

Iroquois Point Elementary

5553 Cormorant Avenue
Ewa Beach, Hawai`i 96706
808-499-6500

SY 2023-2024 Parent Student Handbook



**Connect ~ Empower ~ Inspire
To Make a Difference**

<https://www.iroquois.k12.hi.us/>

Rev. 06/2023

Non Discrimination and Anti-Harassment Policy

The Hawaii State Department of Education ("HIDOE") does not discriminate on the basis of race, sex, age, color, national origin, religion or disability. This requirement extends to all of the HIDOE's programs and activities, including employment and admissions as applicable.

The HIDOE will not tolerate retaliation for reporting discrimination, and will take steps to protect those who wish to report discrimination. Any inquiries concerning discrimination may be referred to the HIDOE's Civil Rights Compliance Office or to the Office for Civil Rights, United States Department of Education, within 180 days of the date of the alleged discriminatory conduct.

The HIDOE does not tolerate acts of harassment on the basis of race, sex, age, color, national origin, religion or disability. Any student who believes that he or she has been subjected to harassment on the basis of race, sex, age, color, national origin, religion or disability, is encouraged to report such harassment.

Students & parents may report allegations of harassment by an employee to the HIDOE's Civil Rights Compliance Office at the address listed below, within 180 days of the date of the alleged harassment.

Any student or parents who believe another student at their school is engaging in harassment should report allegations to the school's administrator. HIDOE is committed to conducting a prompt investigation. Support, including counseling and educational resources will be available to students who are harassed, as well as to students found to have engaged in acts of harassment on the basis of race, sex, age, color, national origin, religion or disability. Students found to have engaged in harassment may be disciplined, including if circumstance warrants, suspension or expulsion. Students, parents and HIDOE staff should work together to prevent harassment on the basis of race, sex, age, color, national origin, religion or disability.

HIDOE will not tolerate retaliation for reporting harassment on the basis of race, sex, age, color, national origin, religion or disability, and will take steps to protect those who wish to report the harassment.

The Hawai'i State Department of Education's Philosophical Base

In consonance with the statutory requirements relating to education, the DOE is committed to providing each individual with an educational program which will help the student to develop to the fullest extent of the student's capabilities and become a useful member of society. Teachers, administrators, and other staff shall make every effort to work with students and their parent(s) and/or guardian(s) to optimize available learning activities as well as educational services and opportunities. According to the Board of Education's Student Code of Conduct policy regarding attendance and punctuality, students are expected to attend daily, attend all classes, and be on time every day.

All rules and policies set out in the student handbook shall apply to the school building and grounds and to all school-sponsored activities

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General Information

Welcome to Iroquois Point Elementary School! We are looking forward to an exciting and successful year. We have prepared this handbook so that we may facilitate better understanding between the school and home concerning school procedures. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. On behalf of the faculty and staff, we would like to extend an invitation to you to visit our school, attend your child's programs and become an active volunteer. We are very happy to have you and your child with us at Iroquois Point Elementary School.

Sincerely,

Ms. Ofelia Reed, Principal

Mrs. Jessica Kam, Interim Vice Principal



Vision and Mission

Empower ~ Connect ~ Inspire
To Make a Difference

About Iroquois Point Elementary School

Iroquois Point Elementary School has been helping children discover the joy of learning since 1960. We serve children and families from the Kapilina, Gentry, and Ocean Point communities in Ewa Beach. Our student body is drawn from a combination of military and local families, reflecting the ethnic, cultural, and socio-economic diversity of Hawai'i.

Iroquois Point teachers and school staff work collaboratively to foster a caring environment for all students. We strongly believe in the importance of the home-school connection and encourage parents and community members to help us meet the academic and social needs of our students. IPES provides opportunities throughout the year for families to gather in the celebration of and support for learning. Activities and meetings are held regularly throughout the year to keep our community and parents informed and involved in our school.

Iroquois Point's curriculum is aligned with the [Hawai'i Common Core State Standards](#) and is supported by programs and textbooks that are nationally recognized and research-based. Students in grades K through six use the McGraw-Hill Language Arts program-Wonders, and Houghton Mifflin's Go Math. We emphasize a balanced curriculum that includes authentic learning experiences as well as the acquisition of basic skills. Digital devices are available in every classroom where students receive instruction and work on group and individual projects. Students also receive lessons in Technology class in our computer lab.

Teachers and staff provide a structured and stimulating place where students are encouraged to use their creativity and develop their critical thinking skills. Teachers strive to meet the needs of students while making learning challenging and fun.

