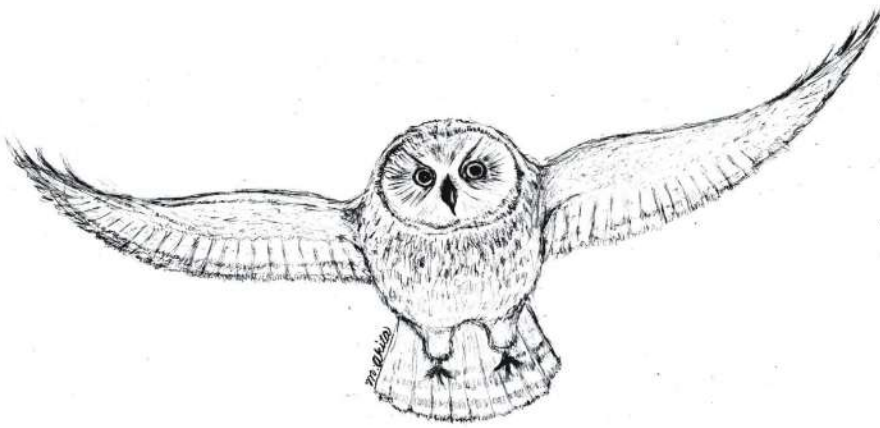


KEKAHA ELEMENTARY SCHOOL STUDENT HANDBOOK SCHOOL YEAR 2019 - 2020



Alma Mater

Home of our childhood days
Hark to our song of praise
While our voices raise, for Kekaha
Queen of Hawaiian land
Loyal to thee we stand
Children of faithful band, dear
Kekaha

Bright are the hours we spend
Dear is each school day friend
Sweet is the charm they lend, to
Kekaha

Loyal in heart are we
Joyous and light and free
Joined by our love for thee, dear
Kekaha

Though soon we all shall roam
Far from our school day home
Still shall our fancy turn, to Kekaha
Shrined in our memory
Fair shall we ever be
Worthy our love for thee, dear Kekaha

*"Spread your Wings and Soar...
Pueo Wise and Proud"*

NAME: _____

GRADE: _____ HOMEROOM TEACHER: _____

EMERGENCY CONTACT: _____ #: _____

LOGINS/PASSWORDS: _____

General Information

Kekaha Elementary School
P.O. Box 580
8140 Kekaha Road
Kekaha, HI 96752
Phone: (808) 337-7655
Fax: (808) 337-7657 or (808) 337-7660
Website: www.kekahaschool.k12.hi.us/
School Colors: Green and Yellow School Mascot: Pueo

School Hours: Monday, Tuesday, Thursday, And Friday
7:45 a.m. To 2:05 p.m.

Wednesday
7:45 a.m. To 12:35 p.m.

Office Hours: Monday – Friday
*Closed- all State holidays
7:00 a.m. to 4:30 p.m. daily

A+ Program Hours: Monday, Tuesday, Thursday, Friday
2:15 p.m. to 5:30 p.m.
Wednesday
12:35 p.m. to 5:30 p.m.

Meal Prices:

Students:	Breakfast/Lunch Meals: FREE
	Milk only: \$.60
Adults:	Breakfast: \$2.40
	Lunch: \$5.50

Breakfast Service: 7:00 am - 7:30 am

Introduction

Welcome to Kekaha Elementary School! Our school was established in 1888, and is set on 7.2 acres, two blocks north of the ocean on Kekaha Road. Kekaha is a rural plantation community that serves civilian and military families from the Pacific Missile Range Facility in Barking Sands, the Kekaha areas through Pakala. We serve a population of approximately 320 students in pre-kindergarten through grade five. We also host a preschool program that services children with special needs.

The Kekaha Elementary School Community Council (KESCC) was established in July 2005. With representation from students, parents, the community, teachers, classified staff, and administration, the KESCC provides advice and guidance on matters that affect student achievement and school improvement. We recognize the importance of providing a solid foundation for education, and strive to establish good work habits and a positive attitude toward learning in every child. We are partners in your child's education, and we welcome your participation in all school and classroom activities and events. Join us as we strive to develop competent and caring lifelong learners.

Our Mission...

Kekaha School inspires a community of learners through relationships, relevance and rigor, one Pueo at a time.

Our Vision...

All Pueo believe in their power to learn, excel, and own their future.

Our Slogan...

Don't just fly, SOAR!

Bell Schedule

Monday, Tuesday, Thursday and Friday

7:45 - 7:50	School Begins
7:55 - 8:40	Block 1
8:40 - 8:45	Transition
8:45 - 9:30	Block 2
9:30 - 9:45	RECESS
9:50 - 10:35	Block 3
10:35 - 10:40	Transition
10:40 - 11:25	Block 4
11:25 - 12:10	Recess/Lunch
12:20 - 1:05	Block 5
1:05 - 1:50	Block 6
1:50 - 2:05	Closing/Debriefing
2:05	Dismissal

Wednesday

7:45 - 7:50	School Begins
7:50 - 8:40	Block 1
8:40 - 8:45	Block Transition
8:45 - 9:30	Block 2
9:30 - 9:45	RECESS
9:50 - 10:35	Block 3
10:35 - 10:40	Transition
10:40 - 11:25	Block 4
11:25 - 12:10	Recess/Lunch
12:10 - 12:30	Closing/Debriefing
12:35	Dismissal



NEED TO KNOW TO START THE YEAR!!

SCHOOL LUNCH PROGRAM: FREE BREAKFAST AND LUNCH:

ALL STUDENTS at Kekaha Elementary receive **free breakfast and lunch** as part of the U.S. Department of Agriculture (USDA) free meal program called the Community Eligibility Provision (CEP). The CEP program allows ALL STUDENTS at the school to receive free meals regardless if they qualify for free or reduced-price meals. The CEP uses information from programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for the Needy Families (TANF) to qualify a school. Traditional paper applications are no longer needed. All enrolled students of Kekaha Elementary School will be eligible to receive a healthy breakfast (served from 7 am - 7:30) and lunch at the school at no charge to your household each day of the 2019-2020 school year.



BUS TRANSPORTATION

Since we are a CEP school, ALL STUDENTS applying for bus transportation will qualify for **free bus transportation**. Students must follow all bus rules noted in the bus application. Please go over these bus rules with your child. If your child misbehaves on the bus they shall be subject to disciplinary action as defined in Chapter 19. When the school receives bus referral, the principal will conduct an investigation of the incident and notify you of the outcome. The buses are now equipped with cameras and GPS trackers. Student transportation has also launched "Infofinder" program online for **bus stop locations and pick up/drop off times**. The web address is (www.infofinder.com/ffi/) on the landing page, select the State of Hawaii, and then select Hawaii Department of Education. Users must enter their resident address and zip code to find the bus stop locations and pick up times closest to you. Please contact the school office if you have any questions.



Procedures for requesting bus transportation for your child:

1. Parent/Guardian completes a bus application (Located in the front office).
2. Your child will qualify for FREE bus transportation only if the bus application is within a mile from home to school and school to home.
3. Parents requesting for transportation other than their home address must complete a CS101. The CS101 is a request to ride the bus on a space available basis and cannot be processed until all of the bus applications have been submitted (takes about 4 weeks). If the CS101 is approved, the school will notify you of the approval and inform you about payment process.



