a sore throat, trouble breathing, having a headache/stomachache/nausea, muscle pain, fatigue or loss of taste or smell may be asked. Students exhibiting these symptoms will be sent home.
- After completing the check, students may go to the cafeteria to eat breakfast or may go to their classroom. Students are reminded to use social distancing markers located around school and near their classes to keep a safe distance from other individuals.
- Please ensure your child has a face covering on when they arrive at school (If possible, place an extra mask in your child's bag in case they misplace or get their mask dirty during the day).
- If arriving late, parent/guardian is to bring student to the office to check them in and wait as student completes wellness check.

We ask that parent(s)/guardian(s) please do a wellness check on your child(ren) each morning at home to determine if your child(ren) should attend school. The wellness check should include the following observations:

- Feverish or unusually warm (has flushed cheeks). If you are able to use a thermometer, please take your child's temperature.
- Coughing/sneezing
- Sore throat
- Shortness of breath/Difficulty breathing
- Headache/Stomachache/Nausea
- Muscle Pain/Unusual fatigue
- New loss of taste or smell

If any of these symptoms are present, your child should not attend school.

Bus Riders/Walkers:

- Parents who send their child to school on the bus and those who allow students to walk to school, must also perform the wellness check listed above at home. If any of these symptoms are present, your child should not attend school.
- If students arrive at school displaying symptoms of an illness, you will be contacted immediately to pick up your child.

Pick-Up Procedures:

- Dismissal of students will be staggered to allow for appropriate social distancing. You must arrive at your scheduled time to ensure the safe pick up of students. If you arrive before your child's scheduled time you will not be allowed to park and wait, so you will need to circle the block (like the airport). This is to maintain appropriate social distance and make sure students are not walking between cars.
- Pick-up will be as follows for School Year 2020-2021
 - 1:45pm- Pre-K
 - 1:55pm- Last Names A, B, C – Front Office
 - 1:55pm- Last Names D, E, F – Mohouli
 - 2:05pm- Last Names G, H, I, J- Front Office
 - 2:05pm- Last Names K, L, M- Mohouli
 - 2:15pm- Last Names N, O, P, Q- Front Office
 - 2:15pm- Last Names R, S, T, U, V, W, X, Y, Z- Mohouli
 - 2:15pm- Students catching the bus released from class
- Families with students with different last names, as well as families who pick up multiple students with different last names after school, please contact the office at 974-4160 so we can schedule one location and pick-up time for your children. However, Pre-K students must be picked up at 1:45pm, even if they have other siblings. This allows for time to place child into a car seat.

Other Important Information:

- Chiefess Kapi'olani Elementary School will be limiting access to campus in response to COVID 19 safety guidelines.
- Kindergarten parents will be allowed to walk their kindergartner to class for the first two weeks of school, however, they must be wearing a mask and drop off child at the classroom door. All other parents must drop their students off at the two assigned drop off areas. We will have individuals to escort students should they require one.
- Follow school policies on drop off and pick up and recognize that parent/legal guardian access to campus will be strictly limited.
- No one is allowed to wait for students on campus after school. Students will be brought to designated pick-up location.
- We need to limit access to campus for safety, security, and to allow for social distancing. Thank you for your understanding.

Parent Parking:

Parent parking is available along Mohouli Street in the marked stalls. We have six (6) visitor stalls in the front parking lot for individuals with office business. Should we be able to hold large special events, the upper field may be opened for parking.

Parking or waiting in the "Loading" or "No Parking" zones is not allowed as it creates a safety hazard for our students. The bus loading zone is located above the cafeteria on Mohouli Street. Violations may also result in parking citations.

The parking lot area and driveway near the kindergarten classes are strictly off-limits to parents and the public. For safety concerns, only staff and DOE buses are allowed there.

For the safety and consideration of the Chiefess Kapi'olani Ohana and students, please comply with these guidelines and model safe, respectful, and responsible behavior for our children.

After School Program

Chiefess Kapi'olani Elementary School appreciates the A+ program provided by Kamaaina Kids and values the service they provide our families. However, due to COVID-19 and our commitment to safety, we will open school year 2020-2021 without the A+ after school program. This situation will be continually reassessed and A+ will begin as soon as it is safe to do so.

