



SY 2024-2025 School Handbook

**94-665 Kaaholo Street
Waipahu, HI 96797
Telephone: (808) 307-7000
Fax: (808) 675-0269
<https://www.kaleiopuues.k12.hi.us>**

TABLE OF CONTENTS

PRINCIPAL'S MESSAGE	3
GENERAL INFORMATION	4
Office Hours	4
Ho'ae'ae Park Gate	4
Before/After School Supervision	4
Afterschool Pick-Up	5
Messages for Students	5
Home Lunch	5
Nut Allergies	6
Change of Address and Phone Numbers	6
Student ID Badges	7
Student Transportation (School Bus)	7
Student Bus Pass	7
Lost or Damaged Books	8
Breakfast Cards	8
Lost & Found	8
Pets	8
SCHOOL RELEASES	9
Early Dismissal	9
Transferring to Another School	10
GEOGRAPHIC EXCEPTION	10
MEAL PAYMENT POLICY	11
Objective	11
Policy	11
Deposit Receipts and Reminders	12
Meal Account Loans	12
Account Balances	12
Suggested Meal Payment Schedule 2024-2025	13
PARTNERS IN EDUCATION	14
The School's Responsibilities	14
The Student's Responsibilities	14
The Parent's Responsibilities	15
How Parents Can Help	15
Homework	16
GLO's - General Learner Outcomes	17
SCHOOL RULES AND GUIDELINES	18
Standards of School Behavior	18
General Rules	19
Cellular Phone Guideline	21
Cellular Phone Consequences	22

Playground Rules	23
Playground on Campus	23
Dress Code	24
Physical Education (P.E.) & School Excursions	24
Acceptable Attire	24
Unacceptable Attire	24
Attendance Guideline	25
Tardy	25
Absences	25
Parent Visits and Conferences	26
Traffic and Parking	27
Smoking on Campus is Not Allowed	28
SCHOOL PROGRAMS AND ORGANIZATIONS	29
Choose Love	29
Positive Behavioral Interventions and Support (PBIS)	29
Hawaii Multi-Tiered Systems of Support (HMTSS)	30
HMTSS Essential Components	30
Instructional Focus	30
HIDOE English Learner Program	30
Identification	31
Assessment	31
Special Education	32
What is Special Education?	32
How Can a Child Be Evaluated?	32
Section 504	32
What is Section 504?	32
Enrichment Program	33
Student Council Ambassadors	33
Junior Police Officer (JPO) Program	34
A+ Program	34
Parent Community Networking Center (PCNC)	34
School Community Council (SCC)	35
Friends of Kalei‘opu‘u PTO	36
RECOGNITION AND AWARDS	36
Kalei‘opu‘u Warrior Recognition Awards (KWA)	36
Perfect Attendance Awards	36
Academic Achievement Awards	36
CONTINUOUS NOTICE OF NON-DISCRIMINATION	37

PRINCIPAL'S MESSAGE

Dear Parents/Guardians,

This handbook provides you with general information about school goals, policies, and procedures. We hope it will inform, as well as encourage you to participate more fully in school activities. Please review the contents of this handbook with your child.

Our partnership in your child's education is an important one. The best learning environment is one where the school staff, child, parents, and community work together. We invite you to volunteer at the school, to join the Friends of Kalei'opu'u PTO, and the School Community Council (SCC). Research has shown that students do better in school when their parents are involved in positive ways.

Thank you for your continued support and assistance.

GENERAL INFORMATION

Office Hours

Kalei'opu'u Elementary School's office hours are from 7:30am – 4:00pm, Monday – Friday. The office is closed on State and Federal holidays. If you need to conduct business in the office and you arrive before dismissal, please park in either of the two (2) visitor stalls or on the street and walk in. If not, you may want to plan ahead to be here before 12:00pm or after 2:30pm due to the dismissal traffic.

Ho'ae'ae Park Gate

Gate opens at 7:20am; Gate closes at 2:30pm, except for Wednesdays when it closes at 1:30pm.

Before/After School Supervision

There is no general supervision on campus before 7:10am. Breakfast line-up starts at 7:10am and service begins at 7:15am. Students should arrive on campus between 7:10am and 7:50am. Students are to wait for teachers in the designated areas. Students should be sitting nicely and catching up on any schoolwork. At the end of the school day, there is no general supervision on campus after 2:15pm (1:05pm on Wednesday). There is no supervision at Ho'ae'ae Park. Kalei'opu'u Elementary is not responsible for any incidents that occur at Ho'ae'ae Park. Students are to proceed directly home after dismissal if they are not enrolled in an afterschool program. Please be sure that your child(ren) knows how they will be going home before they arrive at school in the morning.