SCHOOL WEAR and DRESS CODE:

Parents together with students, are responsible to ensure that students are dressed appropriately for work and learning. Clothing worn at school should be clean, neat, and reflect the values of the school, as well as promote health and safety. **Mandatory school wear will be worn Monday through Thursday.** On Fridays is a “free dress” day, and students may wear their choice of clothing following guidelines stated below:

- ❖ Children should wear appropriate footwear
- ❖ Girls top straps should be at least 1” wide, NO strapless/halter/crop tops
- ❖ Shorts and skirts should be longer than the fingertips when arms are hanging at the side
- ❖ Tops, blouses and shirts should cover backs, shoulders, chests and midriffs
- ❖ Clothing, personal items or headgear that shows drug, alcohol, tobacco use and products, foul or offensive language, or violence are not allowed.
- ❖ Clothing should fit appropriately. No oversized pants/shorts
- ❖ Hats are to be removed when indoors

If a child’s appearance disrupts the educational process and distracts from learning, he/she will be sent to the office and will be provided with a loaner school uniform which has to be returned at the end of the school day. If the uniform does not get returned by the end of the school year it will become an obligation at the price at which it was bought.



EMERGENCY CONTACT INFORMATION:

The office must always have current information concerning where parents/guardians can be reached. If any information concerning employment, home address or phone number changes. Please inform the school immediately.

DROP-OFF AND PICK-UP

Parents may drop-off their children in the morning and pick-up children after school at the designated drop-off and pick-up zones in front of the school. Parents may park in visitor parking stalls or along fence line if they have school business to take care of.

Do Not Park in Employee Staff Parking Stalls.

ALL STUDENTS that arrive before 7:45am, **MUST** report to the cafeteria. There is breakfast (Served from 7:00am – 7:30am), a quiet area for homework and Morning Mile that are available to students. There is no supervision before 7:00am so parents are **discouraged** from dropping off their child(ren) before that time. **NO** students are allowed to go to their classrooms during this time. Any student arriving 7:50-8:05 reports to class immediately, where your teacher will record your tardy. After 8:05 am, student must report to the office for a tardy slip. Students are to go home promptly unless they are enrolled in our A+ After-School Program, other school sponsored activities or with teacher’s permission. Loitering on campus is not permitted.

For safety and security, the school campus is closed during breaks and weekends. Only authorized personnel can enter campus during these times. Any unauthorized persons on campus before or after school hours are considered to be trespassing, which is a violation of Chapter 708-813 & 708-814, Hawaii Revised Statutes.

ATTENDANCE POLICY & PROCEDURES

Regular school attendance is essential for school success. An excellent attendance record allows every student to grow academically and socially. We ask that you support your child’s learning and encourage promptness and daily attendance at school. We further ask that you plan vacations and appointments when school is not in session.

Present: A student is considered present if he/she is physically in school, in a scheduled class, or on an authorized school activity **FOR AT LEAST HALF THE SCHOOL DAY. Any student who leaves school before 11:00am will be marked absent.** If a student leaves before 11:00am and returns they will be considered present for the day.

Tardy: Students are considered tardy if they arrive after the **7:50am tardy bell**. Children who are chronically tardy will be referred to the administration for counseling and follow up.

Absences: If your child must be absent, please contact the school by phone and send a note when the student returns to school. The Hawaii Department of Education recognizes the importance that consistent school attendance can have on a child. Any student with 15 or more unexcused/excused absences is considered "Chronically Absent". The school's performance rating will be impacted if there are a high number of chronically absent students. For reporting purposes, there is no distinction made between "excused" or "unexcused" absences. Students are either present or absent.



Excused Absences: To excuse an absence a phone call following absence procedures or a written note should be submitted to the school. A doctor's note is required after 3 or more consecutive days of absence. The school administration has the discretion to determine if the extended absence will be excused or unexcused, especially if the student's academics are adversely affected and/or if attendance is a concern. Parents should meet with the school administration and teacher to discuss educational arrangements .

The State of Hawaii's attendance laws provide for interventions for non-attendance.

1st Notice: **After 5 absences** (excused or unexcused), the teacher will call OR send a note or notate it on the student's calendar/homework log/planner to the parents/guardians advising them of the school's concerns with attendance.

1stnd Written Notice: **After 10 absences** (excused or unexcused) the school will send home Letter A notifying the parents/guardians of concerns with attendance. At this point you may call the school counselor to schedule a concern meeting to discuss the attendance problem and determine what steps should be taken to improve attendance.

2nd Written Notice: **After 15 absences** (excused or unexcused) the school will send home Letter B notifying the parents/guardians of concerns with continuous absences. At this point you may call the school counselor to schedule a concern meeting to further discuss attendance problem. If you are working to enforce your child to go to school, but they choose to continue to "skip or ditch" school we can help you avoid being charged with Educational Neglect under HRS 302A-1135. We may attempt to visit you at home as needed to insure that you know how to report your child for "Truancy" to the Kauai Police Department. Please let your child know that under Hawai'i Revised Statutes (HRS 571-11(2), Family Court can take a child into their custody/jurisdiction for "Truancy".

3rd Written Notice: **After 20 absences** (excused or unexcused) after 1st notice, 1st written notice and 2nd written notices have been sent Letter C will be sent home. This is our third letter to you concerning your child's attendance. The school staff have notified you, or attempted to notify you when your child has been absent. We have also sent other letters concerning problem attendance. Please remember you are responsible to see that your child attends school regularly. At this time, we may refer this case to the Family Court without further notice to you.

If all previous interventions do not result in improved attendance, a petition for Educational neglect is filed with the Family Court for a parent's non-compliance of the Hawai'i Revised Statutes (HRS 571-11(2), compulsory attendance law for their child's absences/tardies/truancies. The school will proceed on a case-by-case basis.

More School Information

School information provided in this section is in alphabetical order

A+ AFTER SCHOOL PROGRAM

The A+ program provides after school supervision for students whose parents are employed, attending school, or involved in a job-training program. For more information, please call the A+ Office at 337-7661.



AFTER SCHOOL CLUBS

If your child wants to be a part of any of our after school clubs, please contact your child's teacher. Please keep in mind each club varies every year. Student permission forms and information about each club will be at the main office. Prior to starting your club your child must have turned in their permission form and be added to the teacher's roster. Please be sure all preparations for your child's transportation are prearranged.



BANK BUS

Learn to save money at a young age! Deposit slips and envelopes are sent home with students prior to Bank Bus days and brought back ready to make a deposit. Gather FCU Staff comes to campus to collect students' deposits once a month (usually on the Second Thursdays of the month at 8 am). Open an account for your child and join in on learning more Financial Literacy. Go to gatherfcu.org or one of the branches to open your child's account or for more information call our Student Services Coordinator.



CAFETERIA DUTY

As we strive to prepare our students for the world of work, students in grades 3rd and 4th grade will be provided an opportunity to be community contributors by providing school service. Each child will be designated a turn working in the cafeteria as a cafeteria helper. Aprons and caps will be provided by cafeteria staff.

