

School Handbook

SY 2023-2024

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MOKAPU ELEMENTARY SCHOOL

VISION

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

Mutual Respect

Akahi (Kindness)

Outstanding Leadership

Lokahi (Unity)

Keep Safe

‘Olu’olu (Agreeability)

Aim for Excellence

Ha’aha’a (Humility)

Problem Solving

Ahonui (Patience)

Using Resources

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 SCHOOL

**ADDRESS: 1193 Mokapu Road
Kailua, HI 96734**

School website: www.mokapu.k12.hi.us

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 g-322-pcnc@k12.hi.us

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

Mokapu Elementary School Song

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

Stands our dear school 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

Imua, Mokapu School!

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

We sing our praises too,

Proud and loyal, We'll remember

Imua, Mokapu School!



MOKAPU SCHOOL CALENDAR



MOKAPU ELEMENTARY SCHOOL 2023-2024 OFFICIAL SCHOOL CALENDAR

	Su	M	T	W	Th	F	Sa	
July 2023	23	24	25	26	27	28	29	1st SEMESTER
	30	31	1	2	3	4	5	
August	6	7	8	9	10	11	12	August 7: PD Day (No Students)
	13	14	15	16	17	18	19	August 8: Waiver Day #1 (No Students)
	20	21	22	23	24	25	26	August 9: Students' First Day
	27	28	29	30	31	1	2	August 18: Statehood Day - No School
September	3	4	5	6	7	8	9	September 4: Labor Day - No School
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	October 9-13: Fall Break
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
November	29	30	31	1	2	3	4	November 1: Waiver Day #2 (No Students)
	5	6	7	8	9	10	11	November 10: Veterans Day (obs.) - No School
	12	13	14	15	16	17	18	November 23: Thanksgiving - No School
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
December	3	4	5	6	7	8	9	November 24: School Holiday - No School
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	December 22-January 4: Winter Break
	24	25	26	27	28	29	30	December 25: Christmas
	31	1	2	3	4	5	6	2nd SEMESTER
January 2024	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	January 5: Teacher Workday (No Students)
	21	22	23	24	25	26	27	January 8: PD Day (No Students)
	28	29	30	31	1	2	3	January 9: Students Return to School
February	4	5	6	7	8	9	10	January 15: Dr. Martin Luther King Jr. Day - No School
	11	12	13	14	15	16	17	February 2: Waiver Day #3 (No Students)
	18	19	20	21	22	23	24	February 12: Institute Day (No Students)
	25	26	27	28	29	1	2	February 19: Presidents' Day - No School
March	3	4	5	6	7	8	9	March 18-22: Spring Break
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
April	31	1	2	3	4	5	6	March 26: Kūhiō Day - No School
	7	8	9	10	11	12	13	March 29: Good Friday - No School
	14	15	16	17	18	19	20	April 22: Waiver Day #4 (No Students)
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	
May	5	6	7	8	9	10	11	May 27: Memorial Day - No School
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
June	2	3	4	5	6	7	8	May 30: Last Day for Students and Second Semester Ends
								May 31: Last Day for Teachers

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.

Side Gate times: MORNING - 7:40-8:30 am

AFTERNOON - 1:50-2:30 pm (M, T, Th, F) / 1:05-1:45 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, State ID, passport)
- 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 should not be on campus unsupervised prior to 7:40 am unless purchasing breakfast. Breakfast service in the cafeteria begins at 7:30am. The cafeteria is closed to outside guests.
- Adult supervision throughout the campus begins at 7:40 am.
- The drop-off location is in front of the office and cafeteria with support from our adult supervisors, Educational Assistants (EAs) and JPOs. Students **shall** NOT be dropped off along the drive-thru.
- ALL PLAYGROUND EQUIPMENT STRUCTURES ARE OFF LIMITS BEFORE AND 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 entering campus from the gate on the side of campus must wait off campus, those gates will be locked from 8:30 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 if a stranger calls 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 occur once a month. All other drills will be conducted at least once a year, at the discretion of administration. Drills: Lockdown, Shelter-in-Place, and Off-Campus Evacuation.