Afterschool Pick-Up

Parents/guardians are prohibited from waiting outside any classrooms while waiting for school to end. Designated waiting areas are the fire lanes. Your child will be waiting to be picked up at the pick-up area in front of the cafeteria once the dismissal bell rings. All students should be at the pick-up area no later than 15 minutes past the dismissal bell. Let your child know your pick-up arrangements (who, when, where, etc). Kindergarten parents, please refer to your Kindergarten Orientation packet and homeroom teacher for specific pick-up guidelines.

Messages for Students

Parents, please note that a message to a student will involve classroom disruption and a possible violation of FERPA (Federal Rights and Privacy Act). We are unable to interrupt classroom instruction to give messages to students since there is no way to identify the parent or guardian over the phone. This includes how your child is to get home at the end of each day. Make sure your child knows this information before coming to school.

Home Lunch

All home lunch is to be sent to school with your child in the morning. Home lunch should be ready to eat. Microwaves and refrigerators are not available for student use. Should you need to deliver lunch to your child while class is in session, the office staff will make an effort to contact the student to pick-up his/her lunch; however, if the student cannot be contacted, the school will not be held responsible. Home lunches and water bottles must be labeled with the student's name or initials.

Nut Allergies

We have students who are highly allergic to peanuts, peanut products (including nutella, peanut dust, and peanut oil), and tree nuts that can trigger life threatening emergencies. For this reason, we are a “PEANUT/NUT” Free School. Our cafeteria does not serve any food with peanut or nut ingredients. We appreciate your assistance in helping your child to understand that snacks & lunches containing peanuts or nuts are not allowed in school. Please check the ingredients of all individually pre-packaged products; such as class treats (for birthdays and other celebrations). Sharing or trading of snacks is not allowed.

Also, please be aware of cross-contamination while preparing or handling foods at home that are sent to school. Children who have eaten peanut products at home prior to coming to school need to wash their hands and face before reporting to school.

Change of Address and Phone Numbers

Parents should notify the school immediately of any change of address and/or phone numbers (home, work, emergency). This information is vital should an emergency occur and the school will need to contact responsible parties. We request that you send the information in writing to your child's teacher.

Student ID Badges

Student and staff ID badges play a large part in overall school safety and security. All students and staff wear ID badges while in school. ID badges are scanned for lunch and other purposes. ID badges are to be kept at school and not to be taken home to avoid loss or damage. Student ID badges are school property and shall not be taken off campus, nor should photocopies or pictures of it be made. Replacement of lost or damaged ID badges are to be requested and processed at the office for \$5.00 (exact change must be given).

Student Transportation (School Bus)

Infofinder is an online bus stop and schedule information website. Regular education bus riders can find the location of the closest bus stop to their residence by simply entering the home address.

www.hawaiischoolbus.com

Student Bus Pass

All students who qualify to ride the school bus will need to complete an online application at hi.etrition.com/busapplication or submit a paper application that can be picked up in the office. Applications must be submitted on a quarterly basis, regardless of the student's meal status, and will not be accepted outside of the indicated periods. Bus passes should be attached to the backpack at all times to avoid loss or damage. Replace lost/damaged bus passes at the office for \$5.00 (exact change must be given). No refunds will be given for bus passes.

Lost or Damaged Books

A lost or damaged book fee will be assessed for library and school books that are lost or deemed damaged (i.e. missing pages, torn pages, food stains, pen/pencil markings, etc). Replacement of lost or damaged planners are to be requested at the office for \$5.00 (exact change must be given).

Breakfast Cards

Breakfast cards can be purchased at the front office. Replacement of lost or damaged breakfast cards are to be requested at the office for \$3.00 (exact change must be given).

Lost & Found

Any valuable or important items found (money, jewelry, keys, glasses, etc.) should be turned in to the office. Other lost & found items (water bottles/flasks, lunch boxes, jackets, etc.) should be brought to and claimed from the lost & found area located in the cafeteria. Items not claimed by the end of each quarter will be donated or discarded.

Pets

No pets allowed on campus, unless it is a bona fide service animal.

SCHOOL RELEASES

Early Dismissal

Early dismissal is not recommended. However, if it is absolutely necessary, please send a note with your child on the day of the early dismissal and notify the office. If you need to pick up your child and did not send a note in the morning, please call the office as soon as possible. It does take time to locate your child, notify the teacher, and prepare him/her for dismissal.

When picking up your child, report to the office with your picture ID to pick up your child's official student pass. Only parents/guardians or emergency contacts may sign out students. No minors are allowed to sign-out students.