4th



COMMON CORE AND STANDARDS BASED CURRICULUM:

The Hawaii Common Core Standards the foundation for Hawaii's public school curriculum, instruction, assessment, professional development, and accountability systems. These standards define common learning expectations, at each grade level for Mathematics and for English Language Arts/Literacy in subjects including history, social studies, science, and technical subjects. Annually, students in grades 3, 4, and 5 participate in the Hawaii State Assessment to measure the extent to which they are meeting proficiency in these standards.



DRUG-FREE SCHOOL

Kekaha Elementary School is a *Drug-Free, Tobacco-Free, electronic cigarette-free and Violence-Free Zone*. All students and adults are expected to comply with our drug-free, tobacco-free, electronic cigarette-free and violence-free policy while on campus. Any student who engages in these prohibited activities shall be subject to disciplinary action under Chapter 19. As adults, let us serve as great role models for our students.





ENROLLING OF NEW STUDENTS

The following information is needed to enroll in any Hawaii public school for the first time:

- Verification of home address (i.e., utility bill, rental or purchase agreement) If living with someone their utility bill with a signed letter from person living with
- Birth certificate or equivalent
- Health Card (Form 14), including an updated immunization record and physical exam completed within one year before school entry
- Tuberculosis clearance (Mantoux (PPD) with “mm” reading or chest X-ray), completed within one year of school entry
- **Kindergarten:** Kindergarten registration is held in the months of April-May. To be eligible for kindergarten for the coming year, students must be 5 years old on or before July 31. Parents should bring all of the above information to register.
- **Students new to the Hawaii DOE:** Students transferring from private or out-of-state schools must present a Release Card and a report card from their previous school, and meet all health requirements.
- **Students transferring from other Hawaii DOE schools:** Transferees from other public schools in Hawaii must present new school with release form from the releasing school and meet all health requirements. The principal or designee will assign the new student to a class.

FIELD TRIP PROCEDURES

Parent/guardian will need to sign **ALL** field trip permission forms and payments need to be turned in prior to excursion day. If a student is absent parents/guardians have 1 additional day to turn in the permission form and money.



On the field trip day all students must:

- ❖ Wear specified Kekaha Elementary School uniform & comfortable covered shoes
- ❖ Children need to bring home lunch, unless otherwise directed
- ❖ Chaperones are selected on a needs basis. Chaperones must remain drug free during the entire field trip. They must also accompany the class for the duration of the field trip
- ❖ It is school policy that bus fare money is non-refundable if the child is unable to attend the field trip

GEOGRAPHIC EXCEPTIONS

Chapter 13 Rules of the Department of Education require all persons of school age to attend the school in the geographic area of their residence. However, public school students may apply for a Geographic Exception (GE) to attend a school other than their home school. GE applications are available at any school, and must be submitted to the home school no later than March 1 of the current school year.



HEALTH ROOM SERVICES

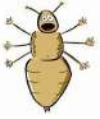
The health room is available to students from 7:45 a.m. to 2:05 p.m. when school is in session. It is monitored by a health aide who works under the supervision of a Public Health Nurse. The health room is equipped only to provide basic first aid services. The health aide administers first aid in the case of illness or injury, provides a comforting and nurturing setting, and provides students with basic health information. According to Hawaii Revised Statutes (HRS 321-322), the health aide may assist students by administering oral, topical, and emergency medication provided that pre-approval from the Department of Health has been authorized by a physician. Medications cannot be dispensed by the Health Aide or stored in the health room without approval. Classroom teachers may not administer medication to students. If a child is sent to the health room, the health aide will contact the parent by memo or telephone for serious injuries and/or contagious illnesses. As a reminder, students released from school for health reasons may only be picked up by parents or authorized persons.



Parents are asked to notify the health aide if a child has a health concern (ex. Food allergies, Insect bites). There is a designation on the Emergency Card, however a call will alert our health aide especially if an epipen or other emergency procedures are required. Upon request, the Public Health Nurse will develop an Emergency Action Plan that will be shared with appropriate school personnel.

HEAD LICE "UKUS"

Head lice or pediculosis has been identified in schools, not only in Hawaii, but throughout the country. The health aide conducts in-school screening as necessary. However, in order to keep this potential problem under control, the Department of Health and the Department of Education request that parents regularly check their child(ren) so that early treatment can be made. Parents should check the hair, especially at the nape of the neck and around the ears for a pearly, teardrop-shaped egg attached to the hair shaft. The live louse is difficult to detect and may not be seen. An initial signal to parents that a louse infestation may be present is intense itching of the head. Parents suspecting louse infestation should call their physician or ask the pharmacist for appropriate treatment. A call to the school health aide would be appreciated so that contacts can be screened and referred for appropriate care.



HOMEWORK POLICY

The purpose of homework is to extend, supplement and strengthen the students' learning experiences. Homework fosters responsibility, independence, and initiative. If you are requesting home work from your child's teacher, you may pick up the homework at the office after 2:05pm on the day of your request. Also, more notice for homework requests due to planned vacations will be needed so that teachers have time to prepare materials.



KEIKI TO CAREER (keikitocareer.org)

One of Keiki to Career's initiatives is Kekaha Elementary School's Early Literacy Project. They support literacy activities at the school including the first Friday Community Reading Buddies, Literacy Nights, Keiki Steps, Keiki Steps to Kindergarten, Summer Reading Book Bags and more. Visit their website for more information.



LOST & FOUND

Parents are advised to label all articles belonging to their children with their name. A lost and found cart is located outside the office during school hours. All found library books and textbooks are to be turned into the library.

PARENT COMMUNITY NETWORKING CENTER (PCNC)

The Kekaha School PCNC is a community education project of the State of Hawaii Department of Education. The PCNC facilitator works closely with the school and community, assessing needs, planning activities, recruiting participants and volunteers, coordinating programs and resources, and facilitating and strengthening support networks among parents, teachers, students, and school staff.

Parents are encouraged to participate in a wide variety of student and school activities. At the beginning of the school year, you will receive a survey in which you can indicate the types of activities that you would like to be involved in. We value the knowledge, experience, and skills that you bring to the Kekaha School community, and welcome you as a partner in your child's education. We invite you to volunteer at school sometime during the school year, participate in school events and classroom activities, and maintain open communication with us. Please be sure to return the survey, and join us! Anyone who would like to help with any school-wide event, **please contact our PCNC Facilitator at 337-7655 ext. 140.**



PARENT TEACHER STUDENT ASSOCIATION

The Kekaha Elementary School PTA is a Non-Profit 501(c)(3) Association and registered with the National PTSA Organization. Our mission is to help all students reach their full potential, improve self-esteem and pride through family-school partnerships. "Every Child, Once Voice". Our PTA supports and advocates for our Kekaha Elementary keiki and sponsors activities like: Fundraisers, School Dances, Contests, a Craft Fair, Bank Bus program, Sweetheart Luncheon Shave Ice, Ice Cream Sundae Bar, End of Year Water Day activities, and more. We ask that you join us in being a voice, sharing your talents and helping to do what's best for our Kekaha keiki!



