

School Handbook

SY 2024-2025

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Mōkapu ELEMENTARY SCHOOL

VISION

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

Mutual Respect

Akahai (Kindness)

Ōutstanding 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 Mōkapu Elementary School is to prepare children to become resilient life-long learners and responsible global citizens.

GENERAL LEARNER OUTCOMES

Mōkapu Elementary has accepted the State General Learner Outcomes as our school wide learner outcomes. This way, the point of reference will be consistent if Mōkapu 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.

Mōkapu ELEMENTARY SCHOOL

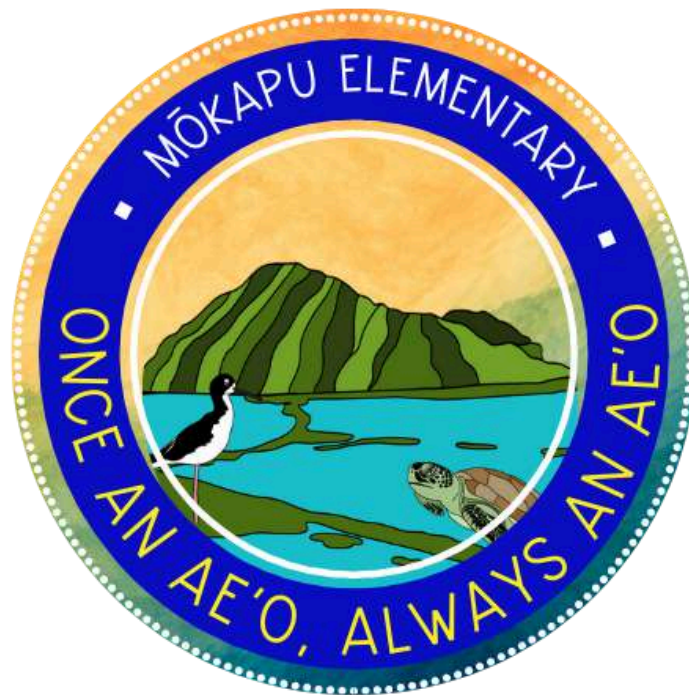
ADDRESS: 1193 Mōkapu Road
Kailua, HI 96734

School website: www.Mōkapu.k12.hi.us

Mōkapu OFFICE HOURS

Mōkapu Office Hours: 7:30 am – 4:00 pm

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



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

Mōkapu 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-Ō-K-A-P-U, Mōkapu,

We sing our praises too,

Proud and loyal, We’ll remember

Imua, Mōkapu School!

M-Ō-K-A-P-U, Mōkapu,

We sing our praises too,

Proud and loyal, We’ll remember

Imua, Mōkapu School!



Mōkapu SCHOOL CALENDAR



MŌKAPU ELEMENTARY SCHOOL 2024-2025 OFFICIAL SCHOOL CALENDAR

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

SAFETY & SECURITY

Providing a safe learning environment for all and most importantly the students at Mōkapu 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.

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, HIDOE ID, passport)
- All students are provided with badges. Students should be wearing badges at all times.
- 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 Procedures

- Families may have students arrive on campus starting at 7:30am. Breakfast is served from 7:30-7:45 am. The cafeteria is closed to outside guests.
- Students arriving between 7:30-7:45 am shall report to the cafeteria.
- Students arriving between 7:45-7:55 am shall report directly to their classroom.
- Students arriving after 7:55 am, shall report to the office for a tardy pass, then to class.
- ALL PLAYGROUND EQUIPMENT AND STRUCTURES ARE OFF LIMITS BEFORE AND AFTER SCHOOL, even with parent/adult supervision.

Morning Vehicular Drop Off

- Parents shall utilize the “Car Rider” lane at the front of campus to drop-off students at the yellow curb. Do not drop off students along Mōkapu Road!
- 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 unless directed by our staff.
- 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 have business on campus, please park in the visitor parking.