Bus Transportation

If you have questions or concerns regarding bus transportation, please contact the East Hawaii Student Transportation Office at 974-6411 or by fax at 974-6604.

Roberts Bus Company is our bus carrier. Bus transportation is available for K-5 students that live one mile or more away and grade 6 students that live 1.5 miles away and further from the school. Bus applications are currently available online and will be available at the school office after August 17. Roberts Bus Company can be reached at 966-7171 (Regular Education) and 961-6627 (Special Education).

During the 2020-2021 school year, Chiefess Kapi'olani Elementary School is part of the Community Eligibility Provision, which allows qualified bus riders free transportation to and from school. **All bus riders must submit an application.**

Lost bus pass – Form ST-74 (available at the school office) must be completed by parent with \$5.00 (**CASH ONLY**) for a replacement.

If there are problems or concerns with a student on the bus, please contact the school. Students and parents are responsible for students' behavior at the bus stops. The school has no jurisdiction at the bus stop.

Rules and Discipline

Transporting students is a tremendous responsibility and we expect all bus riders to adhere to the safety rules and regulations which are issued at the beginning of the school year and are included in the School Discipline Plan included in this handbook. As with any discipline, should the behavior be serious enough, removal from the bus for an appropriate length of time can occur, even on the first offense.

All bus riders are expected to sit on their assigned seat, wear masks or face coverings, and follow the driver's instructions.

Library Books

Due to COVID 19, the school library will not be open for students to borrow books. Students will receive more information on borrowing eBooks from their classroom teacher.

Overdue/Lost Books – Overdue notices will go home with students at the beginning of the year for books that were overdue or lost last school year. Fines are charged for overdue books if they are returned in good condition. Second notices and final/bill notices are sent if the book is not returned. When the final/bill notice is sent, the book is presumed lost and a payment is due. If, after the payment is made, the book is found and returned in good condition, a refund will be issued.

Damaged Materials – For damaged items that are still usable, a cleaning/repair fee up to \$5.00 will be charged. For damaged items that are not usable, payment of the full cost is due.

Textbooks

Students who are assigned textbooks are responsible for covering them and returning them in good condition. Should a textbook be lost or damaged, the student will be charged for the cost of the book.

57-1
HAWAII ADMINISTRATIVE RULES
TITLE 8
DEPARTMENT OF EDUCATION
SUBTITLE 2
EDUCATION
PART 1 PUBLIC SCHOOLS
CHAPTER 57

RESTITUTION FOR DAMAGED AND LOST BOOKS, EQUIPMENT, SUPPLIES AND OUTSTANDING FINANCIAL OBLIGATIONS

8-57-3 Fees and charges for lost books, equipment and supplies

...A student found to be responsible for the loss, destruction, breakage or damage of school books, equipment, and supplies, including library and assigned textbooks, shall make restitution to the school.

8-57-5 Penalties for outstanding financial obligations

In addition to any other penalties that may be imposed, a student who fails to make restitution as required under section 8-57-4 shall be prohibited from participating in any student activity.

Based on Chapter 57 of the Board of Education, State of Hawaii, Department of Education Administrative Rules the following will be school policy:

Students are accountable for lost and damaged textbooks, library books, equipment, supplies, and financial obligations. Restitution will be made in a timely manner. Failure to do so will result in non-participation in school activities.

Parent Involvement Policy

Chieffess Kapi'olani Elementary School acknowledges the importance of parent involvement and family literacy in enabling each student to succeed in achieving all Common Core and Next Generation Science Standards. To maximize parent and family involvement we will strive toward the following:

- Include parents in policy and decision-making groups such as the School Community Council (SCC) and Parent Teacher Organization (PTO).
- Share, review, and ask for input for on-going matters at PTO meetings, SCC meetings, and family events.
- Distribute School/Parent Compact to all parents at the beginning of school year. Parents and students will review, sign, and return the compact to homeroom teachers.
- Coordinate parent volunteers through the Parent Facilitator (PCNC).
- Communicate with parents, regularly through monthly parent newsletters, phone calls, conferences, and the standards-based report card.

Updating Parent/Guardian Contact Information

Please contact your child's teacher and the office when there is a change in your contact information. We need to be able to contact all parents/guardians in an emergency situation. Additionally, parent/guardian contact information allows the school to be able to inform parents/guardians of important events and their child's absences.