Parent Expectations

- Parents/Guardians wanting to volunteer in the classroom or for school events including field trips, must complete volunteer training conducted by a PCNC.
- 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 our communication protocol.
- Parents' first point of contact for any concerns should be the classroom teacher.
- Bring 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, fishnet tops, “see-through” tops, tube tops, or athletic/jersey tops with big armholes.

RULES & ROUTINES

TARDY

School begins at 7:50 am. It is important for your child to be in class on time. If your child is arriving late but before 9:00 am, please have him/her report directly to their classroom. If your child arrives at school after 9:00 am, please have him/her report to the office.

ABSENCE

Regular attendance is important for children to be successful in school. An absence is an absence instruction. Excused absences are not recorded. Students should not miss school unless it is absolutely necessary. Please schedule appointments after school hours.

- When your child is absent, inform your child’s teacher of the absence via email, phone, or communication app (Class Dojo).
- Long term absences(10+school days) 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.
- **No homework will be given until the student returns to school.** Teachers are committed to working individually with students upon their return to ensure comprehension of the missed content. Regular homework assignments like reading logs, iReady, flash cards, etc. can always be worked on during the absence should conditions allow for it.

Our Counseling Staff, School Social Worker, School Health Aide, and Administration are available to help parents with their children and assist students in accessing their public education. Attendance letters are mailed after 10,15, and 20 absences. 20+ absences or 20+ tardies require an attendance team meeting with an administrator & school social worker. The above attendance information may be shared within a Family Court Petition if warranted.

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 the school office 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 will not 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 11:00 am (M,Tu,Th,F) am and 10:00 am (W).

RELEASE FROM SCHOOL

If your child is moving to another school, please inform the office and complete a Request for Student Release Form as soon as possible.

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.

UPDATING INFORMATION

Please submit a Student Information Update Form for the following changes:

- 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.

HEALTH & WELL-BEING

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 may arrange for parents to pick up children from school if the 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. Children 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, 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, locally 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 the 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 7:30 a.m. to 7:50 A.M.

Breakfast	\$1.10		Lunch	\$2.50
Reduced Breakfast	\$0.30		Reduced Lunch	\$0.40
Milk only	\$0.75		Milk only	\$0.75
2nd Breakfast/Adult	\$2.40		2nd Lunch/Adult	\$5.50

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

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 the Hawaii D.O.E School Food Services Branch for collection.

FOOD ALLERGIES & HEALTHY EATING

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

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 for a 20 minute block for lunch.

Please adhere to these guidelines to ensure a successful implementation.

Snack Ideas for Students

A Healthy Snack has...

Calories: Equal or less than 200 calories

Total Fat: Equal or less than 8 grams

Saturated Fat: Equal or less than 2 grams

Trans Fat: ZERO

Sodium: Equal or less than 200 mg

Dietary Fiber: Equal or less than 2 grams

Sugar: Equal or less than 8 grams; sugar must not be listed as the first ingredient on the nutrition label.

***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

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 online at hawaiipublicschools.org

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.

SCHOOL RULES

- **CONTRABAND**(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, firecrackers, 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)

- Technological/electronic devices, including cell phones and smart watches, must be silenced or turned off and stored in a 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, hee-lies, and rollerblades. (Students may ride to/from school on scooters/razors & skateboards, but walk them when on campus)

COUNSELING

Our counselors service students in grades K-6. They provide positive behavioral and emotional support to our students. These supports are done through individual or group counseling. Examples of counseling groups include a focus on deployment, social skills, friendship and anger management.

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

The counselors are 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 a brag tag on Friday’s after school.

Month	Value	Color
September	Respect	Blue
October	Responsibility	Orange
November	Compassion	Green
December	Sharing & Caring	Red
January	Self-discipline	Turquoise
February	Friendship	Pink
March	Cooperation	Yellow

April	Perseverance	Purple
May	Honesty	Tie-dye/Neon

HOMEWORK

Homework is an extension of the formal instruction in school. Extending each 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 Balanced Assessment (SBA).