Campus Access

- Parents of students in grade 1-6 may escort their child to the front of campus and release their child from the designated waiting areas. Designated waiting areas are the same for after school pick up. Gathering in front of classrooms distracts our students and interferes with the teacher’s closing of the school day.
- Parents of students in Pre-K, FLC, and Kindergarten may choose to accompany their child to and from the classroom. **In the mornings**, Pre-K, FLC, and Kindergarten students and parents shall remain in designated waiting areas until 7:50 am before going to the classroom. **In the afternoons**, Pre-K, FLC, and Kindergarten parents that are picking up at the classroom, shall remain in designated waiting areas until the end of the school day.

Gathering in front of classrooms distracts our students and interferes with the teacher's closing of the school day.

Parking

- The parking lot adjacent to the office/cafe and the gravel lot are reserved for Mōkapu faculty/staff.
- The 3d MLR Parking Lot is also reserved for Mōkapu faculty/staff parking.
- Visitor parking is reserved for business that can be conducted quickly.
- Pre-K and Pineapple Room families may utilize the parking lot at the back of the cafe for quick drop off and pick up. Parents will be provided a unique placard as indication.
- Do not park in Family Housing, in the barracks across Mokapu Road or in any of the school parking lots.

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).
- Pre-K, FLC and Kindergarten (Bldg I) parents may pick up at the classroom, but are asked to wait by the cafe across the field or along the construction barrier.
- Kindergarten (Bldg Q) parents may pick up at the classroom, but are asked to wait on the sidewalk along the main corridor.
- ALL PLAYGROUND EQUIPMENT AND STRUCTURES ARE OFF LIMITS AFTER SCHOOL, even with parent/adult supervision.
- It is **essential** that parents communicate to teachers if a child will go home as a car rider, bus rider, SAC, A+, meet parents/guardians or have permission to leave campus 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. Parents should display the placard with the names of their children.
- **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.
- **School Age Care (SAC):** Students will meet up with SAC staff at the classroom or a designated location on campus. Parents and teachers are informed by SAC staff regarding the meeting spot.
- **A+:** Students are sent to the cafeteria by their teachers. They will remain in the cafe under the supervision of A+ staff.
- **Meet Parents:** Parents and teachers should determine a meeting spot, especially for younger students.
- **On Their Own:** Students 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 leading toward base housing.

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 vehicle unless you know that person is supposed to pick you up.

School Safety Drills

- All adults on campus are responsible for student safety. If you see something out of the ordinary, notify the front office or administration immediately.
- 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 should utilize the classroom teacher as the primary contact regarding concerns for their own child.
- 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, you may contact Mōkapu's main office at 808-254-7964.
- 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

Mōkapu's dress code establishes guidelines to help parents and students choose proper school attire 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, gangs and inappropriate language should not be worn to school.
- 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 and the tardy bell rings at 7:55 am. It is important for your child to be in class on time. If your child arrives at school after 7:55am, please have him/her report to the office.

ABSENCE

Regular attendance is important for children to be successful in school. All absences impact instruction, therefore, Mōkapu Elementary does not excuse any missed instructional time/absences. 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).
- Absences of 10 or more days are considered Extended Absences other than illness must be approved by administration. Please submit a letter to the Principal ahead of time, stating the dates and reason for your child’s absence.
- **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.
- If a note was not sent to the office, parents may report to the office and request an early dismissal. Teachers will send students to the office upon receiving confirmation from the office. Do not report directly to the classroom.
- When picking up your child, report to the office with a photo ID to secure a pass and sign your child out.

- 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 am to 7:45 am.

Breakfast	\$1.10		Lunch	\$2.50
Reduced Breakfast	\$0.30		Reduced Lunch	\$0.40
Milk only	\$0.90		Milk only	\$0.90
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 online at www.ezschoollpay.com. Checks must be written to “Department of Education”.

LUNCH ACCOUNTS

A letter will be sent home with child(ren) & 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. Negative accounts will be referred to the Hawaii D.O.E School Food Services Branch for collection.

FOOD ALLERGIES & HEALTHY EATING

Mōkapu is a peanut free school. Please do not pack your child’s lunch with any peanut products. Mōkapu 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 encourage eating healthier foods; candy should not be a part of a home lunch.