Parent Communication

Chieffess Kapi'olani Elementary School attempts to keep parents informed about their child's progress in a variety of ways:

Virtual Meet and Greet – A Virtual Meet and Greet in August to introduce our staff and share school information with all families.

Parent-Teacher Conferences – Conferences are scheduled once a year to give parents time for one-on-one conferencing with teachers. This year's conferences are scheduled for Friday, October 23 and 30, 2020

PCNC – Bri Pacheco is our facilitator at school that runs the Parent-Community Networking Center. She helps to coordinate most school activities/events and assists parents who have questions about or who wish to get involved in activities.

PTO – The Parent Teacher Organization assists with student activities and fundraising for school programs. This process encourages parents to become involved with activities here at school.

Report Cards – There are four quarters in each school year, with a report card issued for each quarter.

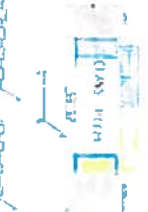
School App- Download our official school app available from iTunes and Google Play. It's a great way to keep up-to-date on school events and much more.

School Messenger - This system allows auto and mass calling/texting capabilities to notify parents of students' absences, important events, and emergencies. Please keep your contact numbers current so you are able to receive our emergency calls. Please indicate if you wish to receive text messages.

School Newsletter – Our PCNC publishes a monthly newsletter to keep you informed of news and information about what is happening at school. We also distribute flyers whenever necessary. Please check with your child daily for possible news items coming home from school.

School Website – Come visit our website at cks.k12.hi.us to view the school calendar, lunch menu, parent newsletters, and links to the Department of Education website (hawaiipublicschools.org).

SSC – Our Student Services Coordinator coordinates all services for children with special needs. If you ever feel that your child is having difficulties and you want to discuss your concerns, please call our SSC.



Chiefess Kapiolani Elementary School Expected School-wide Behavior

	All Settings	Classroom	Hallways & Walkways	Playground	Bathroom	Cafeteria	Library & Computer Lab	Assembly	Bus	Unlign Up
Be Respectful Honoring others, the environment and authority.	<ul style="list-style-type: none"> Give your best effort Be honest Be considerate & speak kindly to others Follow directions of school staff Respect personal space & one another Show appreciation Greet others Practice good manners 	<ul style="list-style-type: none"> Indoor voice Active listening Celebrate success and give others praise Take care of your supplies and classroom materials 	<ul style="list-style-type: none"> Use positive words and actions Calm, quiet behavior at all times Practice good manners- let others pass 	<ul style="list-style-type: none"> Be friendly Treat others the way you want to be treated Use words to solve problems (Stop, Walk, Talk) 	<ul style="list-style-type: none"> Keep the area clean Respect other's privacy Knock before entering Wait patiently 	<ul style="list-style-type: none"> Use an indoor voice Practice good table manners Respect personal space 	<ul style="list-style-type: none"> Use indoor voice Follow procedures Be attentive 	<ul style="list-style-type: none"> Use appropriate applause Look & listen to presenter 	<ul style="list-style-type: none"> Be polite and courteous Listen to the bus driver 	<ul style="list-style-type: none"> Listen for directions Respect others space
Be Responsible Taking ownership of our actions, obligations and commitments.	<ul style="list-style-type: none"> Accept consequence for your own actions Be a self-directed learner Use problem solving skills (Stop, Walk & Talk) Make good choices Have a positive attitude Help others 	<ul style="list-style-type: none"> Be quality producer Work cooperatively Follow classroom procedures Complete all assignments 	<ul style="list-style-type: none"> Walk in an orderly manner Report safety concerns to a teacher/staff 	<ul style="list-style-type: none"> Take care of the equipment (balls, jump rope, etc.) Share & Return equipment Put litter in the trash cans 	<ul style="list-style-type: none"> Flush always Return to class promptly Practice good hygiene 	<ul style="list-style-type: none"> Sit in your assigned area Clean up around your area Wait your turn Sit properly 	<ul style="list-style-type: none"> Use the equipment with care Return equipment to where it belongs Assist others when appropriate 	<ul style="list-style-type: none"> Sit in your assigned area Practice active listening 	<ul style="list-style-type: none"> Remain seated in your assigned seat 	<ul style="list-style-type: none"> Stay in order Stand quietly Line-up quickly/quietly
Be Safe Your actions and decisions are based on the safety of yourself and others.	<ul style="list-style-type: none"> Follow school-wide rules and procedures Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Use equipment with care Follow classroom rules Keep all legs of the chair on the floor 	<ul style="list-style-type: none"> Walk at all times Keep Aways clean Sit on the porch no sitting on the railings 	<ul style="list-style-type: none"> Play safe - no rough play Stay in boundaries Play fairly 	<ul style="list-style-type: none"> Report any unsafe conditions Wash hands Keep water in sink 	<ul style="list-style-type: none"> Eat your own food - no sharing Listen to the adult supervisors Enter and exit in assigned line 	<ul style="list-style-type: none"> Push in chairs Enter and exit in assigned line 	<ul style="list-style-type: none"> Enter and exit in assigned line Walk 	<ul style="list-style-type: none"> Follow all safety and bus rules Keep self and personal belongings inside bus 	<ul style="list-style-type: none"> Walk - stay in a single file line Keep hands and feet to yourself Face forward