Attendance procedures require that students be marked absent if not on campus or on a school-authorized activity for half a school day (11:00 am on Mon/Tue/Thurs/Fri and 10:30 am on Wed). If a child is chronically released from school early, action may be taken, such as conferencing between administrators/counselors and parents/guardians.

Transferring to Another School

When moving to another school, please notify our school office as soon as possible. We will need to know your new address and the name of the new school/district. Please give our staff at least a one-week minimum notice in order to have all the proper documents prepared. Students need to turn in all library books, classroom books, school-issued devices (if applicable), and clear all outstanding obligations, such as meal account loans and lost/damaged library/classroom books, before they are released.

A parent/guardian will sign and pick up a release packet afterschool on the last day of school. This packet is to be given to the new school unopened. For those transferring out-of-state or to a private school, the release packet will include copies of all report cards, test scores, and health records. No other school records will be mailed from Kalei‘opu‘u Elementary School.

GEOGRAPHIC EXCEPTION

In Hawai‘i, the residence of the legal guardians of a child determines which public school the child is required to attend. Each school has an enrollment boundary. When the parents/guardians prefer to send their child to another public school, a Request for Geographic Exception form must be submitted to the home school and approved by the receiving school before enrolling the child. Approval by the principal of the receiving school is determined by the reason(s) listed on the request form. Early submission of the request is encouraged.

MEAL PAYMENT POLICY

All meal prices are subject to change.

Objective

- To eliminate the need to conduct money transactions in the breakfast/lunch lines and avoid a backup.
- To expedite the servicing of student and staff meals.
- To increase the accuracy in accounting for meal and milk purchases as required by the School Food Services Branch.
- To encourage the prepayment of meals.

Policy

- All negative balances should be paid by the next school day.
- At year end, all negative balances must be cleared.
- All meals, breakfast and lunch, and milk must be prepaid.
- All deposits are to be made in the office or online at ezschoolpay.com.
- Meal account envelopes can be dropped off in the meal deposit drop-slot on the counter in the office.
- Deposits made after 8:30am will be posted on the next school day.
- Deposits will NOT be collected in the breakfast or lunch lines.
- All monies will be deposited; no change will be given.

Deposit Receipts and Reminders

Deposit receipts are sent home when a deposit is made to the meal account. **Reminders** are sent home **daily** for those students with negative balances and students with balances of \$18.00 or less for full paid students and balances of \$5.00 or less for reduced price students.

Meal Account Loans

- Parents are responsible for making sure that there is always an adequate amount of money in their child's meal account to avoid loans.
- Meal account loans should be paid by the next school day.
- If you are unable to pay for lunch on a daily basis, please provide a home lunch for your child in order to avoid loans.

Account Balances

All remaining balances at the end of the school year will be carried over to the new school year or refunded to those students transferring to a school outside of the State of Hawaii DOE System or out-of-state.

Suggested Meal Payment Schedule 2024-2025

SUGGESTED PAYMENTS	FULL PRICE LUNCH \$2.50/MEAL	REDUCED PRICED LUNCH \$.40/MEAL	FULL PRICE BREAKFAST \$1.10/MEAL	REDUCED PRICE BREAKFAST \$0.30/MEAL
Monthly (Approx. 20 Meals)	\$50.00	\$8.00	\$22.00	\$6.00
Aug. 6 - Oct. 4 (1 st Qtr/40 Days)	\$100.00	\$16.00	\$44.00	\$12.00
Oct. 14 - Dec. 20 (2 nd Qtr/45 days)	\$112.50	\$18.00	\$49.50	\$13.50
Jan. 7 - Mar. 14 (3 rd Qtr/45 days)	\$112.50	\$18.00	\$49.50	\$13.50
Mar. 24 - May 30 (4 th Qtr/46 days)	\$115.00	\$18.40	\$50.60	\$13.80
Whole School Year	\$440.00	\$70.40	\$193.60	\$52.80
Milk Only: 90¢				

Meal Payment Options:

- **Online Payments - EZSchoolpay.com**
- **Cash or Check Payments - Payment envelopes can be found in the magazine rack outside of the front office and in the office.**

Make all checks payable to:

“DEPARTMENT OF EDUCATION, STATE OF HAWAII”

Please be aware that there will be a \$25.00 charge for returned checks.

This institution is an equal opportunity provider.