D.O.E. Wellness Guidelines Mōkapu 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 by the PE Teacher and the homeroom teacher.
- 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. Mōkapu 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
- Roasted Chickpeas
- Popcorn/Pirates Booty
- Crackers (Wheat Thins, Saltines, Triscuits, etc)
- Rice Cakes
- Goldfish
- Pita Chips
- Pickles

Salty:

- Pretzels
- 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 Mōkapu 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, heeies, and rollerblades. (Students may ride to/from school on scooters/razors & skateboards, but walk them when on campus)

COUNSELING

Our school counselors service all students in grades K-6. School counselors provide positive behavioral and emotional support to our students. These supports are provided through short-term, solution focused individual or small group counseling sessions. Examples of counseling small groups include a focus on deployment, social skills, friendship, and anger management. Consent is always obtained by a parent prior to the child receiving counseling services.

School counselors also provide classroom social-emotional (SEL) lessons focused on teaching students important life skills, including character education, including empathy, self-control, anger management and problem-solving skills.

The school 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

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

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

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

UPDATE TBD

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.

Hawaii State Assessment (HSA)

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 with outstanding school obligations may not be eligible to attend field trips.

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, legos, play board games, complete jigsaw puzzles and contribute to collaborative art projects and discussion boards.

LIBRARY HOURS

The library is open 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.

Mōkapu Elementary School

Vision Management Classroom Expectations

<p>Warning Preminder Cueing Verbal redirect</p>
<p>Refocus Area Teacher sends or the student may request. Student completes the Refocus Sheet, Grades 2-6</p>
<p>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)</p>
<p>Office Referral Refusing to go to the Buddy Room or continuing to be disruptive. Parents will be contacted by an Administrator.</p>

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 after lunch, walk to your line-up area and wait for an adult supervisor to escort you to recess.
- 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 notification reminding parents of our Peanut Free School policy.

LUNCH GUEST PROCEDURES

For SY 2024-2025, the lunch guest program will be postponed until further notice.

Mokapu Recess Discipline Hierarchy for Students

(Alignment of Peaceful Playgrounds and Vision Management)

<p style="text-align: center;"><u>Verbal Redirect (Warning)</u></p> <p>Students will be pulled aside to solve problems by using “Talk, Rock, Walk” and talk about Rules and Procedures</p>
<p style="text-align: center;"><u>Refocus Area</u></p> <p>Students will be sent to this area for repeated actions 3 times max.</p>
<p style="text-align: center;"><u>Suspension from Activity</u></p> <p>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</p>
<p style="text-align: center;"><u>Office Referral</u></p> <p>Refusal to: Refocus, Adhere to game suspension, Bullying, Harassment, or Insubordination to an Adult</p>
<p style="text-align: center;"><u>Year Suspension from Activity</u></p> <p>From specific activity, student will be allowed to play other activities</p>

Reminders:

- Be a problem solver 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 Mōkapu in the annual state JPO competition.

TRANSITION CENTER

Mōkapu 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, recess/lunch, 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. Be sure to visit our [website](#) for updates regarding Ohana Engagement and other school activities.

PTA

The Mōkapu Parent Teacher Association is an important auxiliary to the school, doing much to support the programs at Mōkapu. The PTA assists the school in fundraising and provides volunteers to carry on programs. We cordially invite parents/guardians 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.

Mōkapu ELEMENTARY SCHOOL

BELL Schedule

SY 2024-2025



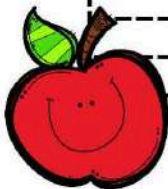
MOKAPU ELEMENTARY SCHOOL

BELL SCHEDULE

SCHOOL YEAR 2024-2025

	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	LUNCH	RECESS #2
K	11:35-11:50	11:55-12:15
1	10:50-11:05	11:10-11:30
2	10:50-11:05	11:10-11:30
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