Chiefess Kapi'olani Elementary School-Wide Discipline Plan

I. STATEMENT OF PURPOSE

Education is the fundamental function of the State and is the foundation of good citizenship. Discipline is an integral part of instruction and learning. The purpose of a school-wide discipline plan at Chiefess Kapi'olani Elementary School is to:

- 1) Establish systematic school-wide structures and procedures for teachers and students in order to facilitate teaching and learning.
- 2) Encourage student behaviors that enhance the learning environment.
- 3) Minimize student behaviors that inhibit teaching and the learning process.
- 4) Help students realize they are responsible for their actions, will be held accountable for them, and understand the consequences of their actions.
- 5) Uphold the values of respecting the dignity and rights of every individual so that an atmosphere of mutual respect and trust can be established and maintained

II. PHILOSOPHY

We believe that all students at Chiefess Kapi'olani Elementary School can learn and will succeed in a positive school environment. Committed and involved teachers, administrators, and parents will work cooperatively to set high expectations and provide opportunities and challenges to maximize student learning.

Chiefess Kapi'olani Elementary School implements a proactive systematic approach to dealing with student problem behaviors. The overall focus of the School-Wide Discipline Plan is to support and promote positive behavior by redirecting unacceptable student behavior.

School infractions are either categorized as minor, serious, or illegal offenses. Within each category, a progressive procedure ranging from counseling to long-term suspension and/or dismissal will be implemented. Again, it is critically important that all students understand that they are ultimately responsible for and will be held accountable for their actions.

The School-Wide Discipline Plan identifies and describes the range of consequences for unacceptable student behaviors as stated in the Department of Education, Chapter 19 Section 8-19 Prohibited Student Conduct pamphlet. Copies of Chapter 19 are available at the school office. THIS PLAN IS A GUIDE FOR DISCIPLINARY ACTION TO BE TAKEN BY AUTHORIZED SCHOOL PERSONNEL.

All Department of Education and School Rules are enforceable and in effect:

From the time the student boards a school bus or arrives on campus until the moment the student departs from campus or the school bus. At all school-related activities, on or off campus, before, during, and after school hours.

Reference: Title 8 Department of Education; Subtitle 2 Education; Part 1 Public Schools; Chapter 19. Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence.

III. SCHOOL-WIDE BEHAVIOR EXPECTATIONS

All students at Chiefess Kapi'olani Elementary School are expected to:

1. Be Respectful
2. Be Responsible
3. Be Safe.

Student Consequence Matrix – Chiefess Kapi'olani Elementary School

Class	Offenses	Disciplinary Consequence
A	<u>Unlawful Acts</u> Assault Burglary Dangerous weapons, substances or instruments Drug Paraphernalia Extortion Fighting Firearms Illicit Drugs/Intoxicating Substances Homicide Property Damage Robbery Sexual Assault Sexual Exploitation Sexual Harassment (Grades 5-12) Stalking Terroristic Threatening	<p>Disciplinary Consequences are selected to increase appropriate behaviors and will be determined based on the seriousness of the offense and the developmental level (age) of the student. Consequences may include a combination of the following:</p> <ul style="list-style-type: none"> • Verbal Correction and Warning • Student Conferencing or Counseling • Apology (verbal or written) • Loss of Privileges • Parent Notification/Conference • School Community Service • Detention • Suspension • Other, as deemed appropriate by administration
B	<u>Unlawful Acts</u> Bullying/Cyberbullying Discrimination Disorderly Conduct False Alarm Forgery Gambling Harassment Hazing Inappropriate or questionable uses or both of internet materials and equipment, or both. Retaliation Sexual Harassment (K-4) Theft Trespassing	
C	<u>DOE Prohibited</u> Abusive Language Class Cutting Insubordination Laser Pen/Pointer Leaving Campus Without Consent Smoking or use of tobacco substances Truancy	
D	<u>School Prohibited</u> Contraband Minor Problems Behaviors: <ul style="list-style-type: none"> • Disrespect/Noncompliance • Dress Code Violation • Inappropriate Language • Lying and Cheating • Physical Contact • Property Misuse • Tardy • Teasing and Taunting • Play Fighting • Other Violation of School Rules 	

Cell Phones and Electronic Devices

Chiefess Kapi'olani Elementary School does **not** allow the use of a personal cell phone or electronic device while on campus.

Rationale:

Communication between parents and students during school hours is strongly discouraged. In an emergency, please contact the office and the message will be relayed to your child. Listening to music and playing video games on personal devices is disruptive to the learning environment and not allowed during the school day.

If a parent allows their child/children to bring a cell phone or electronic device to school, they do so at their own risk.

Should a cell phone or personal electronic device become a problem during the school day, that student may lose the privilege of bringing it to school.



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. Box 2380
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

June 2017

Dear Parents/Guardians:

It is with great concern that I ask you to please discuss with your child/children the dangers of bringing any firearm to school. Firearms such as BB guns, air guns, or paintball guns are strictly prohibited in school and do not belong in your child's backpack, on the school bus, and/or at any school-related activities.

Should your child bring a firearm to school, he/she shall be removed from attending school for not less than one calendar year. Only by my review on a case-by-case basis, can the length of this dismissal be modified. "Firearm" as defined by Hawaii Administrative Rules Title 8, Chapter 19 Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism means:

- (1) Any weapon including but is not limited to a starter gun, shotgun, air gun which includes BB guns, pellet guns, paintball guns, or cross bow or any other instrument which will or is designed to or may readily be converted to expel a projectile;
- (2) The frame or receiver of any such weapon;
- (3) Any firearm muffler or firearm silencer; or
- (4) Any destructive device. The term "destructive device" means:
 - a. Any explosive, incendiary, or poison gas:
 - i. Bomb;
 - ii. Grenade;
 - iii. Rocket having a propellant charge;
 - iv. Missile having an explosive or incendiary charge;
 - v. Mine; or
 - vi. Device similar to any of the devices described in the preceding clause;
 - b. Any type of weapon which will, or which may be readily converted to expel a projectile, including but is not limited to a weapon that expels a projectile by action of an explosive or other propellant; or
 - c. Any combination or parts either designed or intended for use in converting any device described above, and from which a destructive device may be readily assembled.

"Be Cool and Keep Our School Safe" is our annual statewide campaign to remind you and your child/children of the consequence for a firearms violation. Please discuss the attached flyer with your child/children, emphasizing personal safety, appropriate safe school behaviors, and consequences for any firearms violations. In addition, always be aware of what your child/children are doing and what they may be bringing to school in their backpacks.

Should you have any questions, please contact your school principal. Thank you for helping to keep our Hawaii schools safe for all your children and school community.

Very truly yours,


Kathryn S. Matayoshi
Superintendent

KSM:ar
Attachment

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

WEAPON-FREE SCHOOL ZONE

Be
Cool
and Keep
our
School
Safe



Should I bring a BB/air/paintball gun to school, I will be dismissed and won't be able to attend school for one calendar year.



**Only the Superintendent of Education,
on a case-by-case basis,
may modify a student's dismissal.**



RS 17 0733, April 2017

Head Lice (Uku) Policy

The Department of Health (DOH) worked with the Hawaii Department of Education (HIDOE) on new guidance for proper head lice management based on guidelines from the American Academy of Pediatrics, Center for Disease Control and Prevention, and the National Association of School Nurses.