We encourage volunteers from our community, including parents, kupuna, and those with special skills to support our students. Our Parent Community Networking Center (PCNC) serves as a liaison between home and school, providing opportunities for families to get involved in their children's education, as well as working to support the needs of families.

REGISTRATION

KINDERGARTEN AGE OF ENTRY

A child must be five years old on or before July 31 to enter kindergarten. You must present a birth certificate or other legal proof of date of birth before enrolling a child entering school for the first time. See registration requirements below.

REGISTERING YOUR CHILD FOR SCHOOL

Parents must register their child(ren) at least two days prior to their first day. Students must reside in Kapilina Housing at the time of registration. The acceptance of Geographical Exceptions (GE's) are based on current enrollment.

These documents must be provided at the time of registration:

- **Birth Certificate**-Original or Certified Copy
- **Tuberculosis Clearance**-X-Ray or negative PPD test including date given
- **Certificate of release and proficiency from last school attended**
- **Health Record**-including physical examination taken within one year, and an updated immunization record. (A signed statement from an authorized person must accompany religious exemptions.)
- **Proof of residency and current address** to include parent/guardian and child(ren) name -(e.g., rental agreement)

STUDENT WITHDRAWALS/STUDENT RECORDS

If you are moving and are withdrawing your child from school, please call or come to the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, which includes the official transfer slip and the release of the student's records to their new school.

Copies of official school records may be given to the parent/guardian or can be sent to the new school.

Your cooperation is always greatly appreciated.

OFFICE HOURS

Main Office

Mondays-Fridays, 7:30-4:00 p.m. (excluding State and Federal Holidays)

Registration Hours are Mondays-Fridays, from 8:30am -11:00am and 1:30pm -3:00pm

SCHOOL CONTACT INFORMATION

Main Office	808-499-6500/808-499-6501
Fax Number	808-499-6508
Parent Community Networking Center (PCNC)/ Transition Center, Mrs. Naomi Paslay	808-499-6500 ext. 255
Health Room	808-499-6502
Counseling Office	808-499-6500 ext. 242
Student Service Coordinator, Mrs. Leanne Teves	808-499-6500 ext. 238

SCHOOL SCHEDULE-ARRIVALS/DISMISSALS

7:00 Cafeteria Opens for Breakfast

7:30 Breakfast Ends

7:45 First Bell

7:50 School Starts

2:00 Dismissal (M, T, Th, F) *Wednesday dismissal time is 1:10

VISITORS ON CAMPUS

The school campus will be open to students, school personnel, and scheduled volunteers and visitors. The campus will be accessible through the main entrance only for all visitors. To ensure the safety and security of our IPES campus the following protocol and expectations are set forth for visitors:

- All visitors must sign-in and report to the office upon arrival to campus.
 - One person/family will be allowed in the front office at a time.
- A visitor ID will be issued to the visibly worn (upper body: collar/neck) during the duration of visitor's time on campus and returned to the school office when leaving.
- Visitors are welcome to request to visit the school. Visits must be pre-approved by the teacher and administration with at least two days advance notice. The principal has discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.)

- School administration has the authority to restrict campus access to individuals exhibiting any symptoms of illness. Those individuals will be allowed to conduct business by telephone, email, or virtual conference.
- IEP and other related meetings will be done in person or virtually. (Telephone, Webex, Google Meets etc.)
- Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.
- Due to allergies, asthma and other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.

NOTICE AND REQUESTS FOR ACCOMMODATIONS

If you are an individual with a disability and would like to make arrangements for accessibility to any school event, please contact the school Vice Principal, 499-6500 X 224, at least 10 working days prior to the event. Reasonable effort will be made to accommodate your request.

SAFETY TO AND FROM SCHOOL

Home, school and community share the responsibility of helping students arrive and leave school safely. Students should not arrive at school earlier than 7:30 unless they are eating breakfast in the cafeteria.

Students should be instructed to use the recommended routes and crosswalks when coming to and leaving campus.

Students who ride bicycles are required to follow safety rules and procedures. It is highly recommended students secure bikes with a lock during the school day. Hawaii state law requires children under 16 to wear helmets while bicycling.

Car Drop off Procedure

If you drive your child(ren) to school, the expectation is for you to drop your child off at the curb in the school driveway, observe safety rules and treat staff and other students with respect and courtesy. Please follow these guidelines.