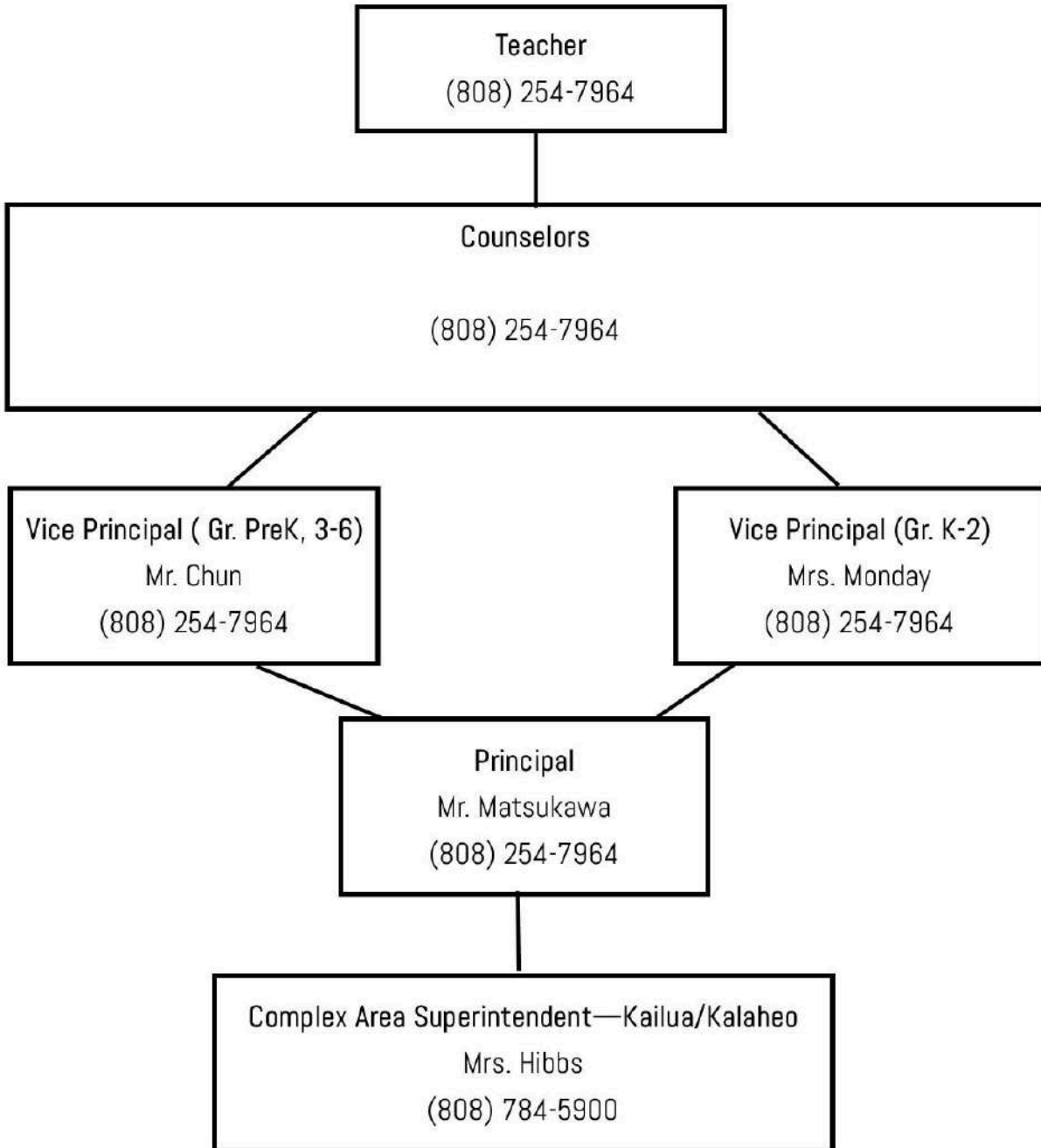


Updated 07/25/2024

Schedule subject to change



CHAIN OF COMMAND PROTOCOL



MŌKAPU Tech Use Policy



Technological/electronic devices, including cell phones and smartwatches, 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.