The perception of ukus in the past was magnified by the way children were handled who had them. Ukus are sometimes confused with bedbugs, which they are not. Importantly, ukus do not transmit disease and should not be a reason for children to miss school or be shunned.

The school health practice for ukus will include:

- Inspection by the school health aide of a student who may have ukus;
- Notification to the parent/guardian that the student has ukus;
- After the parent is notified, the student will return to class where they will remain until the end of the school day, unless the parent opts to take their child home to begin treatment; and
- Provision of information on home treatment to the parent/guardian.

Some tips on managing ukus are:

- Check your child's hair at least once a week, and if ukus or nits (eggs) are found, treat promptly. You may call your child's physician for possible treatment solutions, some of which may be covered by insurance;
- Educate yourself and your child about ukus and how to treat them if they are found – these are the best prevention measures; and
- Consider keeping your child's hair slicked back or tied up to reduce risk of acquiring them.



Hawaii State Department of Health
Disease Investigation Branch
Oahu 586-4586, Maui 984-8213, Hilo 933-0912,
Kona 322-4877, Kauai 241-3563

Head Lice

("ukus")

What are head lice?

Head lice are small (the size of a sesame seed), usually tan to grayish-white colored insects that live and reproduce in the hair on human heads. Head lice feed on human blood and do not survive very long (usually less than 1-2 days) when not on a person.

Head lice are not a health hazard and are not responsible for the spread of any disease.

What are "nits"?

"Nits" are the eggs and empty egg casings of head lice. They are about 1 to 2 mm long and are firmly attached to the hair close to the scalp. The eggs typically hatch in 8 to 9 days, then pass through 3 stages (over 9 to 12 days) before becoming full-sized adults. A mature female can lay up to 10 eggs per day. Note that nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp.

How do you get them?

The most common way to get head lice is head-to-head contact with someone already infested. Head lice move by crawling; they cannot hop or fly from one person to another.

Indirect spread through contact with personal belongings of an infested person (combs, brushes, hats) is much less likely, but may occur rarely.

Infestations are most common among preschool and elementary school-aged children as well as the household members of infested children. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

What are the symptoms of head lice?

- Tickling feeling of something moving in the hair
- Itching, caused by an allergic reaction to the bites of the head louse

- Irritability and difficulty sleeping; head lice are most active in the dark
- Sores on the head caused by scratching. These sores can sometimes become infected with bacteria found on the person's skin.

For how long is a person contagious?

A person is contagious as long as they have live lice in their hair.

What is the treatment for head lice?

Treatment is recommended for persons diagnosed with an active infestation. Both over-the-counter and prescription medications are available for the treatment of head lice.

How do you keep from getting it?

Reduce the risk of catching head lice by avoiding both direct head-to-head contact and sharing of clothing or items such as hats, hair ribbons, brushes, towels, etc.

Should a student with head lice be sent home from school?

Students with live head lice do not need to be sent home early from school. "No-nit" policies that require a child to be free of nits before they can return to school should be discontinued. Instead, a student should finish the school day, receive appropriate treatment, and then return to school. No healthy child should be excluded from or allowed to miss school time because of head lice.

For more information, see the CDC's website at <http://www.cdc.gov/parasites/lice/head/index.html>

Fact Sheets

Revised 07/20/2015

Disease Outbreak Control Division

Good Hygiene Habits

Good health habits for preventing flu and other diseases include proper hand washing to help stop the spread of germs at home, work, and school. Other everyday preventive actions include:

- Avoid close contact with people who have infectious diseases;
- If your child gets sick with fever and cough or sore throat, have your child stay home, except to get medical care, for at least 24 hours after the fever is gone. The fever should be gone without the use of a medicine, like acetaminophen (eg, Tylenol) or ibuprofen (eg, Motrin or Advil);
- If a student is experiencing symptoms of respiratory illness of influenza, he/she should take the following precautions:
 - Isolation and exclusion of school should be continued for 7 days after illness onset or until 24 hours after the resolution of fever and respiratory symptoms, whichever is longer.
- While sick, limit contact with others as much as possible to keep from infecting them;
- Cover your nose and mouth with a tissue when you cough or sneeze; Throw the tissue in the trash after you use it.
- If no tissue is available, reduce the spread of germs by coughing or sneezing in your elbow.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth;
- If your child gets sick with vomiting and/or diarrheal illness, they should stay home until those symptoms resolve; and
- For athletes, shower immediately after the activity, do not share towels, use a separate towel for their body and their feet, and always use a new clean towel.