1. Turn into the "circle drive" in front of the school
2. Follow the arrows and keep to the right in the "drop off" lane. Stay in that lane (there is a wide white line and safety cones on the left and a red curb on the right)
3. Proceed slowly, remaining behind other cars, until all cars have stopped. (There is space for 6 cars to drop off children at the numbered spots). Pull all the way forward.
4. **Instruct your child to exit from the passenger side only.**
5. Stay in this lane until all cars have dropped off their children. This is a NO PASSING zone.

Car Pick Up Procedure

1. Drivers must form a line in the right lane of the driveway, pulling all the way forward until all cars in front have come to a complete stop. **Please do not attempt to load your children while away from the sidewalk** . Please do not have them try to load from the drivers side of the vehicle, this is dangerous due to cars passing on that side of the driveway.

2. Drivers should have the **school issued placard on the passenger side of the dashboard (you are welcome to make copies of the card for multiple vehicles)** to expedite the pick up procedure.

3. Students must enter the car from the passenger side of the vehicle. Please do not ask them to come out into the roadway traffic.

Walking or Riding Bicycles: Please arrange, in advance, with your child the best location for you to meet. If you are meeting your child after school to walk home together, please have your child meet you at the gate closest to your exit point.

- If you are exiting by the cafeteria, have your children meet you by that gate.
- If you exit through the front of the school, please have your child meet you by the flagpole or across the street by the mini mart.
- If your children exit through the back of the campus, designate which gate:
 - Gate 1 - End of Mokupea St.
 - Gate 3 - Entrance is off Iroquois Ave.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL HOURS

Any student leaving during school hours must be checked out at the office by a parent/guardian. If someone other than the parent/guardian is checking the student out, a registered email from the parent to the school is required.

IPES HOMEWORK POLICY

Students are expected to do the following:

1. Read everyday for 20 minutes (independently or with adult support)
2. Log on to iReady (1 hour weekly)
 - a. 30 minutes of iReady reading lessons (for the week)and
 - b. 30 minutes of iReady math lessons (for the week)

Students are encouraged to aim for an average pass rate of 70% or higher.

Additional homework assignments that reinforce learned skills and projects based on units of study may be assigned at the teacher's discretion.

IPES STUDENT-PARENT-SCHOOL COMPACT

The education of our children is a shared responsibility of all partners of the school community. We at IPES agree to respect each other's differences and beliefs in accordance with the Learner Powers. We present the following agreement of goals, expectations, and responsibilities among students, parents, and the school.

STUDENT AGREEMENT:

I realize that my education is important and that I am the one responsible for my own success. Therefore, I agree to do the following as best as I can. I will:

- Get to school on time every day.
- Feel good about myself and all I do.
- Develop a positive attitude about school, and live by the rules and regulations to help keep myself and others safe.
- Return completed homework and forms on time.
- Be a cooperative and active learner, and carry out the teacher's instruction and directions.
- Be respectful to school personnel, other students, and school property.
- Have necessary school supplies.
- Share with my family what I learn and do in school.
- [Technology Responsible Use Guidelines \(TRUG\)](#)
- [Internet Safety](#)

PARENT AGREEMENT:

I (WE) realize the importance of working cooperatively with the school. I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join IPES by carrying out the following responsibilities to the best of my ability:

- Support the school in helping my child and commit to an agreed upon plan of action that will help improve his/her academic and social behavior, discipline, and well-being.
- Create an atmosphere that supports learning by encouraging good choices and decision making (e.g. reading, monitoring television/ free time.)
- Send my child to school regularly, on time, well-fed, and well-rested.
- Communicate and work with the school to support and help bring out the best in my child.
- Attend school events and conferences and volunteer to help in my child's education.
- Encourage and praise my child's effort and take time to listen to my child share about school.
- Participate in decisions relating to my child's education and development.
- Provide and replenish school supplies.

SCHOOL AGREEMENT:

We believe that a quality educational experience is important to each student's success in life. Therefore, as educators and models, we will:

- Provide a high quality curriculum and instruction.
- Have high expectations for students, families, and staff.
- Provide a safe, healthy, supportive, and effective learning environment.
- Communicate and work with families to support their child's learning.
- Help bring out the best in each child by fostering positive learning attitudes, high self-expectations, and self respect.
- Strive to address the individual needs of the child.

PARENT COMMUNITY NETWORKING CENTER (PCNC)

The Parent-Community Networking Center (PCNC) serves to create supportive partnerships between the home, the school, and the community for the purposes of improving student achievement, performance and growth, and building a sense of community.

Their goals include:

- 1) Enhancing and building a sense of community: connect, accept, learn, and network
- 2) Developing and providing training, support systems, and services for all partners (family, school, classroom, and neighborhood).