PARENT-TEACHER and STUDENT LED CONFERENCES

- Parent-Teacher conferences are held at the beginning of the 2nd quarter. These conferences provide parents with the opportunity to meet individually with the classroom teacher to discuss student progress. Additional conferences are encouraged whenever a parent or teacher feels it will benefit the students.
- Student Led parent conferences are held at the beginning of the 4th quarter. During these conferences, the students themselves share their work and explain how well they are doing in their studies.



PRIMARY SCHOOL ADJUSTMENT PROJECT (PSAP)

PSAP is a statewide research driven project in grades K-3. The purpose of the project is to provide early intervention/prevention support services to students exhibiting adjustment difficulties. Students may benefit from the firm, nurturing support of an adult “friend” who can help them to acquire appropriate social skills, gain good health and hygiene practices, build positive self-esteem, and develop effective work habits.



RESPONSE TO INTERVENTION (RtI)

RtI includes high-quality, scientifically based classroom instruction, ongoing student assessment, tiered instruction (differentiated instruction to meet the needs of all students), and parent involvement. Students may have additional academic and/or behavioral interventions happening in their general classroom or in a pull-out setting.

SCHOOL AND HOME COMMUNICATION

Every quarter we publish a parent newsletter filled with current information and news. At the beginning of the school year, you will receive a form in which you can indicate the way that you would like to receive monthly newsletter. Be sure to watch for announcements of special events such as the Sweetheart Luncheon, Gotcha Night, STEM night and more. You may view the newsletter online at <https://www.kekahaschool.k12.hi.us>. Also, stay connected with Class Dojo, Daily Planner, and Kekaha School’s Twitter, Facebook and Instagram.



SCHOOL CLOSURE

In the event our school must be evacuated or closed for safety reasons, our primary evacuation site is the Kekaha County Park. It is vitally important that parents keep emergency contact information updated. In the event of an emergency that requires a school closure, students will only be released to parents and individuals listed on the emergency card.



SCHOOL SAFETY

At Kekaha Elementary School, we are committed to creating a school climate that is a safe and secure sanctuary for learning. It is required that all visitors check in at the front office and wear a visitor’s pass while on campus. We also encourage everyone that comes on campus to use the Crosswalks during morning drop-off of students and afternoon pick-ups, this is a safety precaution for everyone. The school faculty and staff are proactive in school safety and crisis preparedness. We are also vigilant in on-going assessment of school safety policies and procedures. Safety meetings are held regularly, and we participate in periodic asbestos, fire, and facility inspections. School safety procedures are communicated to students and parents and practiced on a monthly basis.

SPECIAL EDUCATION

Special education services are provided for qualified students. If your child received Special Education services at his/her previous school, or if you feel your child may need Special Education, please contact the Student Services Coordinator, Counselor, or your child's Teacher.

STUDENT DISENROLLMENT

Parents are asked to contact the office at least 3 days in advance when a child is being transferred to another school. This will give the office staff and teachers sufficient time to prepare release forms and records for the new school your child will be attending. The release card will be given to the student or parent on the last day of the child's attendance at Kekaha Elementary School.



STUDENT LEADERSHIP ORGANIZATIONS AND ACTIVITIES

- **Junior Police Officer (JPO)**

The Purpose of the JPO program is to assist and monitor the safety of students and pedestrians in crossing roadways at Kekaha Elementary School when they are entering school in the morning and leaving after dismissal from school. In addition, JPO's help monitor student's safety during morning recess for grades K-2. Junior police officers are held at the highest expectations to be respectful, proper, liable and attentive. This program will be offered to all 5th grade students. If you would like more information or want to join the team, please contact our SSC at (808) 337-7655 ext. 107

- **Morning Announcers**

Morning announcers consists of students in the 3rd, 4th & 5th grade. Students interested in becoming a morning announcer will be given the chance to audition for the role. They will do pre-recorded videos about up-coming student events, daily breakfast and lunch menu, important dates to remember, and a lot more! If your child wants to be a morning announcer, please contact their teacher.



- **Morning Meeting Song Leaders**

Students lead the Star Spangled Banner, School Alma Mater and Hawai'i Pono I songs at our daily morning meeting.



- **Student Ambassador Program**

The purpose of this program is to show Aloha to new students coming to Kekaha School. There will be two Ambassadors per grade level who are recommended by teachers & staff with each term of service per semester. Student Ambassadors roles are:

- Introduce yourself as well as greet new student to their class.
- Get some information from the new student and introduce them to the class.
- Take new student on a tour of the campus



- **Student Council**

The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, they are the voice of the student body. To be a part of the student council you will need to run for your position and be voted in by your peers. If your child is interested, please contact our office at (808) 337-7655.



STUDENT MESSAGES

Parents please make arrangements with your children prior to sending them to school. Use of school telephones by students is discouraged. Please make plans with your child before leaving home in the morning to minimize usage of the school telephones. Unless it is an emergency, all calls made to the school office during class time will **NOT** be forwarded to your child(s) classroom since it interrupts valuable class time.

STUDENT OBLIGATIONS

Students who are responsible for loss or damage of uniforms, tech equipment, supplies, including Library books and assigned computers shall provide restitution to the school. Any student may be charged the cost of the item. Monetary payments may be made by cash or check. However, check writers should be aware that there is a \$25.00 charge for dishonored checks (Hawaii Revised Statutes, Ch 40-35.5).

STUDENT RELEASE DURING SCHOOL HOURS

For the safety and protection of all students, a parent or guardian must report to the office to sign the child out and receive a school pass. The pass is then shown to the child's teacher before the student is released from class. If the student will be out for more than one day, a written request should be submitted to the office by the parent or guardian. A school pass will then be issued. The student **will not** be called to the office until parent/designee arrives to pick up the child.

VISITORS ON CAMPUS

We welcome visitors and volunteers, but ask that all parents make advanced arrangements with your child's teacher, sign in at the office and wear the appropriate clothing (according to School Dress Code), and use an appropriate visitor's badge while on campus. Please be aware, however, that student visitors from other schools must have prior written approval and be under the direct supervision of an adult staff member.

WELLNESS POLICY (LOCAL SCHOOL POLICY)

Kekaha Elementary School's Wellness Committee encourages students and families to support wellness at school and at home. Health education, Nutrition promotion, Physical Education (PE), and Physical Activities provide the foundation that is necessary for our Total Well-Being (prepare students to make lifelong healthy decisions, practice healthy behaviors, gain skills and confidence to be physically active for a lifetime, build healthy bodies, reduce the risk of developing chronic diseases, reduce stress and anxiety, improve student achievement/grades/test scores). Wellness at our school: Morning Mile, Fresh Fruits Program, Free Breakfast/Lunch, Healthy Snack Time, at least 20 minutes of Outdoor Recess, PE/Health Education, Guidance Lessons, 20 minutes of Lunch, Flask/Bottle Filling Drinking Fountains, Bicycle Safety, Safe Routes to School (Coming Soon!) and more. Please check our website or contact Principal Marilyn Asahi for information on our Wellness Program and Guidelines.