PARTNERS IN EDUCATION

The School's Responsibilities

- Establish and maintain open lines of communication between home, school, teacher, and parents.
- Provide all parents timely information regarding their child's progress towards meeting academic standards.
- Provide opportunities for parents to increase their knowledge.
- Provide educational programs based on national and state curriculum guidelines and on the potential of each student.
- Promote a safe and nurturing environment with respect for all.
- Provide learning experiences, which will help students to be effective communicators, respectful individuals, complex thinkers, self-directed learners, and collaborative workers to become contributing members of society.
- Provide opportunities for every student to be successful.

The Student's Responsibilities

- Attend school on time every day.
- Always be prepared for daily work.
- Do your best in all school and homework assignments and activities.
- Be sure you understand what to do and how to do it. Ask for help when needed.
- Complete all assignments on time.
- Help keep our school safe by following the rules.
- Become involved in the various co-curricular and the extracurricular opportunities.
- Read with your parents daily.

The Parent's Responsibilities

- Communicate with the teacher regularly via planner, phone, email, ClassDojo, or in person (please schedule an appointment) to discuss your child's progress. See that your child attends school regularly, on time, and is ready to learn.
- Encourage your child to do his/her best.
- Check homework, but encourage your child to do it on his/her own. Give assistance when needed.
- Encourage your child to complete work neatly and carefully and remember to turn in homework the following day.
- Make sure your child has the necessary supplies needed.
- Please check your child's planner daily and sign to acknowledge that you have reviewed it.
- Attend Parent/Teacher conferences and be actively involved in school functions.

How Parents Can Help

- Help your child to understand that he/she is responsible for his or her own actions and behavior.
- Teach advocacy. Allow your child the opportunity to stay after school for a few minutes to ask for help from the teacher or make sure he/she has all of his/her assignments before going home.
- Establish a quiet place where your child can read and do homework.
- Set limits on playtime; television watching & gaming.
- Spend a few minutes with your child every night to check on his/her homework and organize his/her AVID binder.
- Read with your child daily.
- Expect your child to grow towards independence and offer challenging opportunities. He/she needs limits within which to function and direction as to how to respond.

- Get all sides of the story before drawing conclusions. In case of a misunderstanding, contact the school.
- Remember that teachers have many children to care for and need all the data you have about your child if they are to be effective in providing the right kind of program. Such things as health problems (or other circumstances which may affect your child's education) should be shared with the school.
- Remind yourself that teachers teach because they care about children, that their objectives and yours are usually the same, and agreement on how to achieve the objectives requires good two-way communication.

Homework

Kalei'opu'u believes that homework plays an important role in our students' learning. Developing the ability to work independently, to take responsibility for one's own learning, and to develop organizational skills are goals targeted by homework. These goals are reflected in our six General Learner Outcomes.

Missed Homework Due to Absences

Parents' cooperation in adhering to the procedure developed will enable the school to expedite the request for pick-up of missed assignments with minimum interruption to the classroom.

Procedure:

- A student who has been absent for 1-2 days is expected to complete the assignments upon their return to school (no homework given).
- Homework assignments for students who are absent for **3 or more days** should be requested by calling the **Attendance Hotline at 808-307-7000 and press 1 when prompted before 8:45am.**
- Assignments/books may be picked up at the office between 2:15pm-3:30pm.

GLO's - General Learner Outcomes

- **GLO 1: Self-Directed Learner**
Takes responsibility for one's own learning.
- **GLO 2: Community Contributor**
Understands that people must work together.
- **GLO 3: Complex Thinker**
Demonstrates critical thinking and problem solving.
- **GLO 4: Quality Producer**
Recognizes and produces quality work.
- **GLO 5: Effective Communicator**
Communicates effectively in various situations.
- **GLO 6: Effective and Ethical User of Technology**
Uses technology effectively and ethically.

SCHOOL RULES AND GUIDELINES

All administrators, teachers, office personnel, custodians, and working adults at Kalei‘opu‘u Elementary School are responsible for the correction of any student misbehavior in violation of school rules.

Standards of School Behavior

1. Students shall respect the rights of others to learn by contributing to a positive learning environment in the classroom. Students shall also respect the rights and responsibilities of teachers to teach without interruption. Examples of negative behavior: disruptions, not obeying rules, etc.
2. Students shall not verbally abuse anyone. Examples of negative behavior: obscenities, name-calling, teasing, spreading rumors, etc.
3. Students shall respect the physical safety of all. Examples of negative behavior: rough playing, pranks, etc.
4. Students shall show respect and courtesy to each other and to all adults on campus, including teachers, educational assistants, administrators, office staff, custodians, cafeteria workers, adult supervisors, and classroom cleaners. Examples of negative behavior: insubordination, verbal abuse, physical abuse, and sexually related verbal or physical activity.
5. Students shall respect the property of others and the school. Examples of negative behavior: improper care of assigned textbooks, stealing, vandalism, etc.