We appreciate your assistance in keeping your child healthy throughout the school year.

Healthy Snacks

Just a reminder about healthy snacking at CKES. If you choose to send snacks to school with your child, please keep in mind that we are encouraging healthy snacking. Listed below are some basic snack guidelines to follow:

- Grains- crackers, popcorn, rice cakes, bagels, whole grain breakfast cereals are okay
- Dairy- yogurt, cheese are okay
- Fruits and veggies are okay
- Certain chips and cookies do meet the guidelines and are not okay.
- No gum and candy, please.
- Stay away from snacks in which the first ingredient is sugar.
- Please only send enough for a snack for the day and not a large bag of something.

Off Campus Evacuation Site

All students, faculty, and staff will be evacuated to St. Joseph School's upper field at the corner of Kapiolani Street and Wailoa Street in the event of a Tsunami Alert. Parents, guardians, and designated adults are instructed to pick up their children at the field as soon as it is safe. Please follow our staffs' instructions and requests so we can safely and quickly get every child home.

Mandated Child Abuse Reporting

All employees or officers of the Department of Education (DOE) who have reason to believe that child abuse or neglect has occurred, or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future by a family member of the child or in the family home of the child, must immediately report the matter directly and orally to Child Welfare Services (CWS). All DOE employees are mandated by law to file this report.

Visitors

Visitors on Campus:

- In order to limit exposure, all nonessential visitors and volunteers will not be allowed on campus until further notice.
- All campus visitations must be pre-approved by administration.
- All approved visitors must wear a face covering and follow Chiefess Kapi'olani Elementary's Visitor Policy Guidelines.

Deliveries/Birthday Celebrations

Chiefess Kapi'olani Elementary School will not accept any deliveries (ex. Home lunch, gifts, etc.) for students this school year.

Additionally, due to COVID-19, the sharing of goodies (ex. Cupcakes, food, goody bags, etc.) on birthdays will not be allowed for the school year.



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Chiefess Kapi'olani Elementary School
968 Kilauea Avenue
Hilo, HI 96720-4249
Phone: 874-4160 Fax: 874-4161

Video Surveillance Policy

Chiefess Kapi'olani Elementary School is utilizing a surveillance camera system on campus. The primary purpose of video surveillance on campus is to deter inappropriate or illegal behavior both during and after school hours. Live video feeds will assist the school staff in the monitoring of the school perimeter and walkways during the normal school day and in event of a lockdown situation. The use and viewing of recordings will follow Department of Education guidelines.

- Cameras shall be placed only in public areas. They will not be placed in areas where students, staff, or visitors would have a reasonable expectation of privacy (classrooms, offices, or bathrooms).
- No audio recording will accompany surveillance cameras.
- Video recordings will be erased after 10 days unless the principal determines the video recording is needed for legal or disciplinary purposes.
- Video recordings will not be available for public or parental viewing.
- Video cameras will be positioned to avoid recording of off-campus activity.
- Signage will be displayed at the school entrances to alert visitors of the use of the camera surveillance system.

School Lunch Program

Chiefess Kapi'olani Elementary School will continue to participate in the Community Eligibility Provision (CEP) which provides an alternative approach by offering free school meals to schools in low income areas. The CEP allows our school to offer free, nutritious school breakfast and lunch meals to all of our students through the USDA Child Nutrition Program.

All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to you. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay for meals or submit a meal application.

Prices:

Student 2 nd Breakfast	\$2.40
Adult Breakfast	\$2.40
Student 2 nd Lunch	\$5.50
Adult Lunch	\$5.50
Milk (without meal)	\$0.60

Allergy to Milk – Students who are allergic to milk need to bring in a doctor's certificate confirming the allergy to the Health Room. Accommodations **may** be made after review by the School Food Services Branch.

Home Lunch: School lunches are carefully planned by the cafeteria manager so that a balanced, healthy meal is provided. If your child brings home lunch and is not provided a drink, he/she may purchase milk for 60 cents.

Students may purchase a second breakfast for \$2.40 or a second lunch for \$5.50.