The SBA Tests include standards-based segments in reading, writing, and mathematics. The scores for these segments will have meaning in terms of determining your child's 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 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. The teacher will make arrangements to ensure your child is provided an alternate learning activity.

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 Reminder Cueing Verbal redirect
Refocus Area Teacher sends or the student may request. Student completes the Refocus Sheet, Grades 2-6
Buddy Room Student refuses to go to the 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 the Buddy Room or continuing 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

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

For SY 2023-2024, the lunch guest program will be postponed until further notice.

Mokapu Recess Discipline Hierarchy for Students

(Alignment of Peaceful Playgrounds and Vision Management)

Verbal Redirect (Warning)

Students will be pulled aside to solve problems by using “Talk, Rock, Walk”
and talk about Rules and Procedures

Refocus Area

Students will be sent to this area for repeated actions 3 times max.

Suspension from Activity

Immediate suspension the day of occurrence and up to a week.

Students will be allowed to do other activities

Move to Month or Quarter Suspension

Office Referral

Refusal to: Refocus, Adhere to game suspension, Bullying,

Harassment, or Insubordination to an Adult

Year Suspension from Activity

From specific activity, student will be allowed to play other activities

Reminders:

- Solve your own problems by using “Talk, Rock, Walk, Shake Hands” or go to the 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.

Junior Police Officer (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

For SY 2023-2024, the lunch guest program will be postponed until further notice.

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 group 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 impact 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

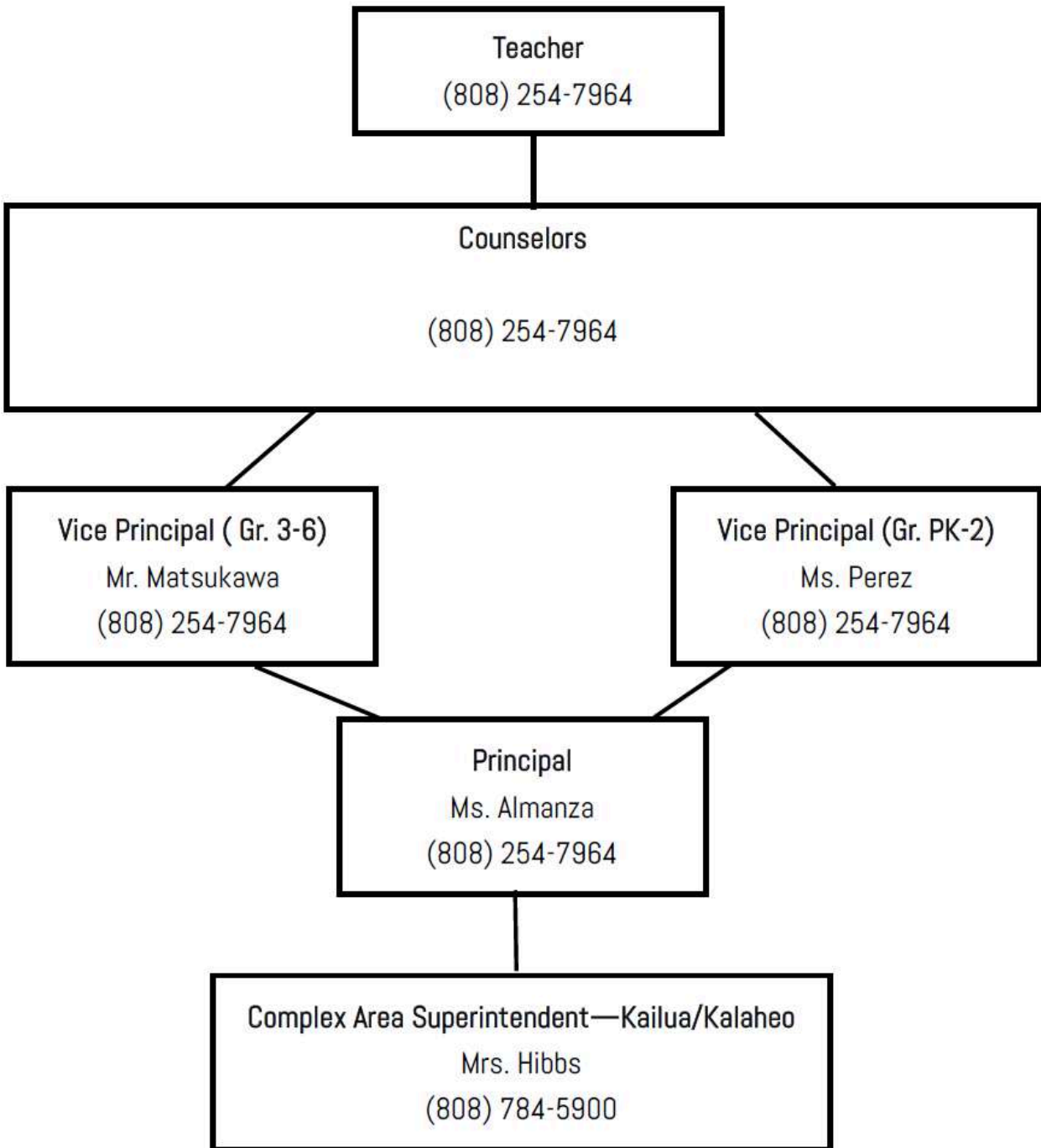
- Please honor the “NO PARKING – LOADING ZONE” signs. The loading zone is for student drop off only.
- All students must be dropped off in front of the school at the yellow curb.
- Cars will move all the way to the beginning of the line. Cars will move taxi-style ---each taking a turn. **DO NOT OVERTAKE 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 Mokapu Road entrance.
- Parking lot entrance from Mokapu Road may be coned when parking is full.