POSITIVE BEHAVIORAL SUPPORT (PBIS)

At Kekaha Elementary School, we believe all students are entitled to be in a safe, secure, and supportive environment that provides meaningful experiences and opportunities to help them learn to be respectful, responsible, and safe students. A student usually misbehaves because he/she has forgotten the rules, does not know the rule or has poor judgment in dealing with a specific situation.

Parents along with teachers and students will be helped to accept natural and logical consequences of behavior and to learn to make more appropriate decisions. To achieve this, we identified school-wide expectations and are implementing a consistent system of rewards and consequences. Our behavior policy follows state and local laws, DOE policies, Chapter 19 provisions, and school rules to promote and maintain appropriate student behaviors that are beneficial to the educational process and self-development of students. Kekaha Elementary School has established School Behavior Expectations as a means to promote a positive learning environment for all students. Simply stated, our “Three B’s” are: Be Responsible, Be Respectful and Be Safe!

Because self-discipline plays a major role in students becoming productive citizens, student expectations are visible and clearly defined. The “Three B’s” are discussed and reinforced by school staff from the beginning of the school year. Teachers share and model these expectations with their students in all daily activities and lessons. Classroom posters define acceptable behaviors in the classroom, playground, cafeteria, restroom, and other settings. Students who are “caught” demonstrating the Three B’s receive “Gotcha” tickets that can be used to “purchase” supplies and toys at our “Gotcha” store.

Policy E-3: Nā Hopena A’o (HĀ)








Nā Hopena A’o (“HĀ”) is a framework of outcomes that reflects the Department of Education’s core values and beliefs in action throughout the public educational system of Hawaii. The Department of Education works together as a system that includes everyone in the broader community to develop the competencies that strengthen a sense of belonging, responsibility, excellence, aloha, total-well-being and Hawaii (“BREATH”) in ourselves, students and others. With a foundation in Hawaiian values, language, culture and history, HĀ reflects the uniqueness of Hawaii and is meaningful in all places of learning. HĀ supports a holistic learning process with universal appeal and application to guide learners and leaders in the entire school community.

Here at Kekaha Elementary School, we expect students, faculty and staff to model these behaviors in everyday practice. We also take some time throughout the year to honor those who exemplify these core values and beliefs.



Kekaha Elementary School Behavior Expectations

Positive Behavioral Interventions & Supports (PBIS)

Kekaha Pueo will be...	<u>Responsible</u> <i>Kuleana</i>	<u>Respectful</u> <i>Ho`ihi</i>	<u>Safe</u> <i>Akahahe</i>
In the Classroom  I Ka Lumi	I will... <ul style="list-style-type: none"> ★ Bring my supplies to school everyday ★ Turn in my work on time ★ Keep my desk neat and organized ★ Take care of my supplies including my Chromebook ★ Have a positive attitude about learning new things 	I will... <ul style="list-style-type: none"> ★ Listen and look when someone is speaking ★ Raise a quiet hand if I have something to say ★ Use voice level assigned ★ Use kind words with others ★ Take off my hat or hoodie ★ Encourage my friends to try their best 	I will... <ul style="list-style-type: none"> ★ Use my walking feet ★ Push in my chair ★ Maintain a clean classroom ★ Keep my hands and body to self ★ Sign out when going to bathroom or other classes, Sign in when returning ★ Respond quickly to evacuation procedures. ★ Recognize, report and refuse bullying
In the Bathroom  I Ka Lumi Ho`opau Piliikia	I will... <ul style="list-style-type: none"> ★ Leave all classroom supplies in class ★ Sign out to use the bathroom ★ Do my business and return to class quickly ★ Clean up after myself ★ Let an adult know if someone is not following the rules 	I will... <ul style="list-style-type: none"> ★ Use my indoor voice (Level 0-1) ★ Respect others privacy by not looking under stalls ★ Wait my turn ★ Use only what I need by not wasting paper towels or toilet paper, Flush Toilet ★ Use kind words with others 	I will... <ul style="list-style-type: none"> ★ Use my walking feet ★ Keep my hands and body to self ★ Wipe water that I splash on the floor ★ Wash hands ★ Leave the lights on ★ Go to and from bathroom safely and quickly ★ Recognize, report and refuse bullying
On the Playground  I Ke Kahua Pa`ani	I will... <ul style="list-style-type: none"> ★ Throw away all my trash ★ Stay out of the hallways unless I am drinking water ★ Line up quickly when the bell rings ★ Quickly let my friends know when they are not being safe 	I will... <ul style="list-style-type: none"> ★ Follow directions of staff ★ Follow rules for games ★ Wait my turn ★ Share all playground equipment ★ Return equipment ★ Use kind words 	I will... <ul style="list-style-type: none"> ★ Stay in my designated area ★ Keep hands and body to self ★ Use equipment properly ★ Run around on the grass only ★ Recognize, report and refuse bullying
In the Library  I Ka Lumi Puke	I will... <ul style="list-style-type: none"> ★ Use my time wisely when looking for my book ★ Carry my book nicely back to class ★ Take care of the book I get to take home ★ Bring my book back when its due ★ Clean up my area when it is time to leave 	I will... <ul style="list-style-type: none"> ★ Listen when my teacher is talking ★ Use my quiet voice (Level 0-2) ★ Be polite by saying please and thank you ★ Put the books back neatly where I found them ★ Use kind words 	I will... <ul style="list-style-type: none"> ★ Use my walking feet ★ Wait patiently in line to borrow books ★ Keep hands and body to self ★ Sit nicely at tables or on chairs when reading or doing work ★ Recognize, report and refuse bullying
In the Cafeteria  I Ka Lumi`ai Pono	I will... <ul style="list-style-type: none"> ★ Wait patiently in line for my food ★ Sit at my designated table ★ Eat nicely by not playing with my food ★ Clean up after myself when I am done eating (table and floor) ★ Raise my hand to get out of seat ★ Throw my plate away in the correct trash bins 	I will... <ul style="list-style-type: none"> ★ Say please and thank you for my lunch ★ Follow directions from lunch supervisors quickly ★ Use my indoor voice (Level 0-2) ★ Use kind words ★ Be aware of others' personal space when eating 	I will... <ul style="list-style-type: none"> ★ Walk nicely at all times ★ Use my utensils properly ★ Keeps my hands and body to self ★ Eat my own food only ★ Sit nicely until my table is excused ★ Recognize, Report, and Refuse bullying
Walkways/ Hallways/  I Ke Alahele	I will... <ul style="list-style-type: none"> ★ Wait my turn to drink water ★ Return to class in a timely manner ★ Let an adult know if someone is not following the rules 	I will... <ul style="list-style-type: none"> ★ Use my quiet voice (Level 0-1), wave or smile silently. ★ Use kind words ★ Leave others' belongings alone 	I will... <ul style="list-style-type: none"> ★ Use my walking feet ★ Keep my hands and body to self ★ Face forward and watch where you are walking ★ Stay on sidewalk ★ Recognize, Report, and Refuse bullying
Bus  I Ke Ka'a`Ohua	I will... <ul style="list-style-type: none"> ★ Follow all of my bus driver's rules ★ Present my bus pass at all times ★ Keep my area clean 	I will... <ul style="list-style-type: none"> ★ Use my voice to speak to my neighbor (Level 0-2) ★ Use kind words ★ Say thank you to my bus driver for bringing me home safely 	I will... <ul style="list-style-type: none"> ★ Keep all body parts in my seat ★ Stay in my seat ★ Recognize, Report, and Refuse bullying