Healthy snacks can be brought to school and are to be during morning recess with teacher's permission. No candy or soda is allowed.

USDA is an equal opportunity provider and employer.

Lost and Found

Please check the lost and found in the health room regularly. Items that are not picked up at the end of each quarter will be donated.

School Uniform Policy

The intent of this mandatory school uniform policy is to promote safety, unity, a positive school climate, and equity of students. Specifically, the approved policy designates:

- Students shall wear approved school uniforms all week (Monday, Tuesday, Wednesday, Thursday, and Friday), unless otherwise specified by the administration.
- School uniforms are not to be altered or modified (ex. cutting off sleeves, bleaching shirts, adding designs or attachments).
- Students that come to school without an approved school uniform will be directed to use a school loaner uniform.
- While participating in online school, students will not be required to wear their school uniform, however, they must adhere to the dress policy listed below.
- Requests to opt out of the policy must be made in writing to the School Community Council via the administration with the reasons stated.

Dress Policy

THE FOLLOWING ARTICLES OF CLOTHING ARE PROHIBITED FROM BEING WORN AT SCHOOL:

- Any article of clothing that displays drugs, alcohol or tobacco-related products.
- Any article of clothing that displays a graphic or written sexual/violent/vulgar/gang related connotation.
- Form-fitting clothing that reveals undergarments or torso (ex. tank tops, low rider pants, etc).
- See-through garments that have no appropriate blouse/shirt under them.
- Shirt or blouse that exposes the midriff/abdomen or is low cut.
- Dress, shirt, or blouse that has spaghetti/thin straps. Exception: outfits with spaghetti or thin straps may be worn if an acceptable shirt or blouse is worn under it.
- Short skirts or shorts. Pants and shorts should not be excessively loose or tight. School is not the place for short shorts or skirts.

- The dress standard will prohibit the wearing of any article of clothing that exposes a student to injury when participating in a school activity.
- Caps/hats
- Sunglasses

**Chiefess Kapi'olani Elementary School
School Uniforms
SY 2020-2021**

All students are required to wear a school uniform Monday – Friday while in school and whenever on school outings. Students may continue to use our previous design or our Centennial shirt as their uniform.

School uniforms are being sold by Creative Arts Hawaii at 500 Kalanianaʻole Avenue. Shirts purchased at the Creative Arts Hawaii store may be paid for in cash, check, or credit card. Please see below for further details.

Purchase: At Creative Arts

Time: Monday thru Friday, 8:00 a.m.-4:30 p.m.

Location: Creative Arts Hawaii, 500 Kalanianaʻole Avenue

Payment: Cash, Check, Credit Card

Cost: Youth: S, M, L (\$7.00 + tax)
Adult: S, M, L, XL (\$7.50 + tax)
Adult: XXL (\$9.00 + tax)

Online Distance Learning

Expectations:

Students and families are expected to follow all Department of Education, school, and teacher expectations regarding use of technology. While online for school purposes, students are held to the same standards as they are when in school. This is the first time learning and teaching in a blended or distance model so let's agree to all be flexible and follow these expectations so things go as smoothly as possible:

Class Video Conference Expectations:

- Students should log on at least 5 minutes before the start of their online session.
 - Please sign in using your first name and last name initial
 - Test your microphone and sound.
 - Keep your microphone muted when not talking.
 - Find a quiet place so you can avoid background sound.
 - Prepare your space and yourself: wear appropriate clothing, no light behind you (such as a window), stay seated during the meeting.
 - Chat functions within a video conference is only allowed for school purposes.
 - Cell phones or other private means of communication should not be in use unless directed by the teacher for school purposes only.
 - If you have a question during the meeting, raise your virtual hand and wait for teacher to call on you.
 - The teacher will end every meeting. Students are only allowed to use video conferencing for school purposes only.
-
- Appropriate school behavior is expected during online learning. Your teacher will follow up with you and your family if needed. If you continue to struggle, Chapter 19 consequences will be implemented.
 - Students and families may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of the distance learning platforms used by teachers of CKES. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
 - Teachers may record video conferences with students. They will announce the recording before recording photos/videos of students. Affirm with your Principal if you wish your child to opt out of being on video or photographed. If your child is on the "opt out" list, remind your child to turn off their video during classes.