AFTERNOON PICK-UP

- It is essential that parents communicate to teachers if a child will go home as a car rider, bus rider, or on their own.
- Car Riders: are sent to the cafeteria by their teachers. Students will sit in their designated area according to their last name. Our staff will call out names of students to exit the cafeteria and enter their parents' vehicle.
- Bus Riders: are sent to the cafeteria by their teachers. Students will sit in the designated area for bus pick up in the cafeteria. They will be excused to the bus when the bus arrives.
- Walkers/Bikes/Scooters: are released from the classroom by their teachers. Parents should communicate to teachers any requests regarding the release of their child. Otherwise, students will exit campus on their own toward the front of school or the side gate.



CHAIN OF COMMAND PROTOCOL



MOKAPU ELEMENTARY SCHOOL
BELL Schedule

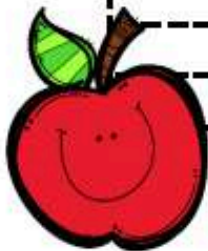
SY 2023-2024



MOKAPU ELEMENTARY SCHOOL
BELL SCHEDULE
SCHOOL YEAR 2023-2024

	START TIME	END TIME
FIRST BELL RINGS	7:50 AM	
TARDY BELL	7:55 AM	
1ST RECESS - GR. K, 2	9:20 AM	9:35 AM
1ST RECESS - GR. 1, 3, 4	9:40 AM	9:55 AM
1ST RECESS - GR. 5, 6	10:00 AM	10:15 AM
DISMISSAL - M, T, Th, F	2:00 PM	
DISMISSAL - W	1:15 PM	

GRADE	REC 2	LUNCH
K	10:50-11:05	11:10-11:30
1	10:50-11:05	11:10-11:30
2	11:35-11:50	11:55-12:15
3	11:35-11:50	11:55-12:15
4	11:35-11:50	11:55-12:15
5	12:20-12:35	12:40-1:00
6	12:20-12:35	12:40-1:00



Updated 06/14/2023

Schedule subject to change

MŌKAPU Tech Use Policy



Technological/electronic devices, including cell phones and cellular watches, must be silenced or turned off and stored in the 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
- Technological/electronic device use in the classroom is only permitted with the explicit approval of the teacher for instructional activities and emergency needs.
- Reference Contraband in Student Handbook:
 - Any electronic device that disrupts learning
 - Cell phones are permitted, however, they must be kept in the backpack in the off position during school time.