Hawaii Board of Education Student Code of Conduct

All students are expected to:

- ✓ Attend school and all classes regularly.
- ✓ Be on time to school and classes.
- ✓ Be prepared for and participate in each class to meet performance standards, have the necessary class materials, complete class work and homework accurately and on time, and prepare for quizzes and tests.
- ✓ Be honest, behave with dignity, and treat others with respect and courtesy. This includes the use of appropriate language, actions, and attire. Students are expected not to harass others verbally or physically.
- ✓ Come to school free from the influence of tobacco, alcohol, or drugs.
- ✓ Comply with all school rules and obey all laws. Students are expected to respond in a respectful manner to all adults while in school and at all school activities. All students should treat all property belonging to the school or others with care.
- ✓ Contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

The following items are **NOT** permitted on campus during the school day or at school events or activities unless students are given explicit consent by school personnel:

IPADS/IPHONES, laser pointers, or any electronic devices; weapon (i.e., knives, guns, including toy guns); matches, lighters, fireworks; cards and other items used to trade, gamble, or sell; chewing gum or candy on a stick; roller sneakers (healies), skateboards, or scooters; cellular phones or pagers; gang-related symbols/items; materials or items with sexual content; tobacco products; electronic cigarettes drug-related items; and toys that can cause harm to another.

This list may be amended as needed.

General School Rules

- A. Items NOT allowed in School include, but not limited to:
 1. Electronic devices including cell phones, handheld electronic games, iPods etc,
 2. Toys of any kind (anything brought from home),
 3. Skateboards, Heelies, bicycles and skates.
- B. Arriving to and Leaving School:
 1. Students should use walkways leading to and from school.
 2. Students leaving campus during school hours must be issued a student's pass from the main office. Failure to comply may result in your child being cited by Kauai police department for truancy.
 3. Students must be in their classrooms by 7:55 am on school days
 4. Students are to go home immediately after school and not loiter on campus
 5. Walking instead of running; running is the topmost cause of injuries in schools
- C. Traffic Safety:
 1. Walk on walkways and NOT in the street or through the parking areas
 2. Cross streets at intersections and in crosswalks only.
 3. Obey the Junior Police Officers (JPOs) on duty
 4. Refuse rides with strangers
- D. Bicycle Safety:
 1. NOT ride bicycles on campus at any time (Before, during, after school) Bicycle riding on school grounds is prohibited
 2. Bicycles should be parked in designated bike area
- E. Classrooms:
 1. Classroom rules should be followed at all times
 2. Computers, table, chairs and other supplies and equipment are to be used properly
 3. Gum chewing is not allowed
 4. Writing on walls, desks, chairs etc. is not allowed
- F. Bathrooms:
 1. Toilets and urinals are to be used properly
 2. Loitering in or near lavatories are not allowed
 3. Disposing of toilet paper and paper towels properly to avoid clogging
- G. Cafeteria:
 1. Orderly behavior is to be displayed. Avoid playing, running, kicking, cutting in line, breaking utensils and throwing food.
 2. Reasonable sound level is enforced- no yelling, excessive loud talking, singing
 3. Proper table manners are encouraged
 4. Students should clean up in an orderly manner
 5. Students should listen to the adult supervisors at all times

This list may be amended as needed

CONSEQUENCES & DISCIPLINE

Basic discipline will be administered in each classroom by the teachers. Proper behavior as well as principles of natural consequences are best within the natural environment of the student. However, when a student consistently violates School Behavior Expectations and shows willful disregard for their importance, the student will be sent to the office. Parents may be called to help resolve the problem. Consequences may involve **loss of recess privileges, cleaning up defaced areas, detention time-out from class to focus on more appropriate behavior** or referral to a school counselor. When such measures fail and the problem persists, other consequences such as suspension from classes may result. **Whenever possible, in-school suspension will be enforced.** This will allow the student to work on class assignments under supervision without the privilege of recess and other class activities. In instances where the student is a clear threat to other students, the child will be suspended (crisis) and immediately sent home. The school and home must share the responsibility of developing a more appropriate alternative program for the student. Before any suspension is put into effect, parents will be notified immediately by phone.

CHAPTER 19

The Department of Education and Kekaha Elementary School are committed to providing students with optimal learning conditions. However, when a student's behavior violates established rules or when a student willfully disobeys directives from school personnel, the school will take appropriate action in accordance with Chapter 19 Rules. Chapter 19 is the short name for the section of our state law that defines student misconduct. It contains information on student misconducts, school search and seizures, reporting offenses, police interviews and arrests, and restitution for vandalism.

Chapter 19 offenses include:

Class A offenses (prohibited by State Law): assault, burglary, dangerous weapons/substances, drug paraphernalia, extortion, murder, property damage, robbery, sexual offenses, terroristic threatening.

Class B offenses (prohibited by State Law): disorderly conduct, false alarm, gambling, harassment (including bullying), theft, trespassing.

Class C offenses (prohibited by DOE Rules and Regulations): cutting class, insubordination, leaving campus without consent, tobacco use, truancy, laser pens.

Class D offenses (prohibited by Kekaha Elementary rules and regulations): all local school rules, including school wear violations, possession of contraband, inappropriate language/gestures/teasing, lying/cheating, abuse of facilities/materials; tardies; wheels on campus; disruption/horseplay; dress code; personal safety.

Disciplinary action for students in grades K-5 include reprimand and warning, time out, parent conference, detention, loss of privileges, confiscation of contraband, restitution/apology, suspension, referral to an alternative education program, exclusion from school for up to one year, transfer to another school or dismissal from school. Police may be called for Class A or B offenses. **Class A, B, C, or D disciplinary action can be continued or carried over to a new school year if a student commits a serious violation within the last 20 days of the previous school year.**

All students are given a copy of Chapter 19 to bring home to their parents at the beginning of the school year. School rules and expectations are discussed at the beginning of the school year in class meetings.

Police officers may interview students at school for school related and non-school related offenses. Whenever possible and appropriate, parents will be notified and/or permission will be obtained for such interviews. Police officers are allowed to visit a school to interview students who are suspected victims of child abuse and neglect. Notification and consent from parent is not necessary if the nature of the interview involves harm to the child.