General Rules

1. While on campus, all smart devices are to be turned off and kept inside backpack until afterschool.
2. Use sidewalks when walking on campus – no running.
3. Students shall not possess/use contraband items on school property. These items may be confiscated. The following are general rules in determining contraband items:
 - a. Toys and recreational items from home, except for educational purposes (includes cell phones, smart watches, iPods, MP3 players, DVD players, cameras, fidget spinners, Pokemon Cards, etc).
 - b. Items that may be a threat to self and others' safety/welfare, such as; lasers, knives, etc.
 - c. Items that may hinder the normal functioning of the school, and
 - d. Gang-related paraphernalia.
4. No gum, seeds, candy, soda, and flavored water/sports drinks.
5. Students who ride bicycles to school must walk their bikes onto and off campus; bikes must be secured to the bike rack. The school will not be responsible for damaged/stolen bikes.
6. No dangerous types of activities such as: break dancing, fighting, sparring, judo, kung fu, wrestling, piggy-backing, etc.
7. Use restrooms properly - take care of our restrooms.
8. Absolutely no littering, marking walls/sidewalks, etc.
9. No sitting/walking on walls and railings.
10. **OFF-LIMITS AREAS:** Parking lot, Ho‘ae‘ae Community Park, school playground equipment (exceptions - recess or accompanied by a teacher), fire lanes (15 minutes after dismissal), areas outside the school boundaries, climbing of trees and fences. NOTE: Wheelchair ramps are off-limits during FIRE/EVACUATION DRILLS. They may be used at other times, but students shall yield to wheelchairs, other handicap equipment, etc.
11. Students are allowed in the office area on official business only.

12. Respect JPOs at all times; they are there for student safety.
13. Teacher workrooms and teacher restrooms are off limits to students.
14. The elevator is off-limits to students.
15. No throwing of items from second floors of buildings.
16. No walking on the second floor connecting walkways between buildings, and stairwells unless accompanied by an adult.
17. No spitting.
18. No Heelies (shoes with wheels).
19. All students must wear closed-toe shoes during Physical Education (P.E.) and on all school excursions.
20. Closed-toe shoes are recommended during recess for the safety of all students.
21. Students are not allowed to fundraise on campus. All school sanctioned fundraising activities will be organized and monitored by a school official.
22. No inappropriate games will be played on campus that will hurt anyone in any way.

Cellular Phone Guideline

Kalei‘opu‘u Elementary recognizes that cell phones and smart devices (e.g. smart watches) have become a common tool for communication. However, they have also become a major distraction to the learning environment and are a disruption of school operations.

Some of the problems that occur include:

- Students text messaging other students or are on social networks during class time;
- Making calls on their cell phones when in the restroom;
- Recording incidents and posting on social media sites to share with others;
- Cell phones being on and ringing during school hours;
- Students watching videos/playing games on their cell phones;
- Music blasting from phone/portable speakers; and
- Cell phones being vulnerable to theft.

Kalei‘opu‘u Elementary understands that parents may need to contact their child after school. Students will be allowed to have a cell phone on them under the following conditions:

1. While on campus, students’ cell phone must be kept off.
2. While on campus, students’ cell phone must be kept in his/her backpack at ALL times - not in their pocket, nor in plain sight.
3. While on campus, students are not allowed to use their cell phone before and during school hours. Students may turn on their cell phone after school hours to call their parents/guardians.
4. Playing music from your cell phone or on portable speakers is not allowed on school property.
5. Students should not allow any of their peers to hold on to their cell phone.

Kalei‘opu‘u Elementary is not responsible for lost or stolen cell phones.

Cellular Phone Consequences

- **1st Offense** – Teacher or adult staff will confiscate cell phone. Student will have to pick up the phone from the teacher or school office at the end of the school day.
- **2nd Offense** – Cell phone will be confiscated and parent will be contacted. Student may pick up the phone from the school office after school and will be advised of consequences for the 3rd offense.
- **3rd Offense** - Student's cell phone will be confiscated and parent/guardian will be able to retrieve the phone from a school administrator.

Playground Rules

1. All general school rules apply.
2. Play within the school and park boundaries.
3. Climbing trees and fences is prohibited.
4. No throwing of dirt/rocks, etc.
5. Only bounce balls in designated areas by school personnel.
6. Use restrooms before/after recess. Do not use park restrooms unless it is an emergency; you must get permission from the recess teacher first.
7. Students may not return to the upper campus once they are at the playground.
8. Students should not talk to adults other than school staff when they are at the park.
9. Dodgeball is not allowed.
10. Basketball players should wear appropriate footwear. **No slippers.**
11. Display good sportsmanship when playing.
12. Softball and flag football should be played during P.E. only. Tackle football is not allowed at any time.