The PCNC facilitator, Naomi Paslay may be reached at 499-6500 X 255

HAWAII STATE COMPULSORY ATTENDANCE LAW

The Hawai'i State Compulsory Attendance Law states that any parent, guardian, or other person having the responsibility for or care of a child who will be 5 years of age by July 31 of the school year shall enroll the child in public school kindergarten unless the child is enrolled at a private school or the child's attendance is otherwise exempt under Hawaii Revised Statutes (HRS), section 302A-1132.

HRS Enforcement (302A-1136) places the responsibility for enforcing compulsory attendance in accordance with the plans and policies of the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who have chronic absenteeism may be referred to family court.

HSR Penalty (302A-1135) student, father, mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court. A parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for such petty misdemeanor is a fine of up to \$1000.00 (HRS 707-640) or jail time for up to thirty (30) days (HRS 706-663)

When a student is absent for 5 days the teacher will contact the parent/guardian. Documentation of contact, and an informal letter will be sent home and a copy will be placed in the student's school file. (CUM Folder)

When a child is absent for 10 days, the counselor will meet with the student and teacher to discuss attendance and mail a letter home to the parent to be signed and returned to school. If the letter is not signed and returned, a counselor will follow up and in some cases may notify a social worker.

IPES ATTENDANCE POLICY

Attendance is mandatory and is taken daily by the classroom teacher. An official record of attendance is reported on the student quarterly report card. Consistent school attendance is essential for your child's success in school. Attendance problems hinder a child's progress and teach them that school is not important. Students are marked tardy if they arrive in their classroom after 7:50am.

Parent Responsibilities

- Ensure your child attends school on time, every day, all day.
- When possible, schedule appointments after school.
- If your child will be absent or tardy from school for any reason, report the absence or tardy to the school office by 8:00am. (808-499-6500)

School Responsibilities

- The School Messenger communication system calls parents to report an unexcused absence or tardy.

Teacher Responsibilities:

- Communicate attendance concerns with the parents.
- Record all parent communication and follow up action on the eCSSS event log.
- After five (5) unexcused absences, notify counselors to send an informal letter to parents and file in the student's file.
- Refer concerns to the counseling department for further assistance if attempts are unsuccessful in increasing student attendance.

Counselor Responsibilities:

- Communicate and collaborate with parents to determine barriers keeping students from attending school on time, every day, all day.
- Work together with parents, teachers, students and any related staff members to develop a plan to address the attendance concern.
- [Attendance Works](#)

SCHOOL LUNCHES

Home Lunch: Students may bring lunch from home. They are prohibited from sharing/trading food. The school does not provide heating or refrigeration. We encourage sending your child to school with healthy meals and snacks.

School Purchased Meals: Cash payments may be made in the school office by 9:00 a.m. Parents may monitor and control their child's meal account via www.EZSchoolPay.com. This program is designed to allow for better accounting of meals and greater convenience for parents/guardians to track balances and make payments. There is a service fee of 3.66% when making online payments. If you have questions about your child's lunch account, call the lunch clerk in the main office.

Meal Options	Regular Price	Reduced Price
Student Breakfast	\$1.10	\$0.30
Adult Breakfast	\$2.40	-

Student Lunch	\$2.50	\$0.40
Adult/Non Student Lunch	\$5.50	-
Milk or Juice Only	\$0.75	-

Registering Steps for www.EZSchoolPay.com.

1. Enter email address click <next>
2. Fill in your name and contact information, click <next>
3. Enter school district name – Hawaii-St. of Hawaii Dept of Ed, click <next>
4. Choose your own name and password. Password must be at least 8 characters (uppercase, lowercase, digits, symbols) Click <Done>
5. You will be sent an email to verify your account

Add Your Child(ren)

1. Click <MY STUDENTS>
2. Enter your Child's Last Name and Student ID #.(Both Are Required)
3. Click <Select and Verify Student>
4. Click <Add This Student >
5. Repeat for all your children.

Add Payment Source

1. Click <My Account>—Payment Sources
2. Click <Add A Card>
3. Fill in ALL information.

Insufficient Funds in Meal Accounts: Loans are not given for breakfast or lunch. If your child has insufficient funds in his or her lunch account, you or your emergency contact will be called to bring money or home lunch. We recommend keeping at least two weeks worth of lunch money in your child's account.

Free and reduced lunch program: Applications for free and reduced meals are sent home on the first day of school and must be submitted each school year. Students who received free and reduced meals last year will keep this status for the first 10 days of school only, thereafter they will revert to full price until a new application is received. Students who enroll after the first day may pick up an application in the main office. Applicants may also apply online at : <https://ezmealapp.com>.