STUDENT PROGRESS REPORT

Student progress is reported to parents quarterly by way of the standards-based report cards. At the end of the first, second, third quarters, students will bring home a “progress” report that provides a “check-up” on how well your child is progressing toward meeting the standards. At the end of the second and fourth quarters, your child will bring home a “status” report that provides a summary of your child’s achievement of the standards for each semester. Instead of the traditional A, B, C, D, and F grades, the status reports use the following marks:

ME: Meets with Excellence - recognizes excellent work

MP: Meets Proficiency - your child is meeting standards

DP: Developing Proficiency – more time and opportunity to learn is needed

WB: Well Below Proficiency - Instruction should be adjusted with tutoring services and interventions

NA – Not applicable at this time

GENERAL LEARNER OUTCOMES (GLO's)

General Learner Outcomes are the essential overarching goals for all grade levels, from elementary school, through middle to high, and all of the academic disciplines. Every content standard and every benchmark and grade level performance indicator should support the learner’s progress towards these outcomes because they enable learners to lead full and productive lives.

- **Self-Directed Learner**

The ability to be responsible for ones own learning

Individuals must be able to set priorities and establishes achievable goals and personal plans for learning. Plans and manages time and resources to achieve goals. Able to monitor progress and evaluate learning experiences

- **Community Contributors**

The understanding that it is essential for human beings to work together

Individuals must be able to respect people’s feelings, ideas, abilities, and cultural diversity. Cooperates with and helps and encourages others in group situations. Generates new and creative ideas and approaches to developing solutions. Evaluates the effectiveness and ethical considerations to a solution and make adjustments as needed.

- **Complex Thinker**

The ability to demonstrate critical thinking and problem solving strategies

Individuals must be able to apply prior learning experiences to new situations. Considers multiple perspectives in analyzing and solving a variety of problems. Generates new and creative ideas and approaches to developing solutions. Evaluates the effectiveness and ethical considerations to a solution and make adjustments as needed.

- **Quality Producers**

The ability to recognize and produce quality performance and quality products

Individuals must be able to recognize and understand what quality performances and products are. Understands and sets criteria to meet or exceed Hawaii Content and Performance Standards. Produces evidence that meets or exceeds Hawaii Content and Performance Standards.

- **Effective Communicator**

The ability to communicate effectively

Individuals must be able to listen to, interpret, and use information effectively. Communicates effectively and clearly through speaking, using appropriate forms, conventions, and styles to convey ideas and information for a variety of audiences and purposes. Read with understanding various types of written materials and literature and uses information for a variety of purposes. Communicates effectively and clearly through writing, using appropriate forms, conventions, and styles to convey ideas and information for a variety of audiences and purposes. Observes and makes sense of visual information.

- **Effective and Ethical User of Technology**

The ability to use a variety of technologies effectively and ethically

Individuals must be able to use a variety of technologies in producing an idea or product. Uses a variety of technologies to access and manage information and to generate new information. Uses appropriate technologies for communication, collaboration, research, creativity and problem solving.

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In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (eg. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at : http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
- (2) Fax: (202) 690-7422; or
- (3) Email: program.intake@usda.gov

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This institution is an equal opportunity provider.

TRACKING MY GROWTH

STAR Early Literacy

MY GOAL:

Q1	Q2	Q3	Q4
----	----	----	----

900				
800				
700				
600				
500				
400				
300				
	Q1	Q2	Q3	Q4

My Reading Levels Chart

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Q				
P				
O				
N				
M				
L				
K				
J				
I				
H				
G				
F				
E				
D				
C				
B				
A				

Levels

- 95-100% Accuracy = Independent
- ◐ 90-94% Accuracy = Instructional
- 90% and Below = Not Yet
- ★ MY GOAL

Kindergarten Goals:
 Qtr. 2: Instructional Level B
 Qtr. 3: Instructional Level C
 Qtr. 4: Instructional Level D

Grade 1 Goals:
 Qtr. 1: Instructional Level E
 Qtr. 2: Instructional Level G
 Qtr. 3: Instructional Level H
 Qtr. 4: Instructional Level J

Grade 2 Goals:
 Qtr. 1: Instructional Level J
 Qtr. 2: Instructional Level K
 Qtr. 3: Instructional Level L
 Qtr. 4: Instructional Level M

End of Grade 3: Instructional P
 End of Grade 4: Instructional S
 End of Grade 5: Instructional V

***Grade 3-5 Goals: Use Lexile Levels

STAR Reading

MY GOAL:

1400										
1300										
1200										
1100										
1000										
900										
800										
700										
600										
500										
400										
300										
200										
100										
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May

ACHIEVE3000 Lexile Tracking

College and Career Readiness				
Not On Track			On Track	
Grade	Falls Far Below	Approaches	Meets	Exceeds
1	BR111L and Below	BR110L – 185L	190L – 530L	535L and Above
2	150L and Below	155L – 415L	420L – 650L	655L and Above
3	265L and Below	270L – 515L	520L – 820L	825L and Above
4	385L and Below	390L – 735L	740L – 940L	945L and Above
5	500L and Below	505L – 825L	830L – 1010L	1015L and Above
6	555L and Below	560L – 920L	925L – 1070L	1075L and Above
7	625L and Below	630L – 965L	970L – 1120L	1125L and Above
8	660L and Below	665L – 1005L	1010L – 1185L	1190L and Above
9	775L and Below	780L – 1045L	1050L – 1260L	1265L and Above
10	830L and Below	835L – 1075L	1080L – 1335L	1340L and Above
11/12	950L and Below	955L – 1180L	1185L – 1385L	1390L and Above

MY GOALS:

	Q1	Q2	Q3	Q4						
1100L+										
1050L										
1000L										
950L										
900L										
850L										
800L										
750L										
700L										
650L										
600L										
550L										
500L										
450L										
400L										
350L										
300L										
250L										
200L										
150L										
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May

Writing

Good Reader Strategies Grades K-2

When I Want to Read a Hard Word

Crispy pointing: The dog ran to th Read and point to each word.	Look at the pictures: The fish swam in the water. Look first at the picture and then at the word.	Get your mouth ready: Say the beginning sound. Say the beginning sound.
Try both long and short vowel sounds: Look at the...	Does it make sense? The bird flew. The bird flew. What word would make sense and sound right?	Skip it and read on: The w-o-r-d is like a rubberband. Start at the beginning of the word and read the number of words better together.
Look at the ending: ending: -ing, -ed, -ing, -ing, -ing.	Look for 'chunks' in the word: -tion, -sion, -sion, -sion, -sion.	Self-Correct: Go back and fix mistakes because it's better to fix it now than later.
Look at the beginning: The w-o-r-d is like a rubberband.	Try That Again: TTA Stop! Something is not right.	

Comprehension Strategies Grades 3-5

VISUALIZE Good readers create mental images and sensory images as they read. Good readers become emotionally involved with what they read.	Use BACKGROUND KNOWLEDGE Good readers use what they already know to help them make connections to what they are reading. Text to Self: connecting the story to your own experiences. Text to Text: connecting the story to another book. Text to World: connecting the story to the real world.	Make INFERENCES Good readers use their background knowledge and the text to make predictions, answer questions, and draw conclusions. Background Knowledge, Text, Understanding
Ask QUESTIONS Good readers are constantly asking questions before, during, and after reading to help them understand what they are reading. How...? What...?	Determine IMPORTANCE Good readers find the main ideas and themes as they are reading. Main idea, theme, purpose.	Synthesize INFORMATION Good readers keep track of their thoughts as they read. Good readers put their thoughts together to get an overall meaning of what they have read.

When I want to write a hard word I can

SAY it S-L-O-W-L-Y and LISTEN to the sounds I hear. SAY it S-L-O-W-L-Y and WRITE the sounds I hear.	THINK of OTHER WORDS that sound like the one. look look
TRY it out Try it by trying to see how it looks.	LOOK for it around the room. Write it the BEST I can and GO ON with my message.
FIND it in a BOOK I have read.	ASK someone FIND it in a MESSAGE I have written.

TRACKING MY MATH GROWTH

STAR Math

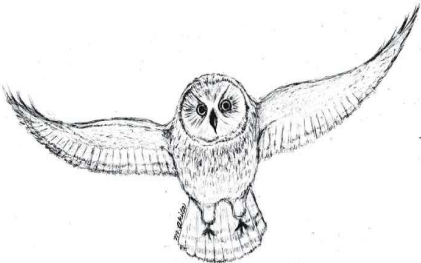
MATH TALK

How do you know? Prove it.	Are there other ways that we can show?
I agree with... because...	I disagree because... This makes me think...
Why did you...?	Could you have...?
How can that be...?	How did you...? What if...?

MY GOAL:

1400										
1300										
1200										
1100										
1000										
900										
800										
700										
600										
500										
400										
300										
200										
100										
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May

Kekaha Elementary School Student Handbook Responsibility
Form



By signing below indicates you and your child acknowledge and understand the rules and regulations of the Department of Education as well as policy and procedures at Kekaha Elementary. A copy of the student handbook is located in the student planner.

If you have any questions, please feel free to contact your child’s teacher or call the front office at (808) 337-7655.

Print Student Name: _____

Student Signature: _____

Date: _____

Print Parent/Guardian Name: _____

Parent Signature: _____

Date: _____

Kekaha Elementary School
Family/ Student/ School Compact – School Year 2019–2020
"It takes a whole village to educate a child."

STUDENT'S COMMITMENT

I will:

- Be responsible for my own learning
 - Attend school with a positive attitude about learning
 - Set priorities to work toward goals
 - Be an ethical user of technology
 - Take responsibility for my personal action/inaction
- Be a community contributor
 - Work cooperatively toward group goals
 - Behave in a respectful manner that protects the rights of every individual
- Be a critical thinker and problem-solver
 - Use learning experiences to develop different strategies to solve problems
- Recognize and produce quality performance and quality products
- Communicate effectively with others

Student's Signature

PARENT/ GUARDIAN COMMITMENT

I/ We will:

- Make sure that our child is at school and on time everyday
- Communicate regularly with my child's teacher
- Attend conferences/meetings for my child and participate in decisions related to the education of my child
- Encourage and be aware of my child's learning (ex: sign tests, progress reports, important documents, communication journals, and return them to school promptly)
- Check our child's homework to ensure completion prior to signing homework folder or planner daily
- Read to our child every night or see that he/she reads for at least 20 minutes each night
- Support our child's school and its teachers
- Set aside a time for homework and provide positive use of extra-curricular time
- Be responsible for the behavior and actions of our child (model ethical use of technology and monitor child's use of tech)
- Be a lifelong learner and teacher

Parent's Signature

TEACHER'S COMMITMENT

I will:

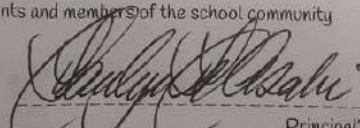
- Provide high quality curriculum and instruction
- Provide a supportive and effective learning environment that enables students to meet the state standards
- Promote student learning toward meeting the Common Core State Standards and the GLO's.
- Ensure regular two-way meaningful communication with family members (Ex: return calls, phone messages, or email messages after school hours)
- Be available to clarify assignments when necessary
- Encourage students and parents by providing frequent reports/information about student progress
- Provide a safe and positive environment for learning

Teacher's Signature




PRINCIPAL'S COMMITMENT

I will:


- Provide a supportive environment that allows for communications between student, parent, and teacher
- Ensure that teachers have high quality curriculum that meets the needs of all students
- Provide a plan for Schoolwide Parent-teacher conferences
- Ensure that parents have reasonable access to staff with opportunities to volunteer/observe
- Provide leadership in school and instructional improvement
- Promote a positive climate for learning and an atmosphere of caring and respect for all students and members of the school community
- Maintain high standards of professionalism
- Manage a full scope of school administrative responsibilities


Principal's Signature

August 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 MEET YOUR TEACHER, DROP OFF SUPPLIES and HEAR ABOUT YOUR NEW SCHOOL YEAR! 3-6 pm & Gather BANK BUS Enrollment Day! 
5 West Complex PC Day- NO SCHOOL for students	6 FIRST DAY OF SCHOOL FOR STUDENTS (Gr. 1-5) -Morning Mile (7:10 am)	7	8	9 Welcome Back Assembly
12	13	14	15	16 NO SCHOOL Statehood Day 
19	20	21	22	23
26	27	28 Tsunami Evacuation Drill @ 8:15am	29 Fire Drill @ 9:20am	30

September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 Holiday  Labor Day	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26 Lockdown/Fire Drill @ 9:20	27
30				

October 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Nat'l Bullying Prevention Month</p> 	1	2	3	4 End of Qtr. 1
7 FALL BREAK	8 FALL BREAK	9 FALL BREAK	10 FALL BREAK	11 FALL BREAK
14 Begin QTR. 2	15	16	17	18
21	22	23	24 Shelter-in-Place/Fire Drill @ 9:20	25
28	29	30	31	

November 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11 Veteran's Holiday NO SCHOOL! THANK YOU VETERANS	12	13	14	15
18	19	20	21 Earthquake/Fire Drill @9:20	22
25	26	27 2nd Site Evacuation Safety Committee Meeting @ 9 am	28 Thanksgiving Holiday NO SCHOOL	29 School Holiday Thanksgiving Holiday NO SCHOOL

December 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 2nd QTR/1st Semester Ends
23 Winter Break	24 Winter Break	25 26 Winter Break Christmas	27 Winter Break	27 Winter Break
30	31 New Year's Eve			


January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Winter Break New Year's Day	2 Winter Break	3 Winter Break
6 Teacher Work Day NO SCHOOL for Students	7 Start of Q3/Sem 2	8	9	10
13 West Complex P/C Day- NO SCHOOL for students	14	15	16	17
20 HOLIDAY Martin Luther King Jr. Day 	21	22	23	24
27	28	29	30	31

February 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13 Teacher Institute Day NO SCHOOL for students	14 Valentine's Day
17 President's Day Holiday NO SCHOOL 	18	19	20	21
24	25	26	27	28

March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17 St. Patrick's Day	18	19 Fire Drill/Shelter-in-Place @ 9:20	20 End of 3rdQ
23 Spring Break	24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break
30	31 Prince Kuhio Holiday NO SCHOOL 			

April 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10 HOLIDAY GOOD FRIDAY NO SCHOOL! HAPPY EASTER
13.	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Teacher Appreciation Week	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Holiday NO school 	26	27	28 LAST DAY for students	29 Last Day for 10-Month Teachers