Playground on Campus

No student/child will be allowed on the playground unless a teacher supervises them. Due to the playground being so close to other classrooms, there will be no playing on the playground unless supervised by a teacher at specific times during the school day. Because of our concern for our student's safety, the playground will be off limits after school. The playground is not open for public use.

Dress Code

In promoting a positive learning environment for all students, Kalei‘opu‘u Elementary School has established dress guidelines. Below is a list of attire that is considered acceptable and a list of attire that is considered unacceptable.

Physical Education (P.E.) & School Excursions

- Closed-toe shoes
 - Crocs are not permitted for P.E. and school excursions

Acceptable Attire

- Pants, jeans, and shorts with aloha shirt, polo shirt, dress shirt, or t-shirt
- Skorts, dresses, and skirts with blouses
- Sweatshirts, fleece wear, sweaters, or jackets
- Closed-toe shoes, sandals, or slippers
- Head coverings and sunglasses may be worn during outdoor activities for protection from the sun

Unacceptable Attire

- Makeup
- Oversized clothing
- Tightly fitted clothing
- Spaghetti straps, racer back, halters, tank tops less than 1-1/2 inches at the top, tube tops
- Clothing that expose the midriff, chest, or back
- Clothes that expose the skin through holes or rips, such as torn jeans. Rips should not be higher than fingertip level when hands and arms are naturally hanging from sides. Clothing with inappropriate printed messages, advertising, or images.
- See-through clothing
- Shorts, skirts, skorts, or dresses shorter than mid-thigh
- Shorts, skirts, skorts, or dresses with slits that are shorter than mid-thigh

- All footwear exceeding 2 inches in height from ground to sole. Students who do not adhere to Kalei‘opu‘u Elementary School’s dress guidelines will:

1. Receive a warning,
2. Be sent to the office for a change of clothes, and/or
3. Parents will be contacted. Administrator in charge will determine if clothing is appropriate and compliant with school rules.

Attendance Guideline

Tardy

The warning bell for students to report to class will ring at 7:50am. Students must report directly to class by the 7:55am bell. Any student reporting to the classroom after the 7:55am bell will be marked tardy by the classroom teacher. After 8:05am, tardy students must report to the office to complete a tardy pass before going to class. If a child is chronically tardy, disciplinary action may be taken (such as, detention, conference with parent/guardian, requiring parent to accompany child to check-in, home visits by administrators, counselors, or Waipahu Complex Social Worker).

Absences

School attendance is mandatory under the Hawaii Revised Statutes, Sec. 302A-1131. Should a child accumulate a chronic record of unexcused absences, the school may need to file an educational neglect petition with the Family Court (H.R.S.302A-1136). Parents should notify the school **Attendance Hotline (808-307-7000 and press 1 when prompted)** if their child will be absent from school. Further, upon returning to school, the student should bring to class written documentation within 3 days of the child’s return to school from an excused absence (i.e. doctor’s note, funeral). As much as we want all of our children in school daily, please do not send your child to school if he/she is ill.

Attendance procedures require that students be marked absent if not on campus or on a school authorized activity for at least half a school day (11:00am on Mon/Tues/Thurs/Fri and 10:30am on Wed).

Family vacations when school is in session are highly discouraged. School books are not to be taken on vacation trips. Parents need to inform the teacher and office of planned vacations and emergency trips.

Parent Visits and Conferences

For the safety of students and employees, all parents and guests are required to check-in at the office and obtain a visitor's badge. The badge must be visible at all times and returned to the office when the visit is concluded. Classroom visits need to be prearranged with the teacher.

Conferences are an integral part of the reporting system and by far the best means of communication between teacher and parent. It provides valuable information for both parties in working for the best interests of the child. Conferences should always be arranged by appointment to allow you and the teacher time to discuss your child. You may send a note to your child's teacher or call the school office to arrange a meeting time.

School-wide parent/teacher conferences are held in October - November after the end of the first quarter. Prior notice about this conference period will be sent home. Parents will have an opportunity to sign-up for a convenient day/time to attend these very important conferences. Continue to communicate with the teacher throughout the school year via planner, phone, or in-person.

Traffic and Parking

Please take extra precautions when driving on the school campus, especially during the morning and afternoon hours just before the beginning and ending of school.

There is a lot of pedestrian and vehicular traffic that cause traffic congestion. Please be patient and understanding of school personnel and others. Please observe our parking lot rules as well.