Meal Account Refunds: Notify the office at least 14 days prior to the student's last day in school in order to receive a refund for the balance of the meal account.

Meal Pricing: Adults and children not enrolled in the DOE, purchasing a meal at the school will be charged the adult price.

Milk Allergies: A physician's note is required if your child is allergic to milk. When a note is received, your child will be offered juice or water as a substitute.

ENGLISH LANGUAGE LEARNERS PROGRAM

Students whose first language is something other than English can receive English instruction through the English as a Second Language Program available at each elementary school.

COUNSELING DEPARTMENT/PROGRAM

The counseling program at IPES helps enhance student academic, social and emotional development. Our counselors provide group and individual counseling when necessary. Teachers and administrators refer students to counselors when there are concerns about a child's achievement or behavior. If ongoing counseling is recommended, parent consent is obtained. If you need to contact one of our counselors, call 808-499-6500 ext. 242.

COMPREHENSIVE STUDENT SUPPORT SYSTEM (CSSS)

CSSS ensures that all students achieve their greatest potential when school administrators, students, teachers, staff, families and school communities work together in compassionate, nurturing and efficient partnerships. The electronic CSSS (eCSSS) serves as the database system which allows schools and complexes to identify, monitor, and track student concerns over time.

The major components of CSSS

- high quality instructional leadership
- curriculum, instruction, and assessment
- comprehensive student supports continuum

STUDENT SERVICES COORDINATOR (SSC)

The SSC coordinates resources and services to support student achievement for all students. If your child experiences academic, social, emotional or behavioral difficulties, consult with your child's teacher or counselor first. Often adjustments can be made in the classroom to support your child. If the concern persists, the teacher will confer with the SSC to seek other appropriate accommodations, interventions or services to help your child succeed. Our SSC, Leanne Teves can be reached at 808-499-6500.

SSC services include

- Serve as a link for parents of children ages 3-5 when these children may need to go through an evaluation to determine possible special education preschool services.
- Guide parents and teachers through the process of obtaining accommodations.
- Assist parents with determining and providing appropriate special education services for students who are eligible for special education services.
- Provide information about community services, either state or private, that families may qualify for.
- Contact previous schools for additional information and records with parent consent on a case by case basis.
- Set up transition meetings and transfer of documents between schools when students

with special needs are transitioning to another Hawaii school.

- Provide an additional copy of records for parents to expedite the continuation of services (additional copies are subject to a cost of .25 cents per page).

SPECIAL EDUCATION AND OTHER SCHOOL SERVICES

The Department of Education provides special education and related services to children, ages 3 to 22, who meet the eligibility requirements due to a disability that affects their educational success. Special Education is a specially designed instruction to meet the unique learning needs of students. This is documented in Individualized Education Programs (IEPs). (See [Hawaii DOE Special Education](#))

TOBACCO/ALCOHOL POLICY

There is no smoking, including vapes and e-cigarettes and no alcohol allowed on school grounds.

STUDENT ID BADGES

Students are required to wear a school issued ID badge when on campus. IDs are kept in the classrooms. Student ID badges are required to purchase meals. Replacement costs for ID badges and IPES lanyards are \$3.00 each. These may be purchased in the main office.

DRESS CODE

The Board of Education allows individual schools to adopt an appropriate dress code. The IPES dress code was developed with the idea of "appropriateness" and promotes a safe environment prohibiting clothing that is vulgar, obscene, or worn in a manner that disrupts school activity.

Dressing appropriately says, "I am ready to learn and I am serious about doing my best." Students learn the difference between work clothes and play clothes and the expectations for both settings. Students are ENCOURAGED to purchase and wear IPES School t-shirts. T-shirt sales ARE NOT a fundraiser. They are a convenience provided by the school.

Violating the dress code will result in a call to the parent/guardian to bring a change of clothes or a school t-shirt will be loaned to the student for the day. The dress code applies during school sponsored events. (i.e. promotion ceremony, field trips, family nights)

The following attire items are inappropriate AND therefore prohibited at IPES:

1. Very short skirts/shorts. (Shorts should be longer than fingertips length when standing with hands to the side.
2. Large loop or dangling earrings and jewelry
3. Clothing with logos advertising or depicting alcohol, drugs, tobacco, gang membership, violence, vulgar images or language
4. Backless dresses and shirts
5. Halter/tube/Spaghetti Straps/Strapless tops/Tank top undershirts.