- Before school starts and when school ends, you may enter the parking lot **only to drop-off and pick-up** your child at the curbside. **Do not drop-off students in the parking stall areas.**
- If you need to park your car, you may park on the street. **Do not double-park your car or park in a teacher's stall.**
- Do not enter or block the fire lanes that run along both sides of the campus. These lanes must be accessible at all times and are for authorized vehicles only.
- No left turn out of the parking lot onto Kaaholo Street from 7:00am to 2:30pm Monday - Friday.
- No left turn (waiting) from Kaaholo Street into the front school entrance from 12:00pm to 2:30pm. Vehicles need access up and around Kaaholo Street.
- Our buses need full access to our campus before dismissal. Please do not block the street entrance to our school around dismissal times. No jaywalking. Use the sidewalks and marked crosswalks. Our JPOs and staff are on duty to provide safety for pedestrians. We ask for your cooperation and understanding as the JPOs and the school staff enforce these rules. The safety of our children is of the highest priority.

Smoking on Campus is Not Allowed

In accordance with Chapter 31 (Tobacco-Free School System), smoking and other use of tobacco products, including e-cigarettes shall be ***PROHIBITED AT ALL TIMES***, including the following: On public school campuses, school vehicles, and off-campus sites under the operational control of the principal or designee, except as part of bona fide classroom instruction or theatrical production approved by the principal.

SCHOOL PROGRAMS AND ORGANIZATIONS

Choose Love

Choose Love is a social-emotional learning (SEL) program adopted by KES. The foundation is a simple formula: (COURAGE + GRATITUDE + FORGIVENESS + COMPASSION-IN-ACTION = Choosing Love). The mission of Choose Love is to equip students and staff with skills and tools to create safer schools and a safer world by teaching nurturing and healing love in any circumstance. Practicing social and emotional learning skills improves culture and cultivates an environment that is welcoming, supportive, compassionate, and safe.

Positive Behavioral Interventions and Support (PBIS)

Kalei'opu'u Elementary School's "4 Core Values" are:

- **Respectful:** Treating everyone including yourself with dignity
- **Responsible:** Taking care of your duties and answering for your actions
- **Honest:** Telling the truth; straight forward conduct
- **Caring:** Feeling or showing compassion for others

Every adult on campus tries to recognize our students demonstrating the 4 Core Values by giving Caught Being Good tickets.

Every month five names will be pulled from the 4 Core Values Box and these students will receive an incentive.

PBIS is designed to promote positive behaviors school-wide.

Hawaii Multi-Tiered Systems of Support (HMTSS)

Hawaii Multi-Tiered System of Support is a data-driven, team-based decision-making framework for achieving positive outcomes for every student through a layered continuum of evidence-based practices.

HMTSS Essential Components

Leaving no child behind requires schools to give highest priority to instruction and a Hawai'i Multi-Tiered System of Support (HMTSS). In addition, management and governance practices based on systematic and rigorous assessments are profoundly important for accountability and continuous improvement. Administrators, counselors, teachers, and parents who are aware that a student is encountering difficulties may refer the student for appropriate services. Student support teams may then be assembled to discuss the needs of a student and to develop a plan of action. The plan is implemented, then continually reviewed and modified as needed.

Instructional Focus

The primary instructional focus is to help students make a smooth transition to the regular education classroom. Curriculum and instruction must provide students with opportunities to develop language skills.

HIDOE English Learner Program

The HIDOE statewide EL program helps to ensure equal access to educational opportunities for linguistically and culturally diverse students. The EL Program supports HIDOE's mission to provide standards-based education through supplementary instructional and acculturation activities.

Identification

Students are identified as potential EL Program student for the following reason(s):

1. When students initially enroll in our public schools, parents complete an SIS-10W (Revised) enrollment form. A response of a language other than English to one or more of the following questions identifies a student as a potential EL student:

- Student's first acquired language
- Language most often used at home
- Language most often used by student

OR

2. A referral by teacher, counselor, parent, or student, if a language other than English is documented.

Assessment

Once the student is identified as a potential EL Program student, an assessment process is begun. The potential EL Program student is given a test in:

- Speaking
- Listening
- Reading
- Writing

Special Education

What is Special Education?

Special Education is specially designed instruction to meet the unique learning needs of students with a disability. Special education may include, but is not limited to: speech-language therapy, audiology, psychological services, physical and occupational therapy, counseling services, and parent counseling and education. It is offered in a variety of settings based on a student's needs. Children who are eligible may receive Special Education services from ages 3-20.

How Can a Child Be Evaluated?

Persons who suspect that a child may have a disability and might require special education services may request an evaluation at the public school the child attends.

A "*Special Education: Is It for Your Child?*" brochure is available at school for further information.

Section 504

What is Section 504?

Section 504 is a federal civil rights law, which protects persons with disabilities from discrimination on the basis of disability. The Office of Civil Rights (OCR), Department of Education, enforces section 504.

Section 504 of the Rehabilitation Act of 1973 provides, in relevant part, that:

No otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...

Subpart D of Section 504 regulations requires public schools to provide qualified students with disabilities an education comparable to the education provided to students without disabilities.

An Equal Educational Opportunity for Student Who Are Disabled brochure detailing Section 504 is available at the school for your information.

Enrichment Program

The Kalei‘opu‘u Elementary School’s Enrichment Program provides instructional and related services necessary to challenge and educate our students. A teacher or parent may recommend a student as a possible candidate for this program in the upper grades.

Student Council Ambassadors

The purposes of the Student Council are to provide opportunities in:

1. Developing leadership skills.
2. Planning, organizing and implementing activities, which would benefit the school population.
3. Promoting a positive image of the school. Student Government officers are elected which include a President, Vice President, Secretary, Treasurer, and SCC (School Community Council) Representative. Each homeroom class in grades 3-6 selects two (2) student council representatives who will attend monthly meetings and share information with their class.

Junior Police Officer (JPO) Program

Students in grades 5 and 6 are eligible to become JPOs. Students are expected to be in good academic standing and be positive role models. JPOs provide an invaluable service to the students by monitoring safety on campus and assisting students crossing the streets to and from school. All students are advised to follow the directions of the JPOs. Parental cooperation is essential when JPOs are carrying out their responsibilities.

A+ Program

The afterschool A+ Program is available for families that qualify. To qualify, both parents (or single parent) must be working or attending school.

Kama‘aina Kids is contracted to conduct Kalei‘opu‘u's A+ After-School Program. If you have any questions about the program or Kama‘aina Kids' early morning care program, please call Kama‘aina Kids at 808-262-4538 or the A+ school site at 808-291-6664 when A+ is in session. Before school care is available from 6:00am daily for an additional fee. Fees are on a sliding scale according to income.

Parent Community Networking Center (PCNC)

The Parent Community Network Center (PCNC) facilitator links the home, school, and community by assessing their needs and interests and then providing programs and resources to address these interests and needs.

School Community Council (SCC)

School Community Councils are forums for exchanging ideas about how to improve student achievement among the school's stakeholders: principal, teachers, school staff, parents, students, and community members. School Community Councils are an advisory board and an important part of the overall leadership structure at each school. They are a group of people elected by their peers to support the school's efforts to increase student achievement, to help engage the community in understanding and supporting the school, and to support the principal, teachers and other school staff. In addition, the SCC will review the school's Academic and Financial Plan, provide opportunities for input and submit requests for waivers and exceptions. The SCC is not a governing board and not a body whose members represent constituencies. They represent what is best for students.

School Community Councils are forums for open discussion and problem-solving related to student achievement. Recent research suggests that when done well, this process contributes to improved school culture and a strong professional community of educators. In addition, effective decision-making supports improved classroom practice and student learning. These results indicate that democratic structures like School Community Councils are integral to school and student success.

Friends of Kalei‘opu‘u PTO

The Friends of Kalei‘opu‘u Parent-Teacher Organization supports various student activities and school projects. Our primary objective is to help enrich the lives of children in the school, home, and community. All parents, students, and school staff are automatically members of our PTO and membership is free. Donations are graciously accepted.

RECOGNITION AND AWARDS

Kalei‘opu‘u Warrior Recognition Awards (KWA)

The Kalei‘opu‘u Warrior recognition awards will be presented to students who exemplify Kalei‘opu‘u Elementary's 4 Core Values: Respectful, Responsible, Honest, and Caring. Students are recognized at an event that is either taped for viewing in the classrooms or conducted as a live assembly. Parents of honorees will receive an invitation informing them of the viewing or assembly date.

Perfect Attendance Awards

Perfect attendance awards are presented each quarter to students who have no absences or tardies. New students must be enrolled a minimum of 20 days in the quarter to be eligible.

Academic Achievement Awards

Students are recognized for academic achievements each semester. Outstanding, Honorable, and Most Improved are presented to students.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding HIDOE non-discrimination policies as follows:

Beth Schimmelfennig, Director
Rhonda Wong, Compliance
Aaron Oandasan, Title VI
Toby Yamashiro, Title VII
Nicole Isa-Iijima, Title IX
Krysti Sukita, ADA/504

Civil Rights Compliance Branch
Hawaii State Dept. of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
CRCB@k12.hi.us