6. Closed footwear, shoes or sneakers are mandatory for PE classes and field trips for safety reasons.
7. Exposed undergarments/bare midriffs: outer clothing must cover all undergarments, midriff (including belly buttons), chest and back.

NO waivers that allow clothing or dress that is inappropriate will be issued.

The IPES dress code also includes and is extended to all adults on campus.

LOST AND FOUND

Lost and found items are kept in a cart and placed in the main hall near the office during the school day. Unclaimed items will be donated to a charitable organization twice per year in June and December. We encourage you to label items, including sweaters, jackets, school supplies, lunchboxes and hydroflasks/thermoses, to help us return items to the correct person.

CAFETERIA RULES

1. School ID Badges must be presented to make any purchase.
2. Books are allowed. Toys are prohibited.
3. Hats, beanies and hoodies must be removed in the cafeteria.
4. Walk/stand quietly in line.
5. Keep hands, feet, objects to yourself.
6. Stay seated unless given permission to get up. Raise your hand to get permission.
7. Speak in a quiet voice only to others seated near you.
8. Clean up your area (floor and table top) after eating.
9. Sharing or removing food or drinks from the cafeteria is prohibited

SCHOOL EMERGENCY DRILLS

Emergency drills at regular intervals are required by law and are an important part of safety requirements. Fire drills are conducted monthly. Other drills are conducted annually during the first semester. These annual drills include: lockdown, shelter-in-place, earthquake, off-campus evacuation (i.e. tsunami/fire on campus drills). Visitors on-campus during a drill, are asked to follow the emergency procedures.

FIRE DRILLS: *Fire drills are necessary for the safety of students and faculty. Everyone should know the specific directions for reaching a point of safety from various areas of the school building.*

CONTACTING PARENTS DURING EMERGENCY SITUATIONS

IPES uses the School Messenger phone contact system. The School Messenger phone contact system is the fastest way to deliver messages to our school community. The phone number you provide to us is automatically uploaded into our contact system. It is important

that we always have your correct phone number.

In the event of an actual emergency, IPES uses our automated phone system, your provided email, our school website, radio and/or television to notify you of the situation. Do not call or rush to the school. Phone lines and staff are needed for emergency response efforts.

EMERGENCY SCHOOL CLOSURE/DISMISSAL

If school must be closed during the school day due to an emergency, we will keep all students at school until parents/guardians can arrange a pick-up. When picking up students, during a school wide emergency, please park and go directly to the classroom without stopping at the office for a visitor pass. When you arrive at the classroom, you must present identification to the teacher or assistant. If you send someone else, the person must be listed on the school's emergency card and provide proper identification. It is important your emergency contacts are kept up to date.

CAMPUS EVACUATION-TSUNAMI

In case of a tsunami warning students and staff will immediately evacuate the campus and walk through the front Kapalina Community gate to Burton Field, the open field past the guard station. Children who are unable to walk easily and quickly will be transported. We will return to campus when it is deemed safe by authorities.

FIELD TRIPS

Educational Field Trips are an important part of the learning process. Students are required to wear a red shirt and covered shoes when attending field trips. Students who do not attend the field trip or arrive late to school after the buses leave will be housed in another classroom until their class returns.

STUDENT CONDUCT AND DISCIPLINE PHILOSOPHY

We believe that the best kind of discipline is self-discipline, one that comes from within the child, rather than one that is imposed. We also believe that discipline should be preventative rather than simply punitive, with the school staff working collaboratively with the students and parents.

CHAPTER 19 RULES AND REGULATIONS

DISCIPLINE MATRIX/2022-2023

IPES Discipline Matrix	Class D Incidental Violations	Class C Minor Violations	Class B Major Violations	Class A Illegal Violations
Chapter 19 Violations	<p>Prohibited by IPES, Includes:</p> <ul style="list-style-type: none"> • possession or use of contraband including cell phones, smart watches, ipods, personal video games, lighters and matches, electronic cigarette trading cards, toys. • minor problem behaviors: <ul style="list-style-type: none"> ◦ defiance ◦ disrespect ◦ non-compliance ◦ inappropriate language ◦ physical contact ◦ property misuse (low-intensity misuse of property) ◦ tardy • Any other conduct prohibited by IPES. 	<p>Prohibited by IPES & DOE rules, Includes:</p> <ul style="list-style-type: none"> • abusive language, • laser pen/laser pointer; possession or use of; • class cutting, • insubordination, • leaving campus without consent, • smoking or use of tobacco substances ; • truancy 	<p>Prohibited by state law, DOE & IPES; Must be reported to administration; police notified as needed. Includes:</p> <ul style="list-style-type: none"> • bullying, • cyberbullying • disorderly conduct • false alarm • forgery • gambling • harassment • hazing • inappropriate or questionable uses of internet materials or equipment • theft • trespassing 	<p>Prohibited by the state law; Must be Reported to Administration, Complex Area Supervisor and Superintendent; police notified as needed. Includes:</p> <ul style="list-style-type: none"> • assault, • burglary, • dangerous instrument, or substance; possession or use of; • dangerous weapons; possession or use of; • Drug paraphernalia; possession, use or sale of • extortion • fighting • firearms; possession or use of • homicide • illicit drugs possession • use or sale of intoxicating substances (marijuana, alcohol, or other illicit substances or drug paraphernalia) • property damage or vandalism • robbery, • sexual offenses • terroristic threatening

Disciplinary Action Consequences	<ul style="list-style-type: none"> • student conference with the teacher. • restorative action meeting • 5-10 minute reflective time out from classroom • repeat offenses parent will be notified 	<ul style="list-style-type: none"> • parent & student conference with the teacher and counselor. • restorative action meeting • 5-10 minute reflective time out from classroom • repeat offense: RFOA completed, Possible in school suspension of 1 day. 	<ul style="list-style-type: none"> • parent & student conference with the teacher, counselor, and administrator. • RFOA completed, RTI-B Action plan created for students. Possible in-school suspension up to 3 days. 	<ul style="list-style-type: none"> • parent & student conference with the teacher, counselor, and administrator. RFOA completed, RTI-B Action plan created for students. Possible out of school suspension of 3 days, up to 92 school days.
Recess/Lunch Plan	<ul style="list-style-type: none"> • Red Lunch Report provided to Teacher • seat moved to time-out-table and supervised by an adult • lunch will not be restricted unless violations occur at lunch. • Recess will not be restricted unless violations occur at recess. 	<ul style="list-style-type: none"> • Red Lunch Report Provided to Teacher and Parent • Seat moved to Time Out Table and supervised by an adult. • Students will attend restorative action meeting within two days with counselor and/ or administrator • Recess will not be restricted unless violations occur at recess. • Students placed in in-school suspension will not be allowed to attend lunch and recess with peers. 	<ul style="list-style-type: none"> • Students placed in in-school suspension will not be allowed to attend lunch and recess with peers. • Students will attend restorative action meeting within two days with counselor and/ or administrator 	<ul style="list-style-type: none"> • Students placed in out of school suspension will not be allowed to enter campus.

School Infractions:

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

Implementing restorative discipline practices is an important priority when handling violations at our school. For each alleged violation, students are entitled to fairness, consistency, and due process. Parents/guardians are informed of infractions and consequences, following the intervention and/or investigation by a school staff member. Parent/Guardian cooperation and support in encouraging their child to redirect his/her behavior to more constructive and positive purposes are an integral part in the school's effort to maintain a safe and secure campus.

8-19-6(d) Disciplinary action shall be taken for all class offenses in grades kindergarten through twelve in accordance with procedures established under Chapter 19 and within the following options as determined by the authorities designated in section 8-19-5.

Disciplinary action options may include the following:

- Correction and conference with the student;
- Detention;
- Crisis removal;
- Individualized instruction related to student's problem behaviors;
- In-school suspension;
- Interim alternative education setting
- Loss of privileges
- Parent conferences
- Time in office
- Suspension of one to ten school days
- Suspension of eleven or more school days
- Saturday school
- Disciplinary transfer
- Referral to alternative education programs;
- Dismissal
- Restitution

Students shall be counseled in addition to any disciplinary action taken under subsections(c) and (d).

CONTRABAND

<ul style="list-style-type: none">• Smart Watches	<ul style="list-style-type: none">• Candy (ie: Chewing Gum, Lollipops)• Caffeinated drinks	<ul style="list-style-type: none">• Medication*
<ul style="list-style-type: none">• Cell Phones	<ul style="list-style-type: none">• Matches, lighters, electronic cigarettes	<ul style="list-style-type: none">• Weapons: Pocket knives, sharp objects, guns**
<ul style="list-style-type: none">• Gang paraphernalia: Gold chains, wristbands,	<ul style="list-style-type: none">• Spray bottles-Perfume, breath spray, hair spray,	<ul style="list-style-type: none">• Toy guns, knives, water guns, sling shots,

spikes, bandanas,	shaving cream	balloons, all projectiles
<ul style="list-style-type: none"> Electronic Devices-games, laser pointers, 	<ul style="list-style-type: none"> Items considered "toys"-slime, trading cards, fidget spinners, cubes 	<ul style="list-style-type: none"> Firecrackers, hand grenades, cap pistols, poppers, explosives of any kind

*All medications must be kept by the health aide

**Students may be excluded from school for possession of these items for 12 calendar months.

Cell Phones/Smart Watches

Students who bring electronic devices on campus at their own risk. The schools are not responsible for lost, stolen, or damaged electronic devices/accessories.

Cell phones and smart watches are not to be used on campus. Cell phones and/or smart watches are to be shut off completely at the start of school. They may be turned on again at the end of the school day once the student has **left the campus.**

• Students that use cell phones and/or smart watches at any time while on campus shall be subject to the following progressive discipline procedures:

First offense	<ul style="list-style-type: none"> Electronic devices will be confiscated and sent to the office. Parents will be informed to pick up the electronic device from the school office.
Second Offense (defiance)	<ul style="list-style-type: none"> Additional parent contact (scheduled meeting) Disciplinary action including suspension may be imposed. Parents must pick up electronic devices from the school office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The [Family Educational Rights and Privacy Act \(FERPA\)](#) requires that the Department, with certain exceptions, obtain parent, guardian, or eligible student's consent prior to the disclosure of personally identifiable information from the student's education records. However, the Department may disclose appropriately designated "[Directory Information](#)" without written consent unless the parent, guardian, or eligible student requested the Department to the contrary in writing, (i.e. "Opt Out"). The primary purpose of directory information is to allow the Department to include this type of information from the student's education records in certain school publications.

"Annual Notification of Privacy Rights". Know your privacy rights as they apply to 1) student record information; 2) directory information; 3) surveys and other information collection; and 4) military recruitment information. For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit

<http://ferpa.k12.hi.us>.

STUDENT PUBLICATION/AUDIO/VIDEO RELEASE FORM

In order to protect a student's rights to privacy as outlined in the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), parents/guardians or eligible students (those aged 18 or over) are being asked to give the Hawaii State Department of Education (HIDOE) permission to create or use digital or print media of the student's name, voice, likeness or images of student work for the purposes described in this form.

Examples include, but are not limited to:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Sports activity sheets
- Student photographs for classroom / teacher use
- Award or other recognition lists and programs
- Graduation programs and announcements
- School newsletters
- Audio and video recordings to aid with reinforcing appropriate behaviors
- Audio and video recording capturing those memorable moments, such as graduation
- Ceremonies and May Day and other holiday programs or school events
- Student photographs for classroom and teacher use
- Officially recognized activities and events

Parents may withdraw permission at any time without any negative consequences by submitting a written statement to the school. Withdrawing consent will not affect my child's/ my standing in school, nor any publication or work using these media which has already been produced. names and/or likenesses, photo, video, and/or audio may be used in HIDOE school-related publication print and analog/digital media.

Examples of HIDOE school-related publications, include but are not limited to:

A playbill, showing the student's role in a drama production

Annual yearbook

Student photographs for classroom / teacher use

Honor roll or other recognition lists and programs

Graduation programs and announcements

Sports activity programs or sheets, such as for wrestling, showing weight and height of student

School newsletters

Audio and video recordings to aid with reinforcing appropriate behaviors

Audio and video recording capturing those memorable moments, such as graduation

Ceremonies and May Day and other holiday programs or school events

Student photographs for classroom and teacher use
Officially recognized activities and events

Hawaii student teachers participating in educator preparation programs and staff in professional development courses within the HIDOE may have access to student work and/or other student publications during the course of their studies.

ADA PROGRAM/ACCESSIBILITY PLAN

In accordance with the Americans with Disabilities Act (ADA), IPES is committed to ensuring that individuals with disabilities are not denied an opportunity to participate in and benefit from any service, program, or activity offered by the school. Individuals with disabilities are welcome to participate in and benefit from events at our school. School officials wish to assist in making a memorable experience for all.

ASBESTOS MANAGEMENT

The Asbestos Hazard Emergency Response Act (AHERA) requires our school to notify the faculty, staff, and parents of the presence and status of asbestos containing materials in our school buildings. The law further requires a management plan based upon the findings of the initial inspection.

We conduct the required six months surveillance in December and June and report any changes in the condition of the asbestos containing materials in our school buildings.

A copy of the inspection report and the Asbestos Management Plan is available for your review in our school office or at the Safety and Security Services Section of the Department of Education (DOE). Please contact our vice principal at 499-6500 for additional information.

Helpful Links

- [Individuals with Disabilities Education Act